



# Student Handbook Idabel Middle School 2023-2024

Laura Bullock, Principal



# IDABEL MIDDLE SCHOOL

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## STUDENT/PARENT POLICY GUIDE/HANDBOOK

The Idabel Middle School Student/Parent Policy Guide/Handbook has been published to inform students and parents about policies and procedures of the school. This guide is revised and published each summer. The policy guide is distributed to each student at IMS at the beginning of the school year and is available on the Idabel Public School website [www.idabelps.org](http://www.idabelps.org)

As state and federal statutes change, school policies will be changed to stay in compliance.

In addition, it is not possible for all policies and procedures to be included in this guide.

All students are obliged to abide by all Idabel Public School policies and regulations.

# Idabel Middle School

## 2023-2024

Dear Students and Parents,

Welcome to Idabel Middle School, home of the Warriors. We are excited about the possibilities that a new school year brings.

It is our goal to provide a positive atmosphere where each student can grow in academics, athletics, and the arts. We will strive to serve the needs of all students in order for them to achieve their goals and Oklahoma's curriculum standards. The faculty, staff, and I want each student to excel while enrolled at Idabel Middle School.

Communication is a key ingredient of a successful academic community. We ask that you remain in close contact with our faculty and staff to ensure that each student enjoys a positive school experience.

Identifying and enforcing rules and procedures are essential for successful school operations. Learning to understand and follow rules and procedures is an important life skill. We ask that you and your child review this handbook for the rules, procedures, and expectations. There have been a few changes and it is important that you are fully informed. We strive to teach students to make good decisions and to take responsibility for those decisions. Guidance from parents, teachers, coaches, and administrators can assist them in making those life learning decisions.

Please contact our office if we can offer assistance or answer any questions. We look forward to a great year. GO WARRIORS!

Sincerely,

Laura Bullock, Principal

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## **Introduction**

The primary goal of the school district is to provide a high-quality education that empowers all students to reach their full potential. Every student deserves an education that not only prepares them for success in college and career, but also cultivates their intellectual, social, emotional, and physical development. To achieve this goal, the district is committed to providing a safe, inclusive, and nurturing learning environment (including premier academic and extra-curricular programs), recruiting and retaining highly qualified educators and staff, utilizing evidence-based instructional practices, and leveraging technology to enhance teaching and learning while being fiscally responsible. Our focus will ensure that all students have access to the resources and support they need to succeed. With this strategic plan, we are poised to meet the challenges of the 21st century and prepare our students to become responsible and productive members of society and to become **Champions for Life**.

## **Purpose**

*“Preparing Champions for Life”*

## **Mission Statement**

To empower every student to become a Champion for Life. To foster academic achievement, character, resilience, and a lifelong love of learning. To provide a transformative educational experience that equips students with the skills, knowledge, and values needed to navigate the complexities of the world and make a positive impact. To cultivate critical thinking, creativity, empathy, and leadership abilities in all aspects of their lives. To instill a sense of purpose, integrity, service, compassion, and a determination to make a difference in their communities and beyond. To shape future leaders who will positively influence the world and leave a lasting legacy.

## **Core Values**

The core values that guide our decisions, actions, and interactions with others include the following:

1. Excellence - We strive for excellence in everything we do and are committed to continuous improvement.
2. Equity - We seek to ensure that all students have equal access to high-quality education and resources.
3. Integrity - We uphold high standards of honesty, transparency, and ethical behavior in all aspects of our work.
4. Collaboration- We believe in working collaboratively with students, families, staff, and community partners to achieve shared goals.
5. Respect - We value and respect the individual differences and perspectives of others and treat everyone with kindness and dignity.
6. Responsibility - We are responsible stewards of our resources and are accountable for achieving results that benefit our students and community.
7. Innovation - We embrace new ideas and approaches and are committed to leveraging technology and best practices to enhance teaching and learning.

## **IDABEL INDEPENDENT SCHOOL DISTRICT RESOLUTION**

WHEREAS, THE TEACHING AND MODELING CHARACTER AND ETHICS HAS BEEN PART OF THE American family and of public education since its inception; and

WHEREAS, the family unit is first and foremost in our society in providing character and ethics to their children; and

WHEREAS, the Board of Education, district employees, and school volunteers also serve as significant role models for students, exerting an important influence over their beliefs and behaviors; and

WHEREAS, all Idabel educators are expected to adhere to the Code of Conduct for Oklahoma Educators as stated in Board Policy and The State Laws of Oklahoma; and

WHEREAS, the ability to determine right from wrong and character such as honesty, integrity, accountability, self-discipline, sexual abstinence before marriage, self-restraint, sincerity, loyalty, dependability, courage, citizenship, and respect for and value of human life and property are virtues common to enduring societies and are clearly reflective of Idabel as a community, and

WHEREAS, teen crime violence, lack of respect for authority and law, drug abuse, gang activity, and teen pregnancy have risen dramatically, along with a diminishing emphasis on character and ethics;

NOW, THEREFORE, BE IT RESOLVED that the Idabel ISB Board of Education commits itself and encourages all district personnel and volunteers to reinforce, consistent with established policy and curricula, the teaching and modeling of traditional character values and life skills deemed necessary for a successful and wholesome life—in all grades pre-kindergarten through twelve.  
Adopted this 28<sup>th</sup> day of August 1995 by the Idabel Board of Education.

### **PARENTAL INVOLVEMENT POLICY**

It is the Parental Involvement Policy of Idabel Public Schools to

- Involve parents in the planning process for all educational programs, review, and improvement,
- Provide assistance to parents in understanding national goals, state content standards, state performance standards, assessments, and information related to the education of their children,
- Provide information concerning adult literacy and parental training,
- Educate teachers and other staff in the value of parental contributions and how to work with parents as equal partners,
- Coordinate and integrate parental involvement programs with other programs when appropriate,
- Work with community-based organizations and businesses in parental involvement activities,
- Ensure that information concerning school programs be available in the language used in the home,
- Arrange meetings at a variety of times to maximize opportunities for parents,
- Conduct, with the involvement of parents, an annual evaluation of the effectiveness of parental involvement activities and use findings of the evaluations to design new strategies for parental involvement.

The Parental Involvement Policy shall be made a policy of the Local Board of Education and be included in Student Handbooks.

## **IDABEL MIDDLE SCHOOL CAPACITY FOR PARENTAL INVOLVEMENT**

Idabel Middle School will build the school's and parent's capacity for strong parental involvement, to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

The school district will provide assistance to parents of students served by the school in understanding topics such as the following:

1. The state's academic content standards,
2. The state's student academic achievement standards,
3. The state and local academic assessments including alternate assessments,
4. The requirements of Part A,
5. How to monitor their student's progress, and
6. How to work with educators.

Parent conferences, family open house activities, and the IMS message system (Facebook: IMS Warriors and Idabel Public Schools App) will be used to provide parents this information and assistance.

1. The school will reach out to, communicate with, and work with parents as equal partners in how to implement and coordinate parent programs and build ties between parents and the school.
2. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their students.
3. The school will ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating students in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. Information will be posted on district/school websites, and notes will be sent home when applicable.

### **ADMINISTRATION, BOARD AND STAFF**

#### **ADMINISTRATION**

Alan Bryant .....	Superintendent of Schools
Laura Bullock.....	Principal
Cindy Bryant.....	Counselor

#### **BOARD**

Donny Butler.....	President
Jerry Robinson.....	Vice President
Darrell Courtney.....	Member
Brent Bolen.....	Member
James Raley.....	Member

## SECRETARIES

Glenda Heathman.....Office  
 Veta Burdine.....Principal's Secretary/Bookkeeper  
 Dawn Allen .....(Superintendent's Office) Treasurer  
 Kristin Green .....(Superintendent's Office) Encumbrance Clerk  
 Kellie Byassee.....(Superintendent's Office) Activity Fund Clerk

## FACULTY/STAFF OF IDABEL MIDDLE SCHOOL

<u>Teacher</u>	<u>Subject</u>	<u>Room</u>
Bullock, Laura	Principal	Office
Bryant, Cindy	Counselor	Office
Armstrong, Stephanie	Math	8
Bell, Danny	Instrumental Music; Percussion	28/35
Bell, Teresa	Instrumental Music	28
Burdine, Veta	Principal's Secretary	Office
Butler, Terrance	Special Services	7
Denton, Kayla	Basketball	Gym
Gammon, Melissa	Reading	19
Griffin, BB	Basketball	Gym
Hastings, Lyndsey	Science	15/FH
Heathman, Glenda	Office	29 Office
Johns, Princes'Sai	Library Assistant	Library
Lehr, Madelyn	Science	13
Logan, Richard	U.S. History/PE	6
Matlock, Trevor	Track	
McDowell, Larry	Special Services	
McKee, Mary	Math	1
Phillips, Kasey	English	5
Pratt, Scott	Football	
Russell, Tammy	Library/Media Specialist	Library
Shrouder, Sara	Reading	17
Steaveson, Mandy	Social Studies	16
Threadgill, Callie	Math; Science	1
Threadgill, RJ	Basketball/PE	Gym
Tisho, Shannon	English	10
Veverka, Sherry	Paraprofessional	
Watkins, Brandon	PE	Gym
Watson, Lonnie	Soc Studies; Baseball	4/FH
White, Carlene	Art	2
Willis, Christopher	English; Special Services; Basketball	9/Gym



## IDABEL MIDDLE SCHOOL CALENDAR

2023-2024

August 7.....	Teachers Report
August 10.....	First Day of Classes
September 4.....	Labor Day - No School
October 17 .....	Parent/Teacher Conference
October 19-20.....	Fall Break
November 20-24.....	Thanksgiving Break
December 18-January 2.....	Winter Break
January 3.....	Professional Day
January 4.....	Students Return
January 15.....	Martin Luther King Day – No School
February 13 .....	Parent/Teacher Conference
February 14.....	Valentine Deliveries must be made by <b>noon</b> .
February 19.....	Presidents’ Day – No School
March 18-22.....	Spring Break - No School
April 5.....	IEA Day - No School
May 17.....	Last Day of Classes

### Grading Periods

August 10 – October 13

October 13 – December 15

January 4 – March 8

March 11 – May 17

### **SCHOOL CREED**

We, the student body of Idabel Middle School, support our school with ultimate pride, face each new day as a new challenge, promote our education by building high hopes for the future, respect the faculty, and do our utmost to live up to the responsibility of being a student of Idabel Middle School.

### **SCHOOL EMBLEM**

Warrior

### **SCHOOL COLORS**

Red and Black

### **SCHOOL THEME**

“We are Family”

### **SCHOOL MOTTO**

“Warrior Pride”

Pride in Self

Pride in School

Pride in Community

## **IDABEL MIDDLE SCHOOL BELL SCHEDULE**

### Regular Bell Schedule

Breakfast - 7:30 – 7:50

Device Bell – 7:50

First Period – 8:00 8:47

Second Period – 8:50 – 9:37

Third Period – 9:40 – 10:27

Fourth Period – 10:30 – 11:17

6TH LUNCH/7TH PRIDE/8TH PRIDE – 11:20 – 11:40

6TH OUTSIDE/7TH LUNCH/8TH OUTSIDE - 11:45 - 12:05

6TH PRIDE/7TH OUTSIDE/8TH LUNCH - 12:10 - 12:30

Fifth Period – 12:35 – 1:22

Sixth Period – 1:25 – 2:12

Seventh Period – 2:15 – 3:02

Device Bell - 3:02 - 3:07

### **NOTE TO PARENTS**

Please do not let your child arrive at school before 7:35 a.m. as there will be NO supervision. We cannot be responsible for your child's safety. It is suggested that students arrive near 7:40 in order to eat breakfast, get admits, pay for lunches, and be in class at the 8:00 bell.

PRIDE = Preparing Responsible Individuals Determined to Excel

Students will have 3 minutes of transition between classes and 5 minutes between lunches.

Lunch and PRIDE will run for 35 minutes each.

Students/Teachers assigned to Lunch 1 will attend PRIDE 3.

Students/Teachers assigned to Lunch 2 will attend PRIDE 1.

Students/Teachers assigned to Lunch 3 will attend PRIDE 2.

\*Please Note: We will run an adjusted bell schedule on days we have Pep Assemblies.

### **ACTIVITY ELIGIBILITY**

Governed by Oklahoma Secondary Schools Athletic Association

"Rules Governing Interscholastic Activities in Senior High Schools"

2008-2009 Rule 3 Sections 1, 2, 3, & 4.

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs including but not limited to athletics, band, vocal music, speech, FFA, VICA, DECA, BPA, FCCLA, cheerleading. Scholastic eligibility for students enrolled at Idabel Schools will be based on OSSAA Handbook Rule 3 Sections 1, 2, 3, and 4 of the current year's OSSAA Handbook.

A student must have received a passing grade in any five subjects that he/she was enrolled in during the last semester he/she attended fifteen or more days. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period. "Passing Grade" means work of such character that credit would be entered on the records were the semester to close at that time (cumulative grade).

Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Idabel High School and Idabel Middle School will run eligibility checks on the

second day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. A student must be passing all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday. A student regains eligibility with the first class of the new one-week period. Students enrolled in special education classes, have an Individual Education Plan, and have been certified by the Principal as doing a quality of work may be accepted as eligible under OSSAA Section 4.

A student assigned to In-School Intervention or on school suspension will be deemed ineligible for participation during the period of the ISI assignment or term of suspension.

### **ASSEMBLIES**

Formal assembly programs are presented in the auditorium with students seated in designated areas. Students are to stand for the pledge at the opening of the assembly program regardless of whether or not they salute the flag. Pep assemblies are usually held in the gym.

Assemblies have a three-fold purpose: to instruct, to inspire, and to entertain. Some assemblies may stress all three objectives, while others have a single purpose. Suggestions from the faculty, parents/guardians, and student body are always welcome.

Students will sit in the following designated areas for assemblies in the auditorium:  
Middle – 8<sup>th</sup> grade; West – 7<sup>th</sup> grade; East – 6<sup>th</sup> grade

### **MISCONDUCT IN ASSEMBLIES WILL NOT BE TOLERATED.**

### **ATTENDANCE POLICY**

All students are expected to attend school regularly and to be on time for classes. In order to benefit from the instructional program, students should develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades and are much more employable after leaving school.

#### **Absentee**

If a student is absent, he/she must present, on the first day the student returns to school, a written documentation from parent/guardian or doctor stating the reason and the dates of the absence(s).

#### **Types of Absences**

A. School Activity – School sponsored or sanctioned; make-up work is allowed

**10-Day Rule:** In accordance with the policy of the Board of Education, the following shall govern student attendance:

School Activity – These are extracurricular activities sponsored by the school, which remove a student from class more than half of a class period. The total number of school activity absences allowed by any one class period without permission from the internal review committee and approved by the local Board of Education shall be **ten**. Once a student has had ten activity absences allowed by any one class period, the student must be reported to the Principal's office for consideration for further absences. The Internal Activity Review

Committee shall be appointed by the BOE and review the policy on an annual basis. The criteria for counting beyond the 10-day absence limit shall be as follows:

1. A student must be academically eligible in the subject he/she wants to miss.
  2. Before a student is given permission to be absent beyond the 10-day limit, his/her record must show that his/her grade was not adversely affected by the previous ten days of absence and all required work missed has been turned in.
- B. Documented Absence – Explanation of absences on professional stationery from a doctor, court, counselor, funeral, etc.
- C. Explained Absence – Parental contact has been made either by phone or a note from parent/guardian
- D. Unexplained Absence – No communication from parent/guardian
- E. Suspended Absence – Absence recorded due to a student being suspended/expelled from school per school policy

If a student is checked out early for an appointment, it will be considered an “Explained” absence; however, documented proof must be turned in to the office the day of return in order for that absence not to count against the 90% rule.

Students are responsible for any and all classwork or assignments missed due to an absence. A student will be allowed one (1) day for each day missed to make up work. However, work or assignments made before an absence that is due on the day of the absence will be due the first day a student returns to school after the absence. It is the responsibility of the student, not the teacher, to make arrangements for make-up work. No make-up work is allowed for truancy from school.

A student is allowed five (5) days of absence per class period during each nine-weeks to take care of

- A. Personal illness
- B. Professional appointments that could not be scheduled outside of the regular school day
- C. Other serious personal or family problems

Students having an extreme illness, which would cause them to be absent in excess of the total number of days allowed each semester, should make the cause and length of the absence known to the school.

A student who is absent for five (5) or more days or parts of days within a nine-week period – or is absent for ten (10) or more days or parts of days within a semester – will be reported to the student’s parent/guardian and the McCurtain County District Attorney.

Extension of days may be granted only for the following reasons:

1. Medically documented prolonged illness or injury
2. Death in immediate family
3. Documented court appearance

A student who is suspended from school for a disciplinary problem for any number of days will have that number charged against the total number of absences permitted in the policy. If, however, the student is suspended for any number of days, which causes him/her to exceed the number of days allowed, the student may receive approval for an extension. School sponsored or sanctioned activities do not count toward the total days allowed.

The administration will be making random sample calls daily to verify student absentees.

The parent/legal guardian of the student may also incur legal liability regarding his/her failure to compel the student to attend school. (70 O.S. 10-106) Any parent/guardian who neglects or refuses to compel his/her child to attend school will be referred to the McCurtain County District Attorney. (70 O.S. 10-1-5)

### **BULLETINS AND ANNOUNCEMENTS**

Announcements should be submitted in written form and are to be submitted to the office by 1:00 p.m. on the day prior to publication. All announcements must have administrative approval.

### **BULLETIN BOARDS**

The bulletin boards are reserved for school use only. Commercial advertising is not permitted; neither are announcements from churches, social groups, or any other organizations unless such announcements pertain to the whole school. Office approval must be secured before posting on bulletin boards.

### **BULLYING**

According to the "School Bullying Prevention Act," bullying is defined as "Any gesture; verbal, written, or electronic expression; or physical act that a reasonable person should know would harm another person, damage property, demeanor hurt another's feelings, or cause another to fear damage to property, bodily harm, or insult in such a way as to interfere with the school's educational mission. This includes intentional teasing, intimidation, or threatening another person.

Bullying looks like, but is not limited to, the following:

- Put-downs, teasing, making fun
- Intentional harm or threat to do harm
- taking/hiding/"messing with" someone else's things
- kicking or tripping; hitting or shoving/pushing
- teasing/threats in text messages and/or email or social networks

Bullying will not be tolerated at IMS and will be acted on as a Class II offense (or greater) at Principal's discretion.

### **BUS TRANSPORTATION**

The school district provides a fleet of buses for the transportation of students. Bus stops and time schedules are worked out every year to fit the needs of each student as much as possible. Little change or delay will be possible in these routes and schedules.

State transportation regulations must be observed at all times.

1. Be at the bus stop at the scheduled time.
2. While loading or unloading, enter or leave the bus orderly and quickly.
3. The driver is charged with the responsibility of maintaining order on the bus at all times.
4. Students are expected to conduct themselves in a manner so as not to distract the driver or disturb other riders. This includes keeping hands to yourself, leaving others alone, and staying reasonably quiet.
5. No knives, sharp objects, firearms, pets, or other living animals are allowed.
6. No tobacco products are permitted on a school bus.

7. Students do not open or close windows.
8. Electronic devices **MUST** remain out of sight and be in the off mode on buses.
9. You are not to tamper with any of the safety devices, such as door latches and fire extinguishers. Students must remain seated while the bus is in motion and must not ever move while it is stopped, except as the driver directs. Students are not to put their hands, arms, heads, or bodies out of the window. Do not yell at anyone outside the bus.
10. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc. Do not throw paper, food, or other objects on the floor or out of the window of the bus. Do not eat on the bus. Keep the aisle of the bus clear from books, lunches, coats, etc. Do not place your feet in the aisle.
11. Do not ask the driver to let you off the bus uptown, at the store, to get mail out of a box, or any place except the regular stop.
12. Try always to be on the right side of the road while waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus (unless the driver directs you differently).
13. Students who must cross the road after exiting the bus in the afternoon should do so only at the signal of the driver.
14. This list is not intended to cover all the “do’s” and “don’ts,” but is necessary to interpret these policies in light of his/her own bus needs.

Idabel Schools provide school buses as a convenience to parents. Students do not have to ride the buses. **DON'T LOSE YOUR RIDING PRIVILEGE.** Follow the rules posted on each bus. Student misconduct will be reported to the principal.

#### BUS RIDER POLICY

The provision of school bus transportation is not a right of students but is a privilege extended by the Board of Education. The student behavior code as approved by the Transportation Director is as follows:

- A. 1st Bus Incident Report - 5 days suspension of bus riding privileges. A copy of the report and a copy of the bus rider policy will be sent to the parent.
- B. 2nd Bus Incident Report - 10 days suspension of bus riding privileges. A REQUIRED CONFERENCE WITH A PARENT WITHIN THE SUSPENSION TIME WILL BE NECESSARY BEFORE THE STUDENT MAY RESUME THE BUS RIDING PRIVILEGE.
- C. 3rd Bus Incident Report - Suspension of bus riding privileges for the semester (5 weeks minimum).

ANY FURTHER INCIDENT REPORTS WILL RESULT IN LOSS OF BUS RIDING PRIVILEGES FOR THE REMAINDER OF THE YEAR.

At the discretion of the Transportation Director, any of the following may result in AUTOMATIC LOSS OF BUS RIDING PRIVILEGES for the semester or the entire year:

- Bringing weapons of any kind on the bus
- Bringing drugs of any kind on the bus
- Fighting on the bus
- Verbal or physical abuse of the bus driver

RIDING A SCHOOL BUS IS A PRIVILEGE. Please treat it that way.

If you have questions, please feel free to contact the Transportation Director, Jean Warhop, at 286-7248.

BUS INCIDENT CONSEQUENCES WILL BE IMPOSED IN ADDITION TO THE CONSEQUENCES STATED IN THE REGULAR SCHOOL DISCIPLINARY POLICY.

## CAFETERIA

MENUS ARE POSTED MONTHLY.

ALL STUDENTS EACH FREE AT IDABEL PUBLIC SCHOOLS FOR THE 2023-2024 SCHOOL YEAR.

The cafeteria serves well-balanced meals each day, prepared and served under highly sanitary conditions.

All students are expected to conduct themselves properly in the cafeteria. Guidelines for cafeteria behavior are as follows:

1. Students who bring their lunches from home must eat them in the cafeteria.
2. There is to be no running to the cafeteria or breaking line once a student reaches the cafeteria.
3. Students are to clean up the area where they eat. This means placing tray, utensils, and trash in designated areas.
4. Unacceptable behavior will not be tolerated. Disciplinary action will be taken for such behavior.
5. Gum chewing is not permitted in the cafeteria.
6. No food throwing.
7. Students cannot call home for food. Arrangements must be made prior to arrival at school.

## CHILD ABUSE REPORTING LAW - OKLAHOMA (O.S.7103)

If a person has reason to believe or suspect a child is the victim of abuse or neglect, it must be reported. Abuse must be reported immediately to Child Protective Services or the police. Any person who knowingly and willfully fails to report any incident may be guilty of a misdemeanor.

Child Abuse Hotline 1-800-522-3511

McCurtain County Child Protective Services 580-208-3400

Police 911 (imminent danger)

## CLOSED CAMPUS

Idabel Middle School campus is a closed campus. Once students are on school property, they are not allowed to leave school at any time without front office permission. Students should not ask to leave campus to eat lunch unless checked out by parent/guardian through the front office.

## COURSE OFFERINGS

### SIXTH GRADE

#### Required Courses:

Math or Advanced Math  
English  
Science  
Social Studies  
Reading

#### Elective Courses:

Band I, Percussion, Art,  
General Music, Intro to Show Choir,  
Archery/Outdoors,  
Health/P.E.

#### Competitive Athletics:

Archery, Basketball, Track

#### \*After-School Offerings:

Baseball, Softball, Golf

## SEVENTH GRADE

### Required Courses:

Math or Pre-Algebra  
Reading & English or Advanced Language Arts  
Science or Advanced Science  
Geography

### Elective Courses:

Band I, Band II, Percussion, Art,  
General Music, Show Choir,  
Archery/Outdoors,

Health/P.E., Office Assistant

Competitive Athletics:

Archery, Basketball, Football, Track

\*After-School Offerings:

Baseball, Softball, Golf

## EIGHTH GRADE

### Required Courses:

Pre-Algebra or Algebra I  
English or Advanced Language Arts  
Science or Advanced Science  
Reading or Advanced Language Arts  
History

### Elective Courses:

Ag Careers, Art,  
Band I, Band II, Percussion, Marching Band,  
General Music, Show Choir,  
Office Assistant,

Archery/Outdoors, Health/P.E.,  
Spanish (high school credit)

Competitive Athletics:

Archery, Basketball, Football, Track

\*After-School Offerings:

Baseball, Softball, Golf

If a student chooses to take AG, the student will go to the high school on pep assembly days, movie days, or during any other middle school activity.

## DISCIPLINE

### Student Behavior Code

At all times, students are expected to conduct themselves in a manner that will contribute to the best interests of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the pupil to disciplinary action including, but not limited to, lunch detention, after-school detention, corporal punishment, or suspension from school. A violation of the rule will occur whether the conduct takes place on any Idabel Public School grounds at any time; off the school grounds at a school activity, function, or event; or en route to and/or from school on a school bus.

Rule 1: Disruption and interference with school No pupil shall

1. Occupy any school building or properties with the intent to deprive others of its use or where the effect thereof is to deprive others of its use.
2. Block the doorway or corridor of any school building or property so as to deprive others of access thereto. Do not stand in the "red" zone.
3. Prevent or attempt to prevent the convening or continued function of any school class, activity, or lawful meeting or assembly on the school campus.
4. Prevent students from attending classes or school activities.



5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator. Do not stand in the “red” zone.
6. Continuously and intentionally make noise or act in any other manner so as to interfere with the teacher’s ability to conduct the class or any other school activity.
7. Bully, annoy, aggravate, intimidate, or act in any manner - either physical, verbal, or written - toward a fellow student that would disrupt his/her normal school day.
8. In any other manner by the use of violence, force, noise coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
9. Taking pictures, video, and/or have any other use of cameras/audio in wireless devices is prohibited unless authorized by the teacher.

Rule 2: Damage or destruction of school property

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student for destroying school property. Parents of any minor under the age of 18 living with the parents may be liable for damages caused by said minor. No student is ever to adjust thermostats, clocks, windows, or window coverings.

Rule 3: Damage or destruction of private or public property

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property.

Rule 4: Physical abuse, assault, or hostile acts

A pupil shall not cause or attempt to cause physical injury or behave in such a way as could cause physical injury to a school employee, fellow student, or any other individual. Also, hostile threats or acts of any form will result in disciplinary action.

Rule 5: Insubordination, Defiance, or Disrespect for Authority

A student shall not be disrespectful or fail to comply with reasonable directions or instructions of teachers, student teachers, substitute teachers, teacher’s aides, principals, administrative personnel, superintendents, school bus drivers, school security officers, or other authorized school personnel. Verbal defiance and/or profanity toward a school employee will not be tolerated.

Rule 6: Extortion

Any student obtaining money or property by violence or threat of violence, or forcing someone to do something against his/her will by force or threat of force, will be considered in violation.

Rule 7: Fireworks

Fireworks are not to be brought to school or school functions.

Rule 8: Fighting is Prohibited on School Property

No student shall engage in physical behavior of hitting, slapping, or kicking of another student that could be deemed fighting or intent to fight. It is frequently impossible to determine who is at fault when students fight. In such cases, each student is subject to disciplinary action.

Rule 9: Sexual Harassment and/or Moral Turpitude

A student shall not display immoral conduct or make sexual implications whether physically, verbally, or written toward any school employee or another student.

Rule 10: Cult/Gang Behavior

A student shall not be involved with cults/gangs which initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment or educational process. Incidents involving initiations, hazing, intimidation, and/or related activities, which may cause bodily danger or physical or mental harm to students, are not allowed. Also, any student exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

Rule 11: Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or beverage containing alcohol or intoxicant of any kind.

STUDENTS ARE NOT TO HAVE LIQUID PAPER, WHITE OUT, NAIL POLISH, OR ANY AEROSOL PRODUCTS ON CAMPUS.

STUDENTS MUST NOT BE IN POSSESSION OF ANY TYPE OF DRUG PARAPHERNALIA.

The administrative staff is instructed to take immediate steps to prevent any person from coming upon the campus of any school in the Idabel School District in possession of or under the influence of alcohol, marijuana, hallucinogenic drugs, or narcotics of any kind or attempting to deliver or use said drugs of any kind on the campus of any school in the Idabel School District.

A faculty member observing a student displaying unusual behavior and possibly under the influence of non-intoxicating beverages,\* alcoholic beverages, or a controlled dangerous substance shall take the student to the principal's office. After observing and talking with the student, if the principal or his/her designee suspect drug abuse, the superintendent and parent/guardian shall be notified.

*\*Legal Ref.: House Bill 1823*

*Non-intoxicating beverages mean and include beverages containing more than one-half of one percent ( $\frac{1}{2}$  of 1%) alcohol by volume and not more than three and two-tenths (3.2%) alcohol by weight.*

If the school is unable to reach the parent/guardian and the situation warrants, law enforcement or medical authorities may be notified. Disciplinary action may be taken following a complete investigation if warranted.

If a faculty member sees what appears to be or suspects that drugs are being transferred from one student to another, the student shall be taken immediately to the principal's office.

*\*House Bill 1284*

*Provides immunity for civil liability for any teacher, counselor, or administrator who reports to the appropriate school official, in accordance with the school's policy, a student who is under the influence of non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance or a student who has such items in his/her possession.*

The principal or his/her designee shall secure from the student the known or suspected contraband in the presence of the faculty member. The use of force in searching a student shall be used only in extreme circumstances. Evidence obtained shall be placed in an envelope, sealed, and initialed by both staff members.

The principal or his/her designee shall call the superintendent and parent/guardian if suspected illegal drugs are confiscated. Law enforcement officials will be contacted.

## Rule 12: Weapons, Dangerous Instruments, and Contraband

A student shall not possess, handle, or transmit a razor, ice pick, explosives, pistol, rifle, pellet gun, or any other object that reasonably can be considered a weapon or any contraband materials.

Under the Gun-Free School one Act of 1990, it is unlawful for a person to possess a firearm at a place that person knows or should know is a school zone. Under the Act, a "school zone" includes the grounds of a public school and all property within a distance of 1,000 feet from the grounds of a public school unless that property is private property.

*"It is a violation of federal law to bring a firearm on or within 1,000 feet of school property. Violators are subject to imprisonment for up to five years, a \$5,000 fine or both fine and imprisonment. Violators will be prosecuted to the full extent allowed by law."*

Students in violation of the Gun-Free School Zone Act will be suspended from school. Parent/Guardian and local authorities will be contacted.

## Possession of Dangerous Weapons or Controlled Dangerous Substances

The Idabel Board of Education has adopted the policy which states that

*Any pupil found to be in possession of dangerous weapons or controlled dangerous substances "WILL" be suspended by the principal 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 a pupil suspended under this section. If the school board finds this suspension to be in correct order, they may consider the pupil being allowed to continue his/her education on a school approved home based program. The home based student will be on school probation during this time and the remainder of the school year with school activity restrictions placed upon him/her.*

*Note: All incidents involving the above will be reported to Court Related Services.*

## Rule 13: Monitoring Device

Any student who is under the supervision of Juvenile Services or Law Enforcement shall not show any monitoring device (ankle monitor). The student will not be eligible to participate in any school related competition or show while wearing a device.

## FORMS OF DISCIPLINE

### A. Suspension from School

Each principal is authorized to suspend students from school for disciplinary reasons. Unless the official imposing the suspension has personally witnessed the infraction, he/she will conduct such investigation into the matter, as he/she deems necessary, including an interview with the subject student, before imposing a suspension. The custodial parent or guardian will be given written notice of each suspension, duration of suspension, and the manner in which the student may be readmitted to school and, if review is provided, the manner in which the suspension can be reviewed. Such notice will be hand delivered or mailed to the parent or guardian at the address reflected on the records of the school district on the day the suspension is imposed.

Suspended students are not not allowed on school property or to attend any school sponsored activity during the duration of the suspension.

### Suspension Due Process

At the request of the parent, the principal will review all suspensions. At such review the student may make a statement in his own behalf and present any other available evidence in support of his position. The reviewing officer shall have authority to revoke, terminate, or otherwise modify the suspension and will notify the parents of this action in this regard on the day the review is completed.

A student may challenge any part of his/her disciplinary record maintained by the school district on grounds that it is an inaccurate record or that his/her conduct did not warrant the discipline assessed. The principal will review any evidence rendered on behalf of the student on the issue and will make such other investigation as he/she deems necessary. If the record is found to be inaccurate, it will be corrected. If it is found that the student's conduct did not warrant the discipline assessed, the record will be amended to reflect that finding. Disciplinary records shall be treated confidentially and disclosed only to public authorities requesting information in the course and scope of their legal duties.

The pupil suspended shall have the right to appeal the decision of such principal/teacher to the Board of Education of the district through the Superintendent, which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil, and its decision shall be final.

After the expiration of a suspension, students will not be allowed to return to class unless the parent/guardian has contacted the school. All students who have been suspended from school must report to the front office before returning to classes.

#### Suspension Assessment

A student suspended for the remainder of a semester from the Idabel school will require, prior to re-enrollment, a problem assessment by an appropriate specialist (i.e. doctor, guidance, mental health, chemical abuse). Verification of problem assessment and/or appropriate program completion will be requested by the respective school administration.

The following are the agencies to be utilized in most cases:

1. Drug and alcohol related offenses will be referred to the Kiamichi Council on Alcoholism and other Drug Abuse.
2. Behavior disorders other than chemical abuse will be referred initially to Carl Albert Mental Health Satellite.

#### B. In-School Suspension

Serious or continuous discipline problems may require the administrator to remove a student from the classroom. Idabel Public Schools believes that a suspension of a student out-of-school should be the last resort.

In-school suspension is a behavior reduction technique with which a student is removed from his/her classroom and required to work in an environment with a minimum of privileges. It is a less-restrictive alternative to sending students home, and it permits better supervision of pupils while they are in suspension. Adequate space and personnel to manage the suspension room, "Intensive Learning Center" (ILC), will be provided for in-school suspension.

Students will report to the Intensive Learning Center (ILC) by 8:00 a.m. Monday, Tuesday, Wednesday, Thursday, and/or Friday. In the event of a Monday holiday, detention will run Tuesday through Friday. Dismissal time will be at 2:30 p.m. Transportation must be provided by the parent or ILC bus. **Any student assigned to ILC before 10:00 a.m. may be transported to ILC by an administrator or counselor.**

### C. Corporal Punishment

While the Idabel School Board recognizes the need for firmness in disciplinary action, corporal punishment will only be used at the specific request of the parent, and only with a signed release form on file. Corporal punishment will be administered for class I and II offenses only, and will be administered by the Principal and his/her designee to both male and female students.

Notice of Referral: An instructor, upon referring a student to the Principal for disciplinary action, will send a notice home with the student stating date, class, period, nature of infraction, and Teacher's signature. The student is then to return the Notice with a parent's signature to the Principal's office the following day.

## **DISCIPLINARY ACTIONS OR CONSEQUENCES**

If a student is in ILC or suspended from school, he or she is prohibited from attending/participating in any extracurricular activities or school-sponsored events on any Idabel Public Schools campus.

Students have no reasonable expectation of privacy in school lockers, desks, or any other school property without notice or reason.

The administration may, at its discretion, make adjustments to all consequences based upon the severity and frequency of student offenses.

**CLASS 1 OFFENSES:** General misbehavior in the classroom or on campus.

- A. Public display of affection
- B. Misbehavior on campus/auditorium/cafeteria
  - a. Running/loud/horseplay in hallway/building
  - b. Loud or boisterous during an assembly
- C. Classroom disruption
- D. Littering Campus
- E. Food or drink in hallway/auditorium/classroom
- F. Out of class without a hall pass
- G. Profanity
- H. Leaving class without permission (hall pass)
- I. Dress code violation

### **CLASS 1 CONSEQUENCES:**

1st Offense: Conference and Corporal Punishment or 2 days community service  
2nd Offense: Parent Contact and Corporal Punishment or 3 days community service  
3rd Offense: Parent Contact and Corporal Punishment  
4th Offense: Parent Contact and 3 days Intensive Learning Center (ILC)  
5th Offense: Parent Contact and 5 days ILC  
6th Offense: Parent Conference and 3 days Out-of-School suspension  
7th Offense: Punishment at the discretion of the administration.

### **CLASS 2 OFFENSES:**

- A. Excessive profanity/vulgarity
- B. Leaving campus without permission

- C. Defacing school/personal property
- D. Fraud/Forgery or providing false information/cheating
- E. Rudeness or disrespect toward school employee
- F. Bullying/intimidating/aggravating/annoying of another student
- G. Behavior that could result in a fight
- H. Throwing, tossing, or pitching food to/at another student in the cafeteria
- I. Skipping class or unauthorized roaming on campus
- J. Violation of CIPA policy - Improper use of technology in a sexual nature

### **CLASS 2 CONSEQUENCES:**

- 1st Offense: Conference and Corporal Punishment/Administrator's discretion
- 2nd Offense: Parent Contact and Corporal Punishment or 3 days Intensive Learning Center (ILC)
- 3rd Offense: Parent Conference and 5 days ILC
- 4th Offense: Parent Conference and 10 days ILC
- 5th Offense: 3 day suspension and assigned to ILC for 5 weeks
- 6th Offense: 5 day suspension, indefinite assignment to ILC, at the discretion of the administration, not to exceed the current and succeeding semester. Student will be evaluated on a regular basis.
- 7th Offense: Indefinite suspension at the discretion of the administration

### **CLASS 3 OFFENSES:**

- A. Failure to comply with a reasonable request from a school employee
- B. Verbal defiance/profanity toward a school employee
- C. Threatening or doing physical harm to another student
- D. Throwing food in cafeteria for the purpose of engaging in a food fight
- E. Theft/stealing/extortion or threats
- F. Sexual harassment/moral turpitude/pornography
- G. Fireworks, lighters, matches, or any fire ignition device
- H. Vandalism of school/personal property
- I. Failure to comply with an administrative directive will result in a 10 day out-of-school suspension; if law enforcement must be called in, the offense will be a 30 day suspension.
- J. Use or possession of Tobacco/Vapor
- K. Fleeing campus that endangers the student
- L. Sexual harassment of a school employee - Building Principal's discretion

### **CLASS 3 CONSEQUENCES:**

- 1st Offense: Parent conference and 5 days Intensive Learning Center (ILC)
- 2nd Offense: Parent conference and 10 days ILC
- 3rd Offense: Sent home until parent returns with student and 5 weeks (minimum) ILC
- 4th Offense: 5 day out-of-school suspension and an indefinite assignment to ILC not to exceed the current and succeeding semester
- 5th Offense: Indefinite suspension and Parent Conference

An unprovoked physical attack on another student will result in a minimum 10 day suspension from school.

Students who are continually reported to the office for discipline may be suspended from school at the discretion of the administration.

### Fighting/Mutual Combat

1st Offense: Suspended from school 5 days minimum

2nd Offense: Suspended from school 10 days minimum

3rd Offense: Suspended from school 5 weeks minimum

4th Offense: Indefinite suspension not to exceed the current semester and succeeding semester

Any student who willfully joins in a fight in progress and assaults a student involved in the fight will receive double 1st offense consequences/10 days out-of-school suspension.

Any student who executes excessive force in a physical confrontation may receive additional consequences at the discretion of the administration.

### Vape Possession and/or Use - 10-Day Out of School Suspension

NOTE: Any acts of sexual harassment or moral turpitude should be reported to the administration and/or counselor immediately. Documentation and a written report will be made and kept on file.

### **CLASS 4 OFFENSES:**

- A. Possession/sale/consumption of drugs/alcohol or any other controlled substance/prescription drugs and/or drug paraphernalia/huffing
- B. Under the influence of alcohol/drugs
- C. Possession of dangerous weapons
- D. Indecent exposure or unacceptable sexual behavior
- E. Terroristic threats
- F. Verbal, written, or electronic threats to student, school employee, or school facility (*HB2614*)
- G. Arson

### **CLASS 4 CONSEQUENCES:**

1st Offense: Parent Contact and suspension from school for a minimum of 90 school days and assigned to Intensive Learning Center (ILC) for the remainder of the succeeding semester.

If a student commits several lesser offenses and then commits an offense at a higher level, the disciplinary action cannot be less than previously administered.

If a student commits a Class 2 or 3 offense, then commits a Class 1 offense, the disciplinary action MAY be less than previously administered.

### **CLASS 5 OFFENSES:**

- A. Possession of a firearm
- B. Assault to a school employee
- C. A physical attack on another student that is not previously set out in Class 1-4 offenses and results in criminal charges being initiated
- D. Possession of explosive items/terroristic paraphernalia
- E. Arson - if the fire department has to be called

## **CLASS 5 CONSEQUENCES:**

1st Offense: Parent Contact and suspension from school for a minimum of 180 school days. Depending on the severity and circumstances of an assault/suspension, a student may be assigned to the Intensive Learning Center (ILC) for the second 90 days of suspension. For all Class 5 violations, the police will be notified to arrest the student. Charges will be filed and an attempt will be made to prosecute.

## **INTENSIVE LEARNING CENTER (ILC) RULES**

1. ILC is held on the Idabel High School campus.
2. A copy of the ILC Rules, as set forth by the Director of ILC, will be given to student/parents by the Director.
3. Students must complete all ILC time.
4. Students in ILC may not attend any school functions/events.
5. Students must be taken to ILC at Idabel High School by a parent or ride the ILC bus.

## **DRESS CODE**

All students are expected to dress and groom themselves neatly in clothing and *personal appearance that is proper* for school. Any manner of *dress or grooming that is offensive or disrupts the educational setting* will be corrected at administrator's discretion. Any style of clothing determined to be immodest in dress, such as skin-tight clothing, is prohibited. T-shirts and other attire may not advertise or display alcohol, tobacco, drugs, or inappropriate language. Clothing which has any connotations of immorality, obscenity, nudity, or gang activity is not appropriate for school or school activities. Gloves or bandannas may not be worn or displayed in the school or at school sponsored activities. *Body piercing will be limited to the earlobe or areas covered by clothing. No piercing will be allowed on the facial area.*

It is virtually impossible to write a regulation which will adequately cover every detail of appropriate conduct and dress. **Therefore, it is necessary for the principal/principal's designee to make judgments as to whether a student is properly groomed and dressed and/or is manifesting appropriate behavior.**

The personal code will be positively enforced by teachers, principals, and administrators. We are attempting to eliminate as much confusion as possible so our attention can be turned to educational pursuits.

Students are expected to dress and groom within the limits set by these Standards. Students are expected to obey the rules and directions of their teachers and principals in charge of their educational program. Parents are requested to see to it that their children conform within the limits set by the personal appearance standards.

Clothing which will not be approved for students at Idabel Middle School during school hours or while representing the school in a school sponsored activity:

1. Shorts, skirts, or dresses shorter than the tips of the fingers
2. When wearing tights/leotards/leggings, shorts/skirts/dresses must still be a minimum of finger-tip length.
3. Bare midriffs (tops must not expose midriff when arms are extended horizontally and must cover the top of the pants/skirt at least 2 inches)
4. NO HATS, caps, or visors on the school campus, and hoods may not be worn in the school building.
5. No sunglasses in buildings (without medical statement)
6. Low-cut or see-through blouses or shirts



7. Clothing with vulgar or suggestive language, obscene pictures, or disruptive qualities
8. Bare feet (*Appropriate shoes* should be worn at all times.)
9. All shirts must have straps. Straps must be 2 ½ inches at a minimum. No jerseys, tank tops, spaghetti straps, or “razorbacks” unless there is a sleeved shirt underneath.
10. Unbuckled belts, sagging pants (PANTS/SHORTS MUST BE WORN AT THE WAIST.)
11. Attire advertising or displaying alcohol, tobacco, drugs, or inappropriate language; clothing which has any connotations of immorality, obscenity, nudity, or gang activity
12. Any clothing, jewelry, or shoes disruptive to the educational process or *worn in a manner* to attract undue attention
13. Exposed body piercing is limited to the ears and only a clear retainer stud will be allowed in the nose.
14. Pajama/lounge pants, house shoes, or blankets
15. Purses should be no larger than an 8 ½” x 11” sheet of paper.
16. Pants should have no slits, holes, or frays above the knee and no skin can be shown. Solid leggings or tights may be worn under the holes.
17. As a general rule, everything from the base of the neck to the top of the knees should be covered.
18. Hair is not to be groomed in class. Picks, combs, etc. shall not be worn in hair.
19. No toys (i.e. stuffed animals, nintendo switch, etc.) on the school campus.

Students who violate the above dress code will be subject to the following disciplinary action:

1st Offense: Correct the dress code violation and warning

2nd Offense: Correct the dress code violation PLUS Level 1 Offense

Parent/guardian will be contacted to bring clothing to school to correct the violation or take the student home to correct the violation. The student will be counted absent from any classes missed due to dress code violation.

Any student who does not have dress code violations corrected by 9:00 a.m. will be transported to the Intensive Learning Center (ILC) for the remainder of the day.

In the event a parent/guardian cannot be contacted, the student will be loaned clothing from the IMS closet bank when available. All clothing items have been laundered.

As a result of the increased concern for Safe Schools, it is suggested and recommended that students wear their shirts/tops tucked in their pants/shorts/skirts. Thank you!

### **ELECTRONIC DEVICES AND ELECTRONIC TELECOMMUNICATION DEVICES**

It shall be the rule of Idabel Middle School that the possession of electronic devices must be kept in the off mode and turned in upon arrival to campus in the front office to be stored in the vault until the end of the school day. This includes, but is not limited to, cell phones, pagers, radios, tape or compact disc players/recorders, iPods, MP3s, laser lights, cameras, or any other electronic device on school property, including during the after school ABC Program and school transportation.

No personal audio or text communication by cell phone will be allowed during the school day or activities. In the event of an *after school* or *off school property* activity in which a cell phone is needed to reach a parent/guardian as to a return time or details of the trip while off campus, the cell phone may be used as directed by school personnel.

There is no expectation of privacy on the Internet for students.

The CONSEQUENCES for students violating the policy are as follows:

- 1st Offense: Confiscation of the device, parent/guardian pick up the cell phone/electronic device in the front office and sign a letter explaining they understand the consequences of additional offenses
- 2nd Offense: Confiscation of the device, parent/guardian must pick up the cell phone/electronic device in the front office and sign a letter explaining they understand the consequences of additional offenses, and the student will receive a 1 day assignment to the Intensive Learning Center (ILC) or community service.
- 3rd Offense: Confiscation of the device, parent/guardian must pick up the cell phone/electronic device in the front office and sign a letter explaining they understand the consequences of additional offenses, student can no longer bring a phone to school for the remainder of the year, and the student will receive a 3 day assignment to ILC.
- 4th Offense: Confiscation of the device, parent/guardian must pick up the cell phone/electronic device in the front office and sign a letter explaining they understand the consequences of additional offenses, and the student will receive a 5 day assignment to ILC.
- 5th Offense: This offense will be handled with "Administration discretion."

Failure of the student to surrender the device or removal of the SIM card will result in a 10 day suspension.

### **CHILDREN'S INTERNET PROTECTION ACT (CIPA) IDABEL PUBLIC SCHOOLS**

Below is the Acceptable Use and Internet Safety Policy ("policy") that provides internet access to the school district students and staff. Upon reviewing, signing and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide network access to any user who, if 18 or older, fails to sign and submit the policy to the school as directed, or if under 18 does not return the policy as directed with the signatures of the student and his/her parent or guardian. Adherence to the following policy is necessary for continued access to the school's technology resources.

Idabel Public School's information technology resources, including email and internet access, are provided for educational purposes only. This is a privilege and should be treated as such. If the user has any doubt about whether a contemplated activity is educational, the user shall consult with a teacher, principal or network administrator to help decide if a use is appropriate. Teachers will NOT allow students to play non educational games during the regular school hours, unless there is a valid educational purpose and is related to current adopted curriculum for the State of Oklahoma.

#### **Students and Staff Shall**

1. Respect and protect the integrity, availability and security of all electronic resources
  - Observe all network security practices.
  - Report security risks or violations to a teacher or network administrator.
  - Do not destroy or damage data, networks, computers or other resources that do not belong to you
2. Respect and protect the intellectual property of others
  - Do not infringe copyrights (no making of illegal copies of music, games or movies).
  - Do not plagiarize.
3. Respect and practice the principles of community
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials or messages to a teacher or administrator.
  - Do not intentionally access, transmit, copy or create materials that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory or meant to harass).
  - Do not intentionally access, transmit, copy or create material that is illegal (such as obscenity, stolen materials or illegal copies of copyrighted works).
  - Do not use resources to further other acts that are criminal or violate the school's code of conduct.
  - Do not send spam, chain letters or other mass mailings.
  - Do not buy, sell, advertise or otherwise conduct business, unless approved as a school project.
  - Do not violate any local, state or federal statute.
4. Respect and protect the privacy of others
  - Use only assigned accounts
  - Do not view, use, or copy passwords, data or networks to which you are not authorized.
  - Do not distribute private information about others or yourself.

#### 5. Internet Safety of minor students

- **Personal online safety:** in using the computer network and internet, the user should not reveal personal information such as home address or telephone number. A student should not use his/her real last name or any other information which might allow a person to locate the student without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission. Regardless of the user's age, the user should never agree to meet in a secluded place or in a private setting a person the user has only communicated with on the internet.
- The user should also recognize electronic threatening behavior as cyberbullying. The user should not become a victim or a perpetrator of cyberbullying. The user will report any threats made against them to a teacher or administrator. Users found to be perpetrating cyberbullying will be disciplined appropriately.
- Idabel Public Schools will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and about cyberbullying awareness and response.
- To ascertain that each student understands proper online and electronic behavior, every teacher assisting students in network activities will implement lessons and/or dialogue which will demonstrate correct and safe online behavior and should be age appropriate.
- **CIPA COMPLIANCE:** IPS District monitors network and provides a current subscription to the Next Generation Palo Alto firewall to enforce Internet safety for minors. It also protects users from Spyware, Malware, Vulnerabilities, Viruses, and other Internet borne attacks that can compromise users email and workstations.
- The elementary library media specialists and or computer class will address this topic during library orientation or classroom visits. Secondary library media specialists will address this topic as new classes change throughout the year. Principals, or their designee, will address this topic in an open group assembly. New students arriving during the year will be given a copy of this agreement in their enrollment packet. Staff members will receive instruction during professional development sessions required at the beginning of each year.

#### 6. Consequences for violation

- Violations of these rules may result in disciplinary action, including, but not limited to, the loss of a user's privileges to use the school's information technology resources and/or suspension, with the exceptions of End Of Instruction testing and required classroom technology courses and activities.

#### 7. Supervision and monitoring

- School administrators and their authorized employees shall monitor the use of the information technology resources to ensure that their use is secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any user, or to protect the school district's property. They may also use this information in disciplinary actions and will furnish evidence of a possible crime to law enforcement.

#### 8. Personal Equipment (BYOD) used on School Internet (Domains)

- Use of personal property, such as computers, burned CDs, or flash drives is prohibited unless inspected and permitted by authorized school personnel.
- Any device being used on IPS School Network service must be registered with the domain and conform to appropriate domain guidelines.
- A User of the Idabel Public Schools Network and/or equipment is prohibited from making any alterations to hardware and/or software that is owned or licensed by IPS, that is unauthorized and/or results in damages. The user accepts both punitive and legal consequences.
- Any individual using the school domain, internet or equipment and services for illegal actions, shall not hold the Idabel Public School System accountable.

Parents, teachers and administrators will discuss these rules with all users to ensure he or she fully understands them. These rules also provide a good framework for a user's use of computers at home, at libraries, or anywhere.

For additional information see: [www.cybercrime.gov](http://www.cybercrime.gov)

Revised and approved by Idabel Board of Education in public meeting\_\_\_\_June 8, 2015\_\_\_\_\_

## THIS DOCUMENT MUST BE SIGNED AND RETURNED TO SCHOOL WHERE IT WILL BECOME A PART OF STUDENT RECORDS

(This form was a part of your student enrollment packet. This is only a copy for your information.)

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

\_\_\_\_\_  
Student Name Printed                      Date                      Student Signature

Address \_\_\_\_\_ Phone \_\_\_\_\_

STATUS:      STUDENT \_\_\_\_\_      STAFF \_\_\_\_\_      I am 18 or older \_\_\_\_\_      I am under 18 \_\_\_\_\_

**IF UNDER 18 PARENT OR GUARDIAN MUST SIGN BELOW**

**Parent or Guardian:** As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school computer network and the Internet. I understand that access is being provided to the students for educational purposes only. I am, therefore signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provide the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. I hereby give permission for my child or ward to use the building approved account to access the school district computer network and the Internet.

\_\_\_\_\_  
Parent/Guardian Printed Name                      Parent/Guardian Signature

\_\_\_\_\_  
Date

**EMERGENCY DRILLS**

**TORNADO DRILL PROCEDURE**

- 1. The alarm signal will be **three (3) intermittent sounds of the bell repeated three (3) times.**
- 2. When the alarm is sounded, teachers should direct students quietly into designated areas.
- 3. Students are to sit on the floor with hands on the back of neck, facing the interior wall that has no glass.
- 4. The teachers check student roll.
- 5. All persons are to remain in this position until the all-clear signal is sounded (3 blasts of the bell).

**FIRE DRILL PROCEDURE**

- 1. The fire signal will be **a continuous sounding of the alarm.**
- 2. Under the direction of the teachers, the students are to leave the building in single file. Do not stop to get books, coats, or other belongings. Leave quietly and in an orderly manner.
- 3. All windows and doors must be closed. The first student reaching the outside door will hold open the door until the last person is out. The teacher will be the last to leave the room and will close the door.
- 4. A continuous ring of the bell will be the signal to re-enter the building.
- 5. Each teacher will explain the evacuation plan during the first day of school and this plan will be posted in each room.

**SEVERE WEATHER PROCEDURE**

- 1. Students may be allowed to go home **ONLY** if accompanied by a parent or close relative.No one will be allowed to leave the building during an alert.
- 2. No one will be allowed to leave the building during an alert.

3. All the small objects (pens, pencils, paper weights, audio visual equipment, etc.) and all books and loose paper shall be placed in cabinets.
4. All breakable objects should be placed on the floor near the wall.
5. Be prepared for signal as outlined for tornado drill.

#### **LOCKDOWN PROCEDURE**

1. Principal will issue lockdown procedures by announcing warning over PA system, sending a messenger to each classroom, or sounding bells.
2. Direct all students, staff, and visitors into classroom.
3. Lock classroom doors and cover all classroom windows.
4. Move all persons away from windows and doors.
5. Allow no one outside of classrooms until Principal gives all clear signal or opens locked doors from the outside.

#### **FIRST TIME ENROLLMENT TO IPSD**

Students entering Idabel Public Schools for the first time must bring the following with them:

1. A copy of their current transcript
2. A copy of withdrawal grades from the preceding school
3. Immunization records
4. Proof of guardianship (if applicable)
5. Students placed through Oklahoma Department of Human Services need a copy of the DCSF 19 Placement form.
6. A copy of their state certified birth certificate (not a hospital certificate)
7. Proof of residence

#### **GUIDELINES FOR PROFICIENCY BASED PROMOTION**

##### **Oklahoma State Department of Education**

(Approved by State Board on June 24, 1993)

#### **I. Proficiency Based Promotion**

- A. Upon the request of a student, parent/guardian, or educator, a student with a 3.5 or higher GPA in the core subjects will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
  1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
  2. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. & 11-103.6
    - a) Social Studies
    - b) Language Arts
    - c) The Arts
    - d) Language
    - e) Mathematics
    - f) Science
  3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
  4. The opportunity for proficiency assessment will be provided twice each school year.
  5. Qualifying students are those who are legally enrolled in the local school district.

6. The district may not require registration of the proficiency assessment more than one month in advance.
  7. Students will be allowed to take proficiency assessments in multiple subject areas.
  8. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
  9. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.
- B. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
1. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
  2. If the parent/guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent/guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
  3. Failure to demonstrate proficiency will not be noted on the transcripts.
  4. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
  5. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
  6. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.
- C. Proficiency assessments will measure mastery of the Priority Academic Student Skills in the same way that curriculum and instruction are focused on the Priority Academic Student Skills. In other words, assessment will be aligned with curriculum and instruction.
- D. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
1. Individualized instruction
  2. Correspondence courses
  3. Independent study
  4. Concurrent enrollment
  5. Cross-grade grouping
  6. Cluster grouping
  7. Grade/course advancement
- E. Each school district will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.

## II. Appropriate notation for core curriculum area completed

Appropriate notation will be made for elementary, middle level, or high school level students satisfactorily completing 9-12 high school curriculum area. Completion may be recorded with a grade or "pass." This unit will count toward meeting the requirements for the high school diploma.

## **GRADING SYSTEMS**

The curriculum levels in grades 6-8 consist of the following areas:

1. Academic Enrichment Program

- a. This program is available only to students enrolled in designated classes.
- b. The basic purpose of the Academic Enrichment Program of Idabel Middle School is to provide a medium in which the student who is highly motivated may be encouraged to explore above regular classroom experience.
- c. Criteria for this program will be as follows:
  - i. Students who elect to participate in the Academic Enrichment Program must be enrolled in an Advanced or Pre-AP class.
  - ii. Student qualifications for the program will be based on teacher recommendation, previous grades, and Criterion Reference Test, NCE percentile score.
2. Regular Program - The basic purpose is to meet the needs of students in regular classes.
3. Special Program - The basic purpose is to meet the needs of students receiving special services.
4. Pass/Fail Program - The basic purpose is to include the activity classes. "Pass" or "Fail" grades will be given in these classes since the grades are not included when calculating academic grade point average. Students will receive one-half ( $\frac{1}{2}$ ) credit per semester for the activity class passed.
5. 4A Grading System

<u>GRADE</u>	<u>PERCENT</u>	<u>POINTS</u>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0-59	0
P	Passing Work	
I	Incomplete Work	

**The semester test will not count more than one-seventh ( $\frac{1}{7}$ ) of a student's semester grade.**

### **HALL PASSES**

If a student leaves a classroom for any reason, he/she must have a paper hall pass completed by the teacher, stating the destination, time left, and a signature from whose class the student is assigned. Cutting class or failure to have a paper hall pass completed by the teacher will subject the student to disciplinary action. One hall pass per student. If multiple students are out of a class, each student must be listed on a hall pass.

### **HAZARDOUS MATERIALS**

Asbestos checks are made periodically at Idabel Middle School. Results are on file in the Superintendent's office.

### **HOMEWORK PHILOSOPHY**

The purpose of homework is to supplement learning that has taken place in the classroom. It is a means by which additional study and drill can increase the amount of learning. The preparation and completion of homework should be of vital concern to the parents, and it is their responsibility to work with the teacher to see that as much learning as possible can occur. However, it is the responsibility of every student to complete homework assignments on time.

Failure to complete homework assignments will be detrimental to the student's academic grade. Excessive occurrences of failure to complete homework assignments may result in a failing grade.

Students who do not make an effort to complete classroom assignments or bring needed materials (pen, pencil, paper, etc.) to class may not receive credit for that day's classroom work.

## **HONOR ROLL**

Students will be recognized for their academic accomplishments at the end of each nine weeks and semester by being placed on the honor roll.

### Superintendent's Honor Roll

Students maintain all A's (4.0 GPA) for nine weeks or semester

### Principal's Honor Roll

Students maintain a B average (3.0 GPA) for nine weeks or semester with no grade below a B.

## **IDABEL PUBLIC SCHOOL DISTRICT CO-CURRICULAR AND SCHOLASTIC ELIGIBILITY POLICY ACADEMIC IMPROVEMENT PLAN**

### PHILOSOPHY

The faculty, administration, students, and community of the Idabel Public School District are committed to providing every one of our students with the finest academic opportunities possible. Academic achievement is our primary goal as an institution and should be the primary goal of all students. It cannot be forgotten, however, that participation in interscholastic and co-curricular activities is also an integral part of becoming a well-rounded, young adult. To that end, academics and activities work hand-in-hand as each of our students strive for excellence in his/her own personal way. Students who choose to be involved in school-sponsored co-curricular activities undertake a responsibility to the school, to themselves, and to the other members of the team or club - not to mention the extra time and effort that is required. Those who do not accept this challenge will not be faced with this responsibility and extra load. Each student is provided with the opportunity of participating in extracurricular activities with the understanding that this opportunity can be denied. As members of a team or club, students represent themselves, their families, their club or team, and the school as a whole. Therefore, it is in the best interest of the student and of the school to hold such students to a set of standards that represent our school district and community.

### ATTENDANCE

Attendance and tardiness consequences shall be enforced according to the current Idabel Public School Board of Education attendance policy.

### ACADEMIC

Refer to the "Active Eligibility" page

### DISCIPLINE

All discipline issues are covered in the Idabel Public School District Board of Education Handbook.

### PROCEDURE

1. Based on fourth week eligibility check (and weekly eligibility checks), a list of students failing one or more classes will be distributed to coaches, advisors, counselors, and instructional staff.
2. Parents of students who are failing one or more courses will receive a letter from the school informing them that a warning (probation) period is in effect and of the eligibility policy.
3. At the end of the warning (probation) period, if performance has not improved, the student will be required to attend after school tutoring sessions for a minimum of two days a week until passing grades are attained. Communication between advisors, coaches, and teachers will be required. Parents/guardians will be notified of the tutoring requirement. Parental input, involvement, and support will be requested.
4. The student's progress will be monitored through the use of weekly eligibility reports. These reports will be available to teachers, advisors, and coaches.



5. Warning (probation) periods shall be one week and will begin the Monday following the date eligibility checks are distributed.

### DUE PROCESS

Appeals and procedures concerning all decisions shall be made to the building level principal and the student's guidance counselor. The decision will be final.

### PARENT CODE OF CONDUCT

1. Make sure your child understands that, win or lose, you love him/her.
2. Be realistic about your child's physical/artistic ability.
3. Help your child set realistic goals.
4. Emphasize "improved" performance, not winning.
5. Provide a safe environment for training and competition.
6. Don't relive your own athletic/activity past through your child.
7. Control your emotions at games and events. Let the coach/sponsor give the instructions.
8. Be a "cheerleader" for your child and the children on the team.
9. Respect your child's coaches/sponsors. Communicate with them in a positive way. Encourage others to do the same.

Be a positive role model. Be sensible, be responsible, and keep your priorities in order. Remain respectful to all persons involved - even when you don't agree. You, as well as your child, are a reflection of what the Idabel Warriors represent. There is a lot more at stake than winning or losing a competition.

### PARENT AND COACH/SPONSOR RELATIONSHIP

Both parenting and teaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to children. As parents, when your children become involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach/sponsor of your child's program.

### COMMUNICATIONS YOU SHOULD EXPECT FROM YOUR CHILD'S COACH/SPONSOR

1. Philosophy of the coach/sponsor
2. Expectations and goals the coach/sponsor has for your child as well as for other participants
3. Locations and times of all practices and contests
4. Participant requirements, special equipment, strength and condition programs, fundraising activities, and practices
5. Procedure if your child is injured during participation
6. Rules, guidelines, and consequences for infractions
7. Team selection process

### COMMUNICATIONS COACH/SPONSOR EXPECT FROM ATHLETE/PARTICIPANT/PARENTS

#### Roles and Responsibilities

- A. Students
  - a. Strive to achieve academically.
  - b. Abide by School District Code of Conduct.
  - c. Complete Academic Improvement Plan.
  - d. Fulfill other probation requirements.
  - e. Communicate as needed with all involved parties.
- B. Club Advisors/Coaches
  - a. Monitor list of students with academic or character difficulties.

- b. Respond and report Code of Conduct, Attendance, or other infractions.
  - c. Monitor students on an Academic Improvement Plan.
  - d. Apply consequences.
  - e. Give a list of student participants to administrators and guidance counselors.
  - f. Maintain communication with students, teachers, counselors, administrators, and parents.
- C. Teachers
- a. Determine Academic Improvement Plan outcomes related to their students.
  - b. Report student progress in a timely fashion.
  - c. Communicate with students, parents, administrators, teachers, and club advisors/coaches regarding students' progress.
- D. Counselors
- a. Counsel students with academic difficulties.
  - b. Assist in the monitoring and adjustment of students with an Academic Improvement Plan.
  - c. Ensure successful communication of parental notification.
  - d. Communicate with all interested parties.
- E. Administrators
- a. Ensure the implementation of the eligibility policy.
  - b. Maintain a master list of all clubs and sports.
  - c. Communicate with all interested parties.
  - d. Decide on due appeals.
- F. Parents
- a. Monitor students' academic, attendance, and behavior.
  - b. Encourage the student regarding the completion of the Academic Improvement Plan.
  - c. Monitor a student who has been warned about academic achievement.
  - d. Communicate with all parties.

## **INSURANCE**

For a small premium, an accident protection insurance policy is available to all students and teachers. Participants have the option of selecting either the "at school" plan or the "twenty-four hour" plan.

## **LIBRARY MEDIA CENTER**

The Idabel Middle School Library Media Center welcomes patrons from 7:40 a.m. until 3:30 p.m. Monday through Friday. Special permission may be given to patrons needing extended hours. During class hours, students are admitted only with passes issued by their teacher. No more than two students from any one class will be admitted at one time to the library unless accompanied by a teacher and prior arrangements have been made with the librarian.

The teacher is responsible for the discipline of his/her own class while students are working in the library.

Students are expected to be quiet and courteous. Library materials should be used in a responsible manner at all times. **No gum, food, or drink** is allowed in the library. If these rules are violated, library privileges may be taken away, or a probation period given, as designated by the librarian and/or administration.

### **LIBRARY REGULATIONS**

In accordance with the policy of the Board of Education, the following regulations shall govern the use of the school library and materials:

1. Borrowed books are due two weeks from the date they are checked out of the library.

2. Students may check out a maximum of two books from the library at one time. Permission may be obtained from the librarian to borrow additional books if needed for reference or special projects.
3. Books may be borrowed for two additional weeks unless someone is on a "request list" for the book.
4. Students with overdue books will not be allowed to check out additional materials. Notice of overdue books shall be posted and passed to classroom teachers.
5. Borrowers will be charged replacement costs for all books or materials which are lost or destroyed. Books are considered lost if not returned within seven days after the due date.
6. Encyclopedias and other reference books or materials may not be removed from the school premises. A photocopy of a specific article may be obtained from the librarian.
7. Current magazines, newspapers, and other periodicals may not be removed from the library and must be returned to the proper rack, shelf, or table after use.
8. Older periodicals may be checked out for one day. Care should be taken of these materials which tear easily. Borrowers will pay for damaged articles.
9. Teachers, remember that no more than two students may go to the library at one time from each class.
10. Quiet and orderly conduct in the library will be enforced by the library staff.
11. The use of library equipment and audio visual materials must be pre-arranged with the librarian at least a day ahead of showing, including any after school hour uses.
12. Students and their parents/guardians shall be informed that it is a misdemeanor under Oklahoma law O.S. 1739 to remove or attempt to remove any library materials from the premises of a library facility without authority or to mutilate, destroy, alter, or otherwise damage, in whole or in part, any library materials, or to fail to return any library materials which have been lent to said person by the library facility within seven days after demand has been made for the return of the library materials. 21 O.S. 1739

House Bill 1173 is a new section of law dealing with the theft of library materials. The law, which will be codified in Oklahoma Statutes as Section 1739 of Title 21, states essentially that any person convicted of a library theft shall be guilty of a misdemeanor and shall be subject to a fine and restitution. The bill defines a library facility as a public library; a library of an educational, historical or charitable institution, organization or society; or a museum or a repository of public or institutional records. Library materials include, among other things, any book, plate, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, etc., which is in the custody of a library facility.

13. Absolutely NO GUM in the library.

#### LIBRARY SELECTION POLICY

Materials for the library media center are selected by the librarian with the cooperation of the faculty, the administration, and, when feasible, the students. Reputable, unbiased, professional selection tools are used to choose materials which are of interest, have learning value for the students, and support curriculum.

If an objection to a selection is made by the public, the complainant will file his/her objections in writing on forms provided by the building principal. If the principal is unable to satisfy the complainant during an informal conference, the matter will be referred to a Review Committee and judged by this committee as to conformity with selection criteria and instructional goals.

In the event that the complainant does not accept the decision of the Review Committee, he/she may appeal to the Board of Education through the Superintendent. The final decision then rests with the Board of Education.

#### **LITTERING**

Students are responsible for their own trash and litter. There are trash receptacles located in all classrooms and at convenient places on campus. Disciplinary actions will be taken for littering.

### **LOCKERS/TEXTBOOKS/WIRELESS DEVICES**

Student lockers will not be used at Idabel Middle School. However, lockers will be available in all athletic facilities for use by students who participate in athletics. Students may be required to furnish their own locks.

Students should have a three-ring, closeable binder to keep their paper and materials for protection from loss or damage. For safety purposes, backpacks must fit under student's seats and may not protrude into aisles.

At the beginning of the school year, students may be issued a set of books or digital access to keep at home and school. Students and parents are responsible for the book/device. Textbooks costs range from \$80 to \$120 each. Digital disks and flash drives range from \$5 to \$20 each. iPads and Chromebooks range from \$200 to \$500 each.

Textbooks for students are furnished by the State of Oklahoma and Idabel Public Schools. When issued a book you should do the following:

1. Be sure your teachers have written your name inside in ink.
2. Take proper care of the book at all times.
3. Do not mark in the book, and report any damages to the book. Textbooks cost from \$80 to \$120 each.
4. Be responsible for any damages done to the book while it is in your possession, even though someone else does damage. If damaged, you will be required to pay a replacement price for the book.
5. If a book is lost or stolen, the student to whom the book was issued will pay the replacement cost BEFORE obtaining another book. If the book is found at a later time, money will be refunded.

### **LOST AND FOUND**

Please turn in any lost and found items to the Front Office. These items will be kept until they are claimed or until the end of the year. At this time, anything left unclaimed will be donated to a charitable organization.

### **MEDICATION**

#### **Administering to Students**

The following policy was written in accordance with guidelines issued by the Oklahoma State Board of Health, the Oklahoma State School Boards Association, and the Oklahoma State Department of Education:

It is the policy of the Idabel Board of Education that, if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication, or, if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the Principal or the Principal's designee may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - a. Student's name
  - b. Name and strength of medication
  - c. Dosage and directions for administration
  - d. Name of physician or dentist
  - e. Date and name of pharmacy
  - f. Whether the child has asthma or other disability which may require immediate dispensation of medicine

The medication must be delivered to the Principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- a. Purpose of medication
  - b. Time to be administered
  - c. Whether the medication must be retained by student for self-administration
  - d. Termination date for administering medication
  - e. Other appropriate information requested by the Principal or the Principal's designee
2. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in, the proper method of self-administration of the medication. Additionally,
- a. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - b. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - c. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent year upon fulfillment of the above requirements.
  - d. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

### **IDABEL PUBLIC SCHOOLS NON-DISCRIMINATION POLICY**

#### **"Continuing Notice of Nondiscrimination"**

Idabel Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Katedria Mosley, Title IX Coordinator, Idabel Public Schools, 200 Northeast Avenue C, Idabel, Oklahoma, 74745, telephone (580) 286-7639.

### **ORGANIZATIONS**

In order to meet the needs of the students of Idabel Middle School, our school offers clubs and organizations covering a variety of interests.

### **PARENT BILL OF RIGHTS**

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent. 25 O.S.I Section 2001

## **PRIVACY ACT AND FAMILY EDUCATIONAL RIGHTS**

The Idabel Board of Education wishes to notify parents of students currently in attendance and eligible students currently in attendance at the Idabel School of their rights under the Family Education Rights and Privacy Act (FERPA) of 1974, as amended. These rights are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or the record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records upon request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are as follows: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605. The Family Education Rights and Privacy Policy adopted by the Idabel Board of Education will be kept at the office of the Superintendent. A copy may be obtained upon written request with a five day notice. Parents or students who have a primary or home language other than English will be notified in their primary or home language. This will be written or verbally explained to the parent or eligible student as interpretation is available to the School.

## **PROGRESS REPORTS**

At the end of the fifth week of a nine week grading period, progress reports will be sent home with all students. The purpose of the report is to inform the parents of their child's progress. The report may also contain comments concerning the student's grades. With the cooperation of parents and students involved, the school faculty will make every effort to cooperate in solving the problem(s).

### Teacher Conferences

Parents are encouraged to come and speak with IMS faculty. Conferences may be set up at 7:45 a.m., after school, or on instructors' planning periods with a 24-hour notice. The Principals' offices, as well as that of the Superintendent, are open at all times during school hours. Scheduled Parent-Teacher conferences occur once each semester. Consult current academic calendar for exact dates.

## **PROMOTION/RETENTION POLICY**

A primary goal of Idabel Middle School is to provide students the opportunity to acquire the knowledge and skills to successfully perform academically at the succeeding, higher level of education. In an effort to accomplish this goal, the following policy has been adopted:

### All Grades

- Students must pass three of the five required courses for the year (science, math, social studies, reading, and English) to be promoted to a higher grade level.
- Students who do not pass three or more required courses may be retained at their present grade level.
- To pass a course for the year, a student must have a first and second semester average equivalent to a D. The average may be calculated by Numerical Average (60% and above) or Letter Average (D and above).

## **PROPERTY MAINTENANCE**

Students are particularly fortunate in having a highly desirable place in which to study and learn, and, hopefully, none of this desirability is lost through damage to the building or equipment at any time. State law makes it mandatory that any school property injured or destroyed must be paid for by the person committing the injury or destruction. Please report anything of this nature to the Principal's office as soon as it has been observed.

## **PUBLIC DISPLAY OF AFFECTION**

Public display of affection between students will not be allowed. Violators will be warned once and subject to disciplinary action for repeated occurrence. THIS COVERS VERBAL AND PHYSICAL SUGGESTIONS CONSIDERED OFFENSIVE.

## **TITLE I SCHOOL-PARENT COMPACT**

### ***Section 1118 (d) (1) (2) (A) (B) (C)***

Any school receiving Title I funds must have a School-Parent compact. *Section 1118 (d)* A compact is a voluntary agreement between groups of people and is a component of the school-level parent involvement policy. It outlines how parents, school staff, and students will share the responsibility for improved student academic achievement. The school's responsibility is to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet Oklahoma's student academic standards. The parent's responsibility is to support his/her child's learning, such as monitoring attendance, completion of homework, and monitoring television and other outside activities. Parents should also be

encouraged to volunteer in their children's classroom and assist in making decisions relating to the education of their children. *Section 1118 (d) (1)*

School Responsibilities: *Section 1118 (d) (1)*

- Provide high-quality curriculum and instruction;
- Provide a supportive and effective learning environment; and
- Enable children to meet with state's standards.

Parent Responsibilities: *Section 1118 (d) (1)*

- Monitor attendance, homework completion, television watching, and other outside activities;
- Volunteer in the child's classroom; and
- Assist with decisions relating to the education of the child.

The law also stresses that the compact should address the importance of communication between teachers and parents on an ongoing basis. *Section 1118 (d) (2)*

Communication: *Section 1118 (d) (2) (A) (B) (C)*

- Conduct parent-teacher conferences in elementary schools, at least annually, during which the compact should be discussed as the compact relates to the child's achievement;
- Provide frequent progress reports to parents on their children's progress; and
- Provide reasonable access to staff and opportunities to volunteer and observe in the classroom.

### **MIDDLE SCHOOL PARENT-SCHOOL COMPACT**

Our school philosophy as a school is that families, students, and school staff should work in partnership to help each student reach his/her potential. **As partners, we agree to the following:**

#### **As a student, I will**

- Believe that I can learn and will learn;
- Read for at least thirty minutes, five days a week;
- Come to class on time, ready to learn, and with assignments completed;
- Set aside time every day to complete my homework;
- Know and follow the school and class rules;
- Follow the school's uniform dress code;
- Regularly talk to my parents and my teachers about my progress in school; and
- Respect my school, classmates, staff, and family.

Student Signature \_\_\_\_\_

#### **As a parent/guardian or family member, I will**

- Talk to my child regularly about the value of education;
- Monitor television viewing and make sure that my child reads every day;
- Make sure that my child attends school every day, on time, and with homework completed;
- Support the school's discipline and uniform dress code;
- Monitor my child's progress in school;
- Make every effort to attend school events such as parent-teacher conferences, Open House, and Back-to-School Night;
- Ensure that my child receives adequate sleep, regular medical attention, and proper nutrition;
- Participate in shared decision making with school staff and other families for the benefit of students; and
- Respect the school, staff, students, and families.



Parent/Guardian Signature: \_\_\_\_\_

**As a teacher, I will**

- Communicate high expectations for every student;
- Endeavor to motivate my students to learn;
- Teach and involve students in classes that are interesting and challenging;
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community;
- Enforce rules equitably and involve students in creating a warm and caring learning environment in the class;
- Communicate regularly with families about their children's progress in school;
- Provide assistance to families on what they can do to support their children's learning;
- Participate in shared decision making with other school staff and families for the benefit of students; and
- Respect the school, staff, students, and families.

Teacher Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

**SCHEDULE CHANGES**

Courses selected during registration should be considered final. Only changes necessitated and recommended by parent, teacher, and/or administration will be considered. Parental requests for schedule changes should be made in person to the administrative office. Schedule changes will be done during the first two weeks of each semester. No schedule changes after this time will be honored unless there are *extreme extenuating* circumstances.

**SCHOOL FUNCTIONS**

Students are subject to school authority at school functions both on and off the Idabel Middle School campus. (i.e. out of town athletic/competitive/organizational events)

**SEARCH AND SEIZURE**

The superintendent, principal, teacher, or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, 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 pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any item and no

reason shall be necessary for such search. Metal detectors will be used to make random searches of students during the school year.

## **SPECIAL SERVICES**

The Idabel Public School District is committed to locating and serving children ages 3-12 with disabilities in the area of sensory, perceptual, motor, intellectual, emotional, communication, or health. Services are provided in accordance with the procedures established by the Oklahoma State Department of Education and in compliance with the Individuals with Disabilities Act (IDEA) and other legislative mandates. To make a referral for services or for further information, call (580) 286-2935 or request assistance from the building administrator or school counselor for your child.

### **TITLE VI, IX, AND SECTION 504**

It is the policy of Idabel Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes but is not limited to educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Idabel Superintendent's Office, 200 NE Avenue C, Idabel, Oklahoma 74745. Telephone (580) 286-7639.

NOTE: When considering disciplinary measures for special education students, the following should be considered:

1. When suspension of less than ten days from school is necessary, the due process procedures established for all students shall be followed.
2. For suspension of over ten days or an accumulation of ten days, these additional procedures shall be followed:
  - a. Schedule an IEP meeting to determine if the student's behavior is the result of the handicapping condition.
  - b. When the behavior is related to the handicapping condition, and a change in program or removal from the current program is recommended, the IEP must be revised to reflect the change in placement.
  - c. The school must provide an alternative program (i.e. IEP revision, home based).
  - d. When the behavior is not related to the handicapping condition, the procedure established for regular students shall be followed.
3. In an emergency situation where the student is endangering himself or others, the school has the authority to remove the student from school immediately. However, the IEP/Placement Team must convene after the removal to determine further appropriate action. In any event, the district's disciplinary due process procedure must be followed.

For explanation of FERPA, refer to page 36.

## **SPORTS**

Any student in Idabel Middle School who meets the requirements of the Idabel School District and the Oklahoma Activities Association may try out for the different sports. Idabel Middle School offers a variety of sports for both male and female students.

All students must have a physical, concussion form, sudden cardiac arrest form, and medical release form on file with the IMS office on the first day of school for students. Any student participating in a sport that begins before the first day (girls softball) must have all paperwork, on file, the first day of practice. Any student new to the district should have paperwork turned in to the IMS office within 10 school days.

The implementation of the new scholastic eligibility rule became effective for the 1988-89 school year. Scholastic eligibility for the beginning of each semester will be determined by previous semester grades. (Students must have passed five classes the previous semester.) Students failing to meet this standard may regain their eligibility at the end of six weeks by passing all classes they are enrolled in that semester. A student must pass five classes at the end of each semester when determining eligibility for the beginning of the following semester.

## **STUDENT ASSESSMENT SECTION**

Subjects to be Tested:

6th grade - reading, mathematics

7th grade - reading, mathematics

8th grade - reading/writing, mathematics, science

Kinds of Test Items: Multiple-choice in all subjects except writing.

Writing is a direct writing assessment with application in a variety of modes which are appropriate for the grades tested. The writing portion is incorporated in the online reading test.

Frequency & Time of Year: Annually in the spring semester

Purpose:

- To measure specific skills within the state mandated curriculum
- To focus on student progress and to diagnose students' strengths and weaknesses
- Results shall be used to prescribe reinforcement and/or remediation

Skill: School district personnel shall develop and implement an improvement program based on test results

Modifications: Modifications will be made for handicapping conditions (i.e. large-print tests, Braille)

In-Service Mandate: In-Service shall be provided for those who administer tests.

Reporting Mandate: Results are reported to the following:

- School districts, teachers, and parents
- State Board of Education
- Governor, Speaker of the House of Representatives, and the President Pro Tempore of the Senate

## **STUDENT DIRECTORY**

The Idabel School District proposes to designate the following personally identifiable information to be contained in a student's education record as "directory information," and it will disclose that information without prior consent.

1. The student's name

2. The names of the student's parents
3. The student's date of birth
4. The student's class designation (i.e. first grade, tenth grade)
5. The student's extracurricular participation
6. The student's achievement awards or honors
7. The student's weight and height if a member of an athletic team
8. The student's photograph
9. The school or school district the student attended before he/she enrolled in the Idabel School District.

A reasonable time period (two weeks) will be given so parents and adult students (18 years or older) will have the right to refuse release of such directory information as listed above.

## **STUDENT HEALTH INFORMATION**

### Vision Screenings

Vision Screening will be conducted at Idabel Middle School by request of the teacher or any staff who suspect there may be a vision problem with a student. Vision screenings will be performed by the school nurse. Vision screenings may be performed at any time during the school year if concern is expressed regarding the vision of your child.

### Hearing Screenings

Hearing Screenings will be conducted throughout the school year by the school nurse. The recommendations for hearing screenings are as follows:

- Children ages three to grade three should be screened annually.
- Children in grades four and above should be screened minimally at three year intervals (grades six, nine, and twelve).
- Children may be screened at any time concern is expressed regarding ability to hear.
- Students with previously documented hearing loss are not screened since they cannot pass a hearing screening. These individuals should be referred to an audiologist for assessment.

If you do NOT want your child to receive the screenings, please notify the school.

### Meningococcal Meningitis

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and resolves without specific treatment. Meningitis caused by bacteria can be severe and may result in brain damage, hearing loss, limb amputation, learning disabilities, or death.

There are several types of bacteria that may cause meningitis. The State of Oklahoma Department of Education requires that each school district provide information to parents and guardians of students in grades six through twelve regarding the bacteria *Neisseria meningitidis*. This type of meningitis is sometimes referred to as Meningococcal meningitis. Many people can be exposed to *Neisseria meningitidis* and carry the bacteria in their nose and throat for weeks to months, spreading bacteria to others but not becoming ill.

Meningococcal meningitis is spread by respiratory droplets and can be spread short distances by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact including kissing, sharing food items, lipstick, or anything an infected person touches with his or her nose or mouth.

Signs and symptoms of meningitis include the following:

- Headache
- Fever
- Chills

- Stiff neck
- Extreme fatigue
- Vomiting
- Sensitivity to light
- Confusion
- Seizures

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. The 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.

The meningococcal vaccine is safe; however, there are small risks associated with any vaccine.

A single dose of the meningococcal vaccine protects about 90% of the people who are immunized against the most common types of meningococcal disease.

Additional information about Meningococcal disease and vaccine are available at the McCurtain County Health Department or from your local health care provider. You may also visit the following websites for additional information:

National Meningitis Association: [www.nmaus.org](http://www.nmaus.org)

Centers for Disease Control and Prevention: [www.cdc.gov/meningitis/indet.htm](http://www.cdc.gov/meningitis/indet.htm)

Oklahoma State Department of Health: [www.ok.gov/health](http://www.ok.gov/health)

### Head Lice

- Routine lice checks in the elementary schools will be three times a year: beginning of school, after Christmas break, and after spring break.
- Head checks at all schools will be performed at the request of staff throughout the year for signs of head lice.
- Signs of head lice may include excessive scratching of the head and seeing live lice or nits in hair.
- If live lice are found, the child is to remain in school the remainder of the day. Attempts will be made to contact parent/guardian by phone. If contact is not made, a letter will be sent home along with educational material for treatment. The child is to return to school the next morning with parent/guardian. A head check will be performed by trained personnel. If improvement is noted, the child may remain in school. If no evidence of treatment is seen, parent/guardian will be asked to take child home for treatment. Parent/guardian will be asked to come to school the next morning with child to check for signs of improvement. Child will be sent home each morning until signs of treatment are seen.
- On the third consecutive day that the child is identified with lice and no treatment or improper treatment for head lice is noted, the school based social worker will be contacted for a home visit.
- After three documented reports of head lice in a semester, the school based social worker will be contacted.
- If child returns to school with improvement noted to hair, a follow up head check will be done in ten days. If lice are found, the process will start over.
- Head lice treatment is the responsibility of the parent/guardian. Every effort will be made for parents to get proper education for treatment at home.
- A child should not be absent from school for head lice. Excessive absences may result in notification being made to the truancy officer. Please refer to absence policy in this handbook.
- **It is the responsibility of the parent/guardian to make sure the child is lice free.**

### Information for Parents - Tdap Vaccine Requirement

Beginning in the 2011-12 school year, all students entering the seventh grade are required to have one dose of Tdap vaccine. If you have any questions or concerns about this vaccine, please contact the school nurse.

## **STUDENT RECORDS**

A cumulative record shall be maintained for each student. This record shall contain only verified information of recognized importance and may be used only for the benefit or welfare of the student.

It shall be directly accessible only to the professional staff, the student, and his/her parents/guardian. Any other records shall be temporary, separate from the cumulative files, and shall be destroyed when their usefulness is no longer apparent or when the student leaves the school.

Policy Rationale: This policy statement recognizes that collecting and maintaining data to assist students in present and future endeavors must be done in a way that will not infringe upon a student's privacy or other rights.

### Confidential Records

The special education teacher will be responsible for all confidential records of handicapped, EMH, and LD students. These records will be kept in a separate folder and not in the child's regular, school cumulative folder.

## **TARDIES**

### **As Set by the District Attorney's Office and Idabel Board of Education Policy**

Students will be on time to all classes. Students who are not in the classroom when the tardy bell rings will be considered tardy and should be reported to the office on the computerized absentee report. When a student enters class late, it causes disruption of the class, both for the teacher and the students, and interferes with the ongoing educational process.

Three tardies in a particular class will count as one absence in that class.

Students who miss fifteen minutes or more of class time will be considered absent for the class.

Students who arrive on campus after 8:00 a.m. must first report to the office for a late admission slip to class. Late bus arrival students will be admitted to class by intercom.

Tardies will be figured on a cumulative basis of all classes in which a student is enrolled, and each office referral counts as an offense.

An unexcused tardy will be credited to students who, at the discretion of the administration, have no legitimate reason or excuse for not being in class on time.  
Students must attend a minimum of 90% instructional time in each class.

1st Offense of Semester: No administrative disciplinary action (teacher responsibility)

2nd Offense of Semester: No administrative disciplinary action (teacher responsibility)

3rd and Subsequent Offenses of Semester: Disciplinary referral to the Principal's office

*Consequences are policy set by the Office of the District Attorney and the Idabel Board of Education.*

## **TELEPHONES**

### **Telephone Use at School**

Students may only use the telephone with the permission of the Principal or Principal's designee for necessary, school-related business. Students may place local calls. Phone messages will be delivered to students at an appropriate time.

All student cell phones should be turned off and turned into the office to be kept in the vault until the end of the school day.

When a student is to stay after school for any school activity, the sponsor should notify parent/guardian/student at least a day in advance. Please plan transportation for your child prior to this activity.

Please do not ask to use school phones for personal business. Make your personal arrangements before school.

Students may not call for food. Arrangements must be made prior to arrival at campus.

## **TOBACCO ON SCHOOL PREMISES**

The Idabel Board of Education understands the concern expressed by parents, educators, students, and other community members regarding the adverse effects of tobacco on the individual. Further, the Idabel Board of Education is aware of the Oklahoma Law that prohibits the possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, vaping products, or any other form of tobacco products by a minor by any means. Therefore, the Idabel Board of Education has approved the following policy for Idabel Middle School:

A student shall not possess, use, sell, or transmit tobacco, vaping products, or tobacco products of any form while on the school premises, while being transported in a school vehicle, or while participating in a school activity. A student failing to comply with the above stated policy will be subject to disciplinary action.

## **TRIPS OFF CAMPUS**

Supervised trips and excursions serve the instructional program by utilizing those educational resources of the community and the area which cannot be brought into the classroom. Before groups of students are taken on educational trips, written permission must be secured from the parent of each student. Approval must be given by the administration.

School personnel shall have the right to search any property while on a school trip.

## **VISITORS**

All visitors (including parents/legal guardians) must check in at the front office and sign the visitor's log. If it is necessary that the person visit with a student, the office will send to the classroom for the student, and the visitor will not disturb the class. If it is necessary that the visitor see a faculty member or any staff member, arrangements will be made for a staff member to go to the classroom and relieve the teacher so that class will not be disrupted. Visitors may be required to show photo identification (driver's license, professional name badge, etc.) to obtain a visitor's pass or to check out a student.

ALL VISITORS IN THE BUILDING WHO WILL BE PRESENT ANYWHERE OUTSIDE OF THE FRONT OFFICE WILL BE REQUIRED TO OBTAIN AND VISIBLY WEAR A VISITOR'S PASS.

### **WATER BOTTLES**

Students are only permitted to carry clear water bottles.

### **WEATHER DISMISSAL**

Whenever there is any doubt about having school because of inclement weather, the decision will be made available over local radio, the school website, social media, and via an "Edulink" phone call.

### **WITHDRAWAL AND TRANSFERS**

The procedure for withdrawal or transfer is as follows:

1. The parent/guardian must contact the school counselor and sign a withdrawal form.
2. The student and/or parent/guardian must return all books and property assigned to the student.
3. The student and/or parent/guardian must ensure all fees are paid (library, fundraisers, etc.).
4. The school counselor will complete the form (adding grades; marking clearance for library, cafeteria, and fees; etc.).
5. The school counselor will prepare student records and send them to the new school when a formal request is received.

### **COMPULSORY SCHOOL ATTENDANCE NOTIFICATION**

Idabel Public Schools has updated its policy on truancy, and all parents/guardians and students need to read and be aware of these changes:

Oklahoma has a compulsory school attendance law. It is a crime for a parent, guardian, or other person having custody of a child who is over the age of five and under the age of eighteen to neglect or refuse to cause or compel the child to attend school and comply with the rules of a public, private, or other school unless other means of education are provided for the full term the schools of the district are in session or the child is otherwise excused under the law. McCurtain County has established a Truancy Court to expedite the cases of those prosecuted for violating Oklahoma's compulsory attendance laws.

The punishment range for a violation of the compulsory school attendance laws increase with each violation and include the possibility of both fines and imprisonment. Each day the child remains out of school may constitute a separate offense after a documented oral or written warning has been given to the parent, guardian, custodian, child, or other person or the child has been ordered to school by the juvenile court. In addition to a possible fine and imprisonment, a parent found guilty of violating the law can also be placed on probation and, as a condition of that probation, be required to attend parenting classes, anger management classes or counseling; perform community service; submit to random drug tests; and/or any other type of services the Court deems appropriate.

It is not the intention of anyone associated with the Truancy Court system or Idabel Public Schools to add to your problems or otherwise harass you. Truancy costs children more than their education; it costs them their future. Studies have shown that children who attend school regularly (a) make better grades, (b) develop and maintain friendships, (c) are more likely to make good choices, and, most importantly, (d) are more likely to become responsible citizens by being in school. We want all students to excel and be successful with their education. Being in school helps make that happen!



- A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half (½) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided by this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to enrollment in kindergarten, or any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age. A kindergarten program shall be directed toward developmentally appropriate objectives for such children. The program shall require that any teacher employed on and after January 1, 1993, to teach a kindergarten program within the public school system shall be certified in early childhood education. All teachers hired to teach a kindergarten program within the public school system prior to January 1, 1993, shall be required to obtain certification in early childhood education on or before the 1996-97 school year in order to continue to teach a kindergarten program.
- B. It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session, provided that this section shall not apply:
- a. If any such child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or, if no such physician is available, a duly licensed and practicing physician;
  - b. If any such child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;
  - c. If any such child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between:
    - i. the school administrator of the school district where the child attends school, and
    - ii. the parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent, guardian or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the
    - iii. child has reached the age of eighteen (18) years; or
  - d. If any such child is excused pursuant to subsection C of this section.
- C. A school district shall excuse a student from attending school for the purpose of observing religious holy days if before the absence, the parent, guardian or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the hold days.

- D. It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished by a fine of not less than Five Dollars (\$5.00) nor more than Twenty-Five Dollars (\$25.00) for the first offense, not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00) for the second offense, and not less than Twenty-Five Dollars (\$25.00) nor more than One Hundred Dollars (\$100.00) for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district.

**Idabel Public Schools**  
200 NE Avenue C  
Idabel, Oklahoma 74745

Superintendent's Office

Phone: (580) 286-7639

FAX: (580) 286-8276

Dear Parents and Guardians:

In accordance with the *No Child Left Behind Act of 2001 (NCLB)*, Section 1111 (h) (6) PARENTS' RIGHT-TO-KNOW, this is notification from Idabel School District to every parent/guardian of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and, if so, their qualifications.

In addition to the above information, you will be notified if your student has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

If you have questions or concerns, please feel free to contact the principal at your child's school.

Sincerely,

Alan Bryant  
District Superintendent

IDABEL PUBLIC SCHOOL  
District Parental Involvement Policy  
Section 1118(a)(2)

Idabel Public School district agrees to implement the following statutory requirements:

- ❑ The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

- ❑ Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of ESEA.
- ❑ The school district will incorporate this districtwide parental involvement policy into its LEA plan developed under Section 1112 of the ESEA.
- ❑ In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- ❑ If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- ❑ The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement are spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- ❑ The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:  
 Parental involvement means the participation of parents in regular, two-way, and meaningful Communication involving student academic learning and other school activities, including ensuring--
  - (A) That parents play an integral role in assisting their child's learning;
  - (B) That parents are encouraged to be actively involved in their child's education at school;
  - (C) That parents are full partners in their child's education and are included, as appropriate, in Decision-making and on advisory committees to assist in the education of their child;
  - (D) The carrying out of other activities, such as those described in Section 1118 of the ESEA.

#### **HOW THE DISTRICT WILL IMPLEMENT REQUIRED DISTRICTWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The Idabel Public School district will take the following actions to involve parents in the joint development of its districtwide parental involvement plan under Section 1112 of the ESEA:
  - a. Include parents on the district federal program committee
  - b. Invite parental input
2. Idabel Public School district will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
  - a. Include parents of the district federal program committee
  - b. Invite parental input
3. The Idabel Public School district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance
  - a. Provide professional development activities relating to parental involvement
  - b. Assist in coordinating parent programs
4. Idabel Public School district will coordinate and integrate parental involvement strategies with parental involvement strategies under the following other programs: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, and state-operated preschool programs.
5. The Idabel Public School district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically

disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies. The evaluation will be conducted each year by classroom teachers, principals and district personnel through parent surveys sent to each parent of Title I students. Information gathered will be used to plan additional activities.

### **CAPACITY FOR PARENTAL INVOLVEMENT**

The Idabel Public School district will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

1. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
  - a. The state's academic content standards,
  - b. The state's student academic achievement standards,
  - c. The state and local academic assessments including alternate assessments,
  - d. The requirements of Part A,
  - e. How to monitor their child's progress, and
  - f. How to work with educators:

Parent conferences, family open house activities and the School Reach message system will be used to provide parents this information and assistance.

2. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by providing workshops on how to work with their children and parental information letters.
3. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.
4. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
5. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand: Information will be posted on district website, sent home in letters, and sent in translations as practical.

This Districtwide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by parental involvement in the district federal program committee. Each site has a parental involvement policy that follows these guidelines and is provided to all parents.

### **PARENTS RIGHT-TO-KNOW**

## Section 1111(h)(6)

1. **QUALIFICATIONS:** At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
  - a. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - b. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
  - c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
  - d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
2. **ADDITIONAL INFORMATION:** In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent --
  - “(i) information on the level of achievement of the parent's child in each of the state academic Assessments as required under this part; and
  - “(ii) timely notice that the parent's child has been assigned, or has been taught for four or more Consecutive weeks by, a teacher who is not highly qualified.
3. **FORMAT:** The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

## Idabel Public Schools Student Device Policy/Handbook

Effective with the 2018-2019 school year, access to technology is critical for the instruction and learning of our students, therefore, it is not possible to opt out of the technology policies. This policy describes the rules and regulations regarding using a school-provided device and bringing your own device. Except where specifically stated, personally-owned devices (PODs) are subject to the same rules and policies as school-owned devices.

### **Receiving Your Device**

School-owned devices will be distributed each fall during Device Orientation. (School issued devices must be used during the school day by all students.) Both parents and students must attend this annual orientation. Before receiving a device,

students and parents must complete and return the following:

- Usage Agreement Form
- Student Pledge for Device Use
- Acceptable Use Policy
- Pay annual usage fee

### **Terms of PODs**

- Idabel Schools will not be held liable for any damage that may occur as a result of connecting the POD to our Wireless Network or any electrical power source.
- Idabel Schools will not be held responsible for any physical damage, loss or theft of the POD.
- The Idabel Schools network will provide filtered Internet access and related web-based services only.
- Idabel Schools reserves the right to inspect, at any time, any POD while connected to the Idabel Schools Wireless Network. Any other inspection of any POD is subject to the requirements set forth in the Student Code of Conduct.
- Idabel Schools will not be obligated to supply electrical power access where such access does not already exist.

***Student use of PODs in the classroom setting will be at the discretion of the instructor.*** (IMS Students are not allowed to use POD's)

- Persons connecting computer to the Idabel Schools Wireless Network agree to maintain current anti-virus software enabled on their computers.
- Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, and engaging in illegal activities are strictly prohibited as set forth in District policies . (please refer to student handbook for more information on district policies).
- Parents or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Idabel Schools for any damage that their student may cause arising out of and relating to the use of the Wireless Network with his or her POD.
- Students using PODs must agree to allow required school-related software to be downloaded on their PODs.

### **Terms of the Device Loan (does not apply to PODs)**

#### **Terms**

Your device is the property of Idabel Public School District, also known as Idabel Schools, and although you may put or contain personal information on the device, it is the sole property of the District. You will comply at all times with the Idabel School's Student/Parent Device Handbook and Acceptable Use Policy for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the district may repossess the property. Idabel Schools does not assume any responsibility or liability for any information that you put on your device.

#### **Title**

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this agreement and the Student/Parent Device Handbook.

#### **Loss or Damage**

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or

fail to work properly must be taken to the high school office for an evaluation of the equipment.

If the property is damaged, lost, or stolen, YOU are responsible for the reasonable cost of repair or its fair market replacement cost on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence. (Idabel Public School will file a Police Report)

Carrying School Devices Care must be taken when using and carrying the Device to avoid placing pressure and weight on the Device screen. A few cases will be available for checkout by a student. Even if you use a case, the same rules apply to proper carrying and storing of the device.

Screen Care The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Device when it is open or closed.
- Do not place anything near the Device that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the Device against lockers, walls, floors, etc., as it will eventually break the screen.

### **Storing Your Device**

When students are not using their Devices, it should be kept with the student. Nothing should be placed on top of the Device when stored.

***Do NOT leave your Device in a locker, or place that is experiencing extreme hot or cold conditions. Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.***

### **Devices Left in Unsecured Areas**

Under no circumstances should Devices be left unsecured. Any Device left unsecured is in danger of being stolen or damaged. If a Device is found in an unsecured area, it will be taken to the office. Violations may result in loss of Device privileges and/or other privileges. If PODs are found left in unsecured areas, they are to be returned to the office. The District assumes no responsibility for lost, damaged or stolen PODs.

### **Repossession**

If you do not timely and fully comply with all terms of this Agreement and the Student/Parent Device Handbook, including the timely return of the property at our request, the District shall be entitled to declare you in default and take possession of the property.

### **Term of Agreement**

Your right to use and possess the property terminates not later than the announced retrieval day, unless earlier terminated by the District or upon withdrawal from the District.

### **Use & Maintenance Fee (does not apply to PODs)**

All Students will pay a non-refundable, technology fee of \$40 per school year.

Repairs Students will be held responsible for ALL damage to their devices resulting from misuse, neglect, or accidental damage including but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Under no circumstances is the student or student's family to attempt to repair school-owned Devices on their own. All repairs will be handled by the District.

- Repair Costs to be paid by User: Repairs – actual cost of repair
- Lost or Stolen without negligence – user pays half the cost of the replacement device, 2nd incident replacement is full cost.
- Power adapter, cover and any other school-owned accessories - full replacement cost.



### Estimated Repair Pricing

These are approximate values and these prices may differ due to changes in parts and labor costs.

Loss, Damage, or Neglect	Estimated Repair Cost
Broken Screen	\$70.00 + 1.5 hrs. Labor
Keyboard	\$50.00 +1.5 hrs. Labor
Power Adapter	\$60.00
Power Cable	\$10.00
Abandonment Fee (if Eventually Found)	\$10.00
Re-Image due to Violation of Acceptable Use	\$25.00

\*\*These prices are approximate and subject to change.

*The District will contact the designated vendor to send in devices that malfunction or receives damage.*

### Use of Computers and Devices on the Network

Idabel Schools is committed to the importance of a student being able to continue with his/her work when the device is experiencing problems.

- Students are able to back-up their documents to Google School. This will only backup documents!
- Students are strongly encouraged to continually back up their information with USB devices, CDs or other storage devices.

### **General Device Rules**

#### Classroom guidelines:

- Students' need to comply with each classroom teacher's rules.

#### Inappropriate Content and Graffiti:

- Inappropriate content will not be allowed on devices. (No stickers, or stickies covering devices.)
- Presence of weapon images, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

#### Sound:

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

#### Deleting files:

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

#### Music, Games, or Programs:

- Music and games may not be downloaded, or streamed over the Internet. This may be a violation of copyright laws.
- No software may be loaded.

#### Loaning or borrowing devices:

- Do not loan devices to anyone.
- Do not borrow a device from another student.
- Do not share passwords or user names.
- Do not share or loan your power cord to others.

### **Using Your Device at School**

Devices are intended for use at school each day. In addition to teacher expectations for Device use, school messages, announcements, calendars, and schedules may be accessed using the Device. Students are responsible for bringing their Device to all classes, unless specifically instructed not to do so by their teacher. The Device is the property of Idabel Schools. Therefore, school staff and administration have the right to check any material stored on a student's Device at any time.

### **Charging Your Device's Battery**

Devices must be in a fully charged condition each day.

Only charge your Device with the provided charger.

### **Student Guidelines for Acceptable Use**

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

#### **Expectations are as follows:**

- Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by a staff member.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the computer lab.
- Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

#### **Unacceptable use includes, but is not limited to the following:**

- Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file-sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, i.e., chain letters or broadcast messages to lists or individuals.
- Intentionally wasting finite resources, i.e., online time, real-time music.
- Gaining unauthorized access anywhere on the network.
- Revealing home address or phone number of one's self or another person.

- Invading the privacy of other individuals.
- Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- Falsifying permission, authorization, or identification documents.
- Obtaining copies of or modifying files, data, or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.

## **Acceptable use guidelines for the District's network computer online services are as follows:**

### **General Guidelines:**

- Students will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
- Students are responsible for their ethical and educational use of the computer online services in the District.
- Electronic mail, network usage, and all stored files will not be considered private and may be monitored at any time by designated District staff to ensure appropriate use.
- Access to the District's computer online services is a privilege and not a right. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to District computer online services.
- All policies and restrictions of the District's computer online services must be followed.
- When placing, removing, or restricting access to specific databases or other District computer online services, school officials will apply the same criteria of educational suitability used for other education resources.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the District's Student Code of Conduct.
- Parents concerned with the District's computer online services at their child's school should refer to that school's administrative office.
- Any parent wishing to restrict their child's access to any District computer online services will provide this restriction request in writing to the administrator of that building. Parents will assume responsibility for imposing restrictions on their own child.

### **Network Etiquette:**

- Be polite.
- Use appropriate language.
- Do not reveal personal data (name, home address, your phone number, phone numbers of other people).

### **E-Mail**

- E-mail should be used for educational or administrative purposes only. Students should always use appropriate language in their email messages.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only school-related attachments may be sent on the school e-mail system. No mass emails are allowed.
- E-mail transmissions, stored data, transmitted data, or any other use of the District's computer online services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- All Email and all Email contents are property of the District.

### **Consequences are as follows:**

- The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.
- Noncompliance with the guidelines published here, in the Student Handbook, and in Board policy may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences of the Student Code of Conduct. Violations of applicable state and federal law, as well as disciplinary actions by the District.
- Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.
- The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of Email and network communications are governed by local, state, and federal law.

## **Daily Student Expectations with Devices**

### **General Policies**

- Students are expected to bring their device bag to each class and should keep their calculators, pens, pencils, notebooks, keys, etc. in their bags. Students will not bring other personal items with them to the classroom such as purses and other bags.
- Students should NOT store pens, charger, food, notebooks, etc. in the same pocket as their device.
- Devices will not be used in the locker rooms at any time.
- No devices will be allowed in the lunchroom during lunchtime.
- Students who have PODs will share their login id and password with the District (if necessary or requested). If at any time the District cannot access a student's POD, the student will not be allowed to use their POD on school property.

### **Saving Your Work**

Students may save work on the Device on a limited basis. It is recommended that students store documents in Google Drive. Storage space will be available on the Device – but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work. If the Device becomes full, the student will need to delete any personal items to make room for required items.

### **Network Connectivity**

Idabel Schools makes no guarantee that the network will be up and running 100% of the time. In the unlikely case that the

network is down, the District will not be responsible for lost or missing data.

## **Software on Devices**

### **Originally Installed Software**

The software/apps originally installed by Idabel Schools must remain on the Device in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular course. The licenses for this software require that the software be deleted from Devices at the completion of the course. Periodic checks of Devices will be made to ensure that students have not removed required apps.

### **Additional Software**

Students are not allowed to load apps on their Devices. Idabel Schools will synchronize the Devices so that they contain the necessary apps for schoolwork. Students will not synchronize Devices or add apps to their assigned Device to include home syncing accounts. Students with PODs, must allow the District to examine the Devices at any time for inappropriate or unapproved software.

### **Inspection**

Students may be selected at random to provide their Device for inspection. These inspections may include an inspection of all materials saved on or accessed by the Device. Students using PODs agree to random inspections of their Devices.

### **Procedure for Re-loading Software**

If technical difficulties occur or inappropriate apps are discovered, the Device will be restored from backup to its original state. The school does not accept responsibility for the loss of any personal software or documents deleted due to a reformat and re-image. If a student has a POD and technical difficulties occur, the District will restore the Device to the original state as defined by the District.

### **Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check in their Devices for periodic updates and syncing. If a student provides a POD, that student is responsible to ensure the correct versions are updated and synced by coordinating with school staff.

- Students are allowed to update any of the Idabel Schools core apps.
- Students can and are expected to update the iOS software when updates are made available.

Everyone updating on the school network at the same time is not recommended.

### **Loaner Computers**

Loaner computers will be provided to students who have devices that are not functioning or need repairs. Students whose computers are found to have damage caused by spills, or abuse, will not be eligible to have loaners. There may be a delay in getting a device should the school not have enough to loan. Any student switching from a POD to a school-owned device, must meet all the rules for using school-owned devices.

### **Misbehaviors & Consequences**

(Refer to Student Handbook, Acceptable Use Policy, and School Board Policy)

### **Inappropriate Use**

Students are expected to follow all rules as defined in school policy. Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, and engaging in illegal activity are strictly prohibited as set forth in Idabel School Board Policy, Acceptable Use Policy, and the Student Handbook.

### **Parent Computer Tips**

Computers are a resource or tool. Idabel Schools strives to prepare all students for a future in the global workplace. While it is great to have your children use and learn the latest technology, spending too much time with video games and surfing the Web can be unproductive. Idabel Schools is taking the initiative by filtering content while the students are on our networks. It is your responsibility as a parent to supervise, manage and monitor your child while they are not at school.

Communicate with your children and set computer limits. Here are some examples:

- I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parent's permission.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that.
- I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit.
- Limit the hours during the day that your child is on the computer.
- Physically monitor student activity on the computer.
- We encourage parents to have their child's login and password in order to monitor their child's computer profile, as well as their assignments. If a student refuses to share his/her password with the parent, it will be reset at a parent's request.

**Idabel Public Schools**  
**Student Device Usage**  
**Annual Agreement Form**

I,(Parent/Guardian)\_\_\_\_\_, agree that my student and I have read and will comply with all procedures within the policies outlined in the handbook. **Individual school devices and accessories must be returned to Idabel Schools at the end of each school year. Students who withdraw, or terminate enrollment at Idabel Schools for any reason must return their individual school device on the date of termination.**

I understand that this policy covers :

\_\_\_\_\_ one (1) device that is the property of Idabel Schools for one student and any POD that is personally owned by the student. (IMS does not allow POD's)

Parent/Guardian (Please print first & last name): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Please print first & last name): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

Official Use Only:

Use and Maintenance Fee	Paid \$ _____ (\$40.00 Per Student)	Date:
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## Idabel Public Schools

### Student Pledge for Device Use

- ☐ I will use my device in ways that are appropriate, meet Idabel Schools expectations, and are educational.
- ☐ I will use appropriate language when using Emails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- ☐ I understand that my device is subject to inspection at any time without notice.
- ☐ I understand that my device remains the property of Idabel Schools (if not providing POD).
- ☐ I will follow the policies outlined in the Student Device Policy/Handbook and the school's
- ☐ Acceptable Use Policy while at school, as well as outside the school day.
- ☐ I will keep food and beverages away from my device since they may cause damage to the device.
- ☐ I will not use of the device camera to take and/or distribute inappropriate or unethical material.
- ☐ I will protect my device and case (if loaned) from damage at all times.
- ☐ I will not place decorations (such as stickers, markers, etc.) on my device or provided case (if loaned or on my POD).
- ☐ I will file a report in case of theft, vandalism, and other acts to the administration of Idabel Schools within one school day.
- ☐ I will take good care of my device.
- ☐ I will never leave my device unattended.
- ☐ I will never loan out my device to other individuals.
- ☐ I will know where my device is at all times.
- ☐ I will charge my device's battery daily and arrive at school with my device charged.
- ☐ I will not disassemble any part of my school-owned device or attempt any repairs.
- ☐ I will not deface any identifying markings on my device.
- ☐ I will be responsible for all damages or loss caused by neglect or abuse.
- ☐ I agree to return the school's device, case, and power cords in good working condition upon request of the district.

**I agree to the stipulations set forth in the above documents including the Student Device Policy/Handbook, and the Student Pledge for Device Use.**

Student Name (please print first and last name): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (please print first and last name): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school devices and accessories must be returned to Idabel Schools at the end of each school year. Students who withdraw, or terminate enrollment at Idabel Schools for any reason must return their individual school device on the date of termination.**



## MENINGOCOCCAL DISEASE

### **What is meningococcal disease?**

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*, also called meningococcus. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis.

### **How is this disease spread?**

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

### **Who is at risk of getting this disease?**

Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease. Infants are at highest risk, but rates decrease after infancy and then increase in adolescence and young adulthood.

### **What are the symptoms?**

Ten percent or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called “asymptomatic carriage.” Of these people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococcemia. As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

### **How soon do the symptoms appear?**

The symptoms may appear two to ten days after infection, but usually within three to four days.

### **What is the treatment for meningococcal disease?**

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone, are used to treat meningococcal disease.

### **Should people who have been around a person infected with meningococcal disease receive treatment?**

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person’s respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, healthcare personnel performing mouth-to-mouth resuscitation, daycare center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

### **Is there a vaccine to prevent meningococcal disease?**

Three types of meningococcal vaccines are available in the United States. They are effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. An additional vaccine is now available that protects against serogroup B, but is currently only licensed for high-risk children over ten years of age. Consult with your healthcare provider or the local health department about receiving the vaccine.

## **Idabel Middle School Strategic Re-Entry Plan**



This is Idabel Middle School's "Return to Learn" plan. This plan is consistent with the District "Return to Learn" plan and is specific to Idabel Middle School. Please Understand that this strategy could change in the event new recommendations become available. If you have questions, please feel free to contact me.

Laura Bullock, Principal  
lbullock@idabelps.org

### **TRADITIONAL - IN SCHOOL BUT POSSIBLY INTERRUPTED BY SHUTDOWNS**

#### **Cleaning Protocols:**

**IMS will use the CDC and OSDE guidelines for cleaning and disinfecting.**

- Hand sanitizer will be provided in all classrooms
- Hand washing will be taught and soap provided in all restrooms. Clean bathrooms and doors after class changes
- Clean desks in between classes
- Prop open bathroom doors
- Implement 3 lunches to reduce the number students in the cafeteria
- Alternating seating in cafeteria, some students may eat outside
- Tables and seats in cafeteria will be sanitized between occupancy

#### **Environment and Programming**

**IMS will use CDC and OSDE guidelines for classrooms and programming.**

- Students will be required to wear masks in the hallways and in common areas, such as the restroom or lunch line. Students may take off their masks only once they have seated themselves in their classroom or in the lunchroom.
- Classroom seating and configuration
- PE/ Elective Classes
- Teachers will have lessons prepared (i.e. sub folder) in case they are diagnosed with Covid-19 and have to miss work two or more weeks.
- If students are diagnosed with Covid-19, documentation will be required and expected for the duration of the school absence
- Signage will be posted concerning the washing of hands and maintaining appropriate distancing

#### **Instruction and Curriculum**

**IMS will meet the needs of all students through differentiated instruction to meet state academic standards.**

- **Face-to-Face** Introduce new concepts/standards through direct teacher student interaction. All assignments will be assigned through Google Classroom.
- **Virtual** Introduce new concepts/standards through direct instruction by teacher or other resource. Videos on Mondays. All assignments will be assigned through Google Classroom.

#### **Remediation/Achievement Gap**

**IMS will assess achievement gaps through diagnostic and benchmark testing and results will be used to set remediation goals as needed.**

- Give diagnostic and benchmark testing
- Remediation will be assigned to students through online resources or face-to-face

#### **Social Emotional Learnings (SEL)**

**Good social emotional health is crucial for all students' well-being.**

\* Will follow CDC and SDE guidelines at all times.

- Monthly SEL newsletters to students; emailed to all 6th - 8th grade students

- Monthly SEL presentations in PRIDE classes (i.e. self-esteem, cyber bullying)
- Individual counseling face-to-face and via video conferencing
- Mentoring program as face-to-face and/or virtual (email, phone calls, video conferencing)

#### **Communication Plan:**

**IMS will communicate with all stakeholders on a regular basis.**

Email addresses, phone numbers, and physical addresses; Social Media; School

Website; Flyers to be sent home; Local newspapers, radio stations, etc.

#### **BLENDED**

- This option allows students the opportunity to take some classes traditionally and online. This is done so that students can still participate in extracurricular activities and to help reduce the number of students in a particular setting.
- Students have to be on campus for either the first half or second half of the day. The other half will be virtual.
- Students cannot split between the blended model and the traditional model in the same half of the day (examples: students can't take 1st and 4th on campus and 2th-3rd periods virtually. They can take 1st-4th on campus and 5th-7th virtually.)
- A student has to stick with their decision for a semester. Changes can only be made between semesters.
- If a student is sick with Covid-19 and can't check in, they need to contact the office at IMS to be excused that day.
- The student must provide documentation from a licensed medical professional.

#### **Cleaning Protocols:**

**IMS will use the CDC and OSDE guidelines for cleaning and disinfecting.**

- Hand sanitizer will be provided in all classrooms
- Hand washing will be taught and soap provided in all restrooms. Clean bathrooms and doors after class changes
- Clean desks in between classes
- Prop open bathroom doors
- Implement 3 lunches to reduce the number students in the cafeteria
- Alternating seating in cafeteria, some students may eat outside
- Tables and seats in cafeteria will be sanitized between occupancy

#### **Environment and Programming**

**IMS will use CDC and OSDE guidelines for classrooms and programming.**

- Students will be required to wear masks in the hallways and in common areas, such as the restroom or lunch line. Students may take off their masks only once they have seated themselves in their classroom or in the lunchroom.
- Classroom seating and configuration
- PE/ Elective Classes
- Teachers will have lessons prepared (i.e. sub folder) in case they are diagnosed with Covid-19 and have to miss work two or more weeks.
- If students are diagnosed with Covid-19, documentation will be required and expected for the duration of the school absence
- Signage will be posted concerning the washing of hands and maintaining appropriate distancing

#### **Instruction and Curriculum**

**IMS will meet the needs of all students through differentiated instruction to meet state academic standards.**

- Introduce new concepts/standards through direct instruction by the teacher. All assignments can be made through Google Classroom.

#### **Remediation/Achievement Gap**

**IMS will assess achievement gaps through diagnostic and benchmark testing and results will be used to set remediation goals as needed.**

- Give diagnostic and benchmark testing.
- Remediation will be assigned to students through online resources or face-to-face.

#### **Social Emotional Learnings (SEL)**

**Good social emotional health is crucial for all students' well-being.**

\* Will follow CDC and SDE guidelines at all times.

- Monthly SEL newsletters to students; emailed to all 6th - 8th grade students
- Monthly SEL presentations in PRIDE classes (i.e. self-esteem, cyber bullying)
- Individual and/or small group counseling face-to-face and via video conferencing
- Mentoring program as face-to-face and/or virtual (email, phone calls, video conferencing)

**Communication Plan:**

**IMS will communicate with all stakeholders on a regular basis.**

Email addresses, phone numbers, and physical addresses; Social Media; School Website; Flyers to be sent home; Local newspapers, radio stations, etc.

**ALL VIRTUAL**

- Students will still be enrolled in seven courses with seven different teachers just like traditional students.
- Students must check in with each teacher between the hours of 8:00am and 3:00pm in order to be counted present for that day.
- Attendance will be kept, and virtual students must abide by the same attendance and grading rules as traditional students.
- All homework must be turned in during the same time frame traditional students follow.
- If a student needs help with a subject, that student has two options:
  1. Contact that teacher via email or google classroom during business hours
  2. Join the livestream during that class hour
- A student has to stick with their decision for a semester. Changes can only be made between semesters
- If a student is sick with COVID-19 and can't check in, they need to contact the office at IMS to be excused that day.
- The student must provide documentation from a licensed medical professional.

**Instruction and Curriculum**

**IMS will meet the needs of all students through differentiated instruction to meet state academic standards.**

- Introduce new concepts/standards through direct instruction by the teacher or other resource. Video on Monday morning. All assignments will be accessed through Google Classroom. Make assignments through various methods and resources.

**Remediation/Achievement Gap**

**IMS will assess achievement gaps through diagnostic and benchmark testing and results will be used to set remediation goals as needed.**

- Give diagnostic and benchmark testing.
- Remediation will be assigned to students through online resources or face-to-face.

**Social Emotional Learnings (SEL)**

**Good social emotional health is crucial for all students' well-being.**

\* Will follow CDC and SDE guidelines at all times.

- Monthly SEL newsletters to students, emailed to all 6th - 8th grade students
- Monthly virtual SEL lessons (i.e. self-esteem, cyber bullying)
- Individual counseling via email and video conferencing
- Virtual Mentoring Program (email, phone calls, video conferencing)

**Communication Plan:**

**IMS will communicate with all stakeholders on a regular basis.**

Email addresses, phone numbers, and physical addresses; Social Media; School Website; Flyers to be sent home; Local newspapers, radio stations, etc.

**If a student or staff member shows signs or tests positive for COVID-19:**

- Student or staff member will be sent home
- Distance learning/teaching for 14 days
- Cleaning intensifies- deep cleaning
- Method of communication with all students and parents- email addresses, phone numbers, physical addresses.
- At 35% absentee rate, IMS will go to distance learning for two weeks.

- Anyone in a family with a positive COVID-19 test needs to quarantine for 14 days.

**In the event of a school closure:**

- 100% distance learning
- Distance learning assignments and check in:
  - Teachers post assignments at 8:00 A.M.
  - Students check in by 3:00pm
  - Assignments are due by 11:59 P.M.
- Accountability- attendance and grades are impacted
- Zoom or Google Hangout meeting once a week
- Train students to use Google Classroom
- Teachers may make videos of themselves teaching, just as they would in the classroom and post to YouTube or Google.
- Monday or Friday used for review or remediation.
  - 4 days of 100% virtual learning
  - 1 day for department meetings, tutoring, review
  - Use a rotating tutoring schedule within departments
- People have 24-48 hours to retrieve items they need that were left in the building.

EVERY STUDENT WILL NEED A CHROMEBOOK THIS YEAR. IF A STUDENT DOES NOT HAVE ACCESS TO THE INTERNET, THEY NEED TO CONTACT THE OFFICE AT IMS SO THAT WE CAN PROVIDE THAT FOR YOU.