

SHADY POINT

Warriors



Student Handbook

2023-2024

*We prepare every student by name and need
for what is next, whatever that next may be.*

PHILOSOPHY

Shady Point Public School strives to provide a foundation adequate for the needs and talents of our students. Our goal is to work with parents, community members and the students to further students' education and help them become responsible and conscientious citizens in our society and to meet and exceed minimum standards set by the Oklahoma State Department of Education (OAS- Oklahoma Academic Standards.)

Our goal at Shady Point is to prepare every student- by name and need- for what is next, whatever that next may be.

OBJECTIVES

1. To impart knowledge in all academic subjects and to establish career awareness. All students will complete the year having demonstrated competency over challenging subject matter.
2. To impart knowledge useful to common sense judgment for daily living so that students will be prepared for responsible citizenship, further learning, and will have a background for productive employment.
3. To provide a climate that is free of drugs and violence. Shady Point School will engage in a partnership between home and school to increase parental involvement and participation that promotes mental, physical and emotional growth in students and offers a safe and disciplined environment conducive to learning.
4. To teach a sense of fair play, honesty, lofty ideals, values and high purpose.
5. To make students aware of self-worth by accepting them as they are, regardless of race, color or creed.
6. To develop a sense of cooperation and pride for team building.
7. To stimulate ambition as a spur to success.
8. To inspire wise use of leisure time.
9. To create a dedication and loyalty to one's school, community and nation.

ADMINISTERING MEDICINE TO STUDENTS

Any medication to be administered to students must be kept in the office. This includes all prescription and over the counter medication. An authorization form will need to be signed by the parent as to the amount and time medication is to be given. Medications that the district feels are dangerous to store on school grounds will not be administered unless required by a doctor. With written permission by a parent, self-administration of inhaled asthma medication and the self-administration of anaphylaxis medication by a student for treatment of anaphylaxis are permitted. The transfer of medicines will be between the parent and school employees. At no time will any over the counter or prescription drugs be transported to or from school by the student.

ASBESTOS

In order for Shady Point Public School to be in compliance with the AHERA law (Asbestos Hazard Emergency Response Act) all buildings at Shady Point School have been inspected for asbestos containing materials. Also, a Management Plan has been written by an EPA approved company and was accepted by the Shady Point School. A complete copy of this plan is available in the office.

ATTENDANCE

Regular class attendance is essential for promotion and success in each child's schoolwork. Students are considered absent from school whenever they are not in class or not on a class sponsored trip. If your child is ill or must be absent or tardy from school for any reason, please call the school at (918) 963-2595. If it is not possible to call, please send a note and let the office know why your child is absent or late. Students should report to the office to sign in.

Students are not allowed to participate in extracurricular activities on the day of an absence nor ride the bus to an activity. Students must be in attendance at least three complete class periods in order to participate in extracurricular activities.

ABSENCES

The board requires students to be out of class no more than 16 days per year. Absences in excess of this will not be tolerated.

There will no longer be any difference between excused and unexcused absences. The state of Oklahoma defines chronic absenteeism as missing 10% of the school year and includes excused and unexcused absences. This change will be communicated to parents and students through verbal and written communications. The only excused absences will be those that are an emergency or extenuating circumstance including but not limited to hospital stays or extended sickness. If you have a question about absences, please contact the district.

COVID related absences will be reviewed on a case by case basis. With final decision authority in the hands of the district administration.

ABSENCES IN EXCESS OF THE 16 DAY YEARLY LIMIT

- A maximum of 16 unexcused absences are allowed per year.
- Student will be allowed to make up work for the first 16 unexcused absences with the administration's approval
- In grades pk-4 attendance is counted in half days
- In grades 5-8 attendance is counted per class period
- In grades 5 through 8, students could be prevented from being promoted if they do not receive credit in at least 3 of 7 classes.
- In grades Pk-4, students who exceed the maximum number of absences in these grades will be subject to additional scrutiny to determine promotion to the next grade at the end of the school year.
- Any student who exceeds the 16-day limit may appeal to the administration for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

TRUANCY OFFICER AND LOCAL TRUANCY ORDINANCES

- **Parents will be notified by the administration if the student has reached a total of four absences.**
- **Students will be turned over to the truancy officer when they reach eight absences. At this point the students and their parents will be subject to truancy ordinances and its judgments.**

TARDY

If a student is not in their seat when the class bell rings, they will receive a tardy. For every three tardies a student receives they will receive an unexcused absence. If a student is more than 15 minutes late the student will receive an unexcused absence.

SCHOOL ACTIVITY

Students are allowed a maximum of 10 activity absences per semester. Activity absences are for a school activity only. If a student reaches 10 absences the student must be reported to the office for consideration by an internal review committee. In order to receive an additional three days students must have a letter grade of C or better and prove any further absences would not adversely affect their educational needs. The Internal Review Committee will look at each request on a case by case basis.

ABSENCES BY ARRANGEMENT

Absences for reasons other than those listed must be approved by the administration before they are taken.

BELL SCHEDULE

The first bell rings at 8:15 a.m., with the tardy bell ringing at 8:20 a.m. The final bell rings at 3:35 p.m.

BICYCLES

Bikes are to be parked in the bike area upon arrival at school. They are to remain parked until school is dismissed. It is suggested that locks be used, but locks are not provided by the school. Students are not to be around the bike area during school hours. Students are not allowed to ride any gasoline fueled or motorized vehicles (scooters, motorcycles, etc.) to school. Students are not allowed to use skateboards, roller blades, or heelies (shoes with wheels) on school property.

BUS BEHAVIOR

All students are under the direct control and supervision of the bus driver while on the bus. The students are to follow the rules below:

A. LOADING AND UNLOADING

1. Be on time.
2. Stay off the road.
3. Wait until the bus comes to a complete stop before attempting to load or unload.
4. Enter and exit in an orderly fashion.
5. Younger children should be allowed to enter first.

B. WHILE ON THE BUS

1. All parts of the body must be kept inside the bus at all times.
2. Vulgar and offensive language or gestures will not be tolerated.
3. Willful damage to the bus will be paid for by the offender.
4. Help look after the safety of smaller children.
5. The use of tobacco, drugs, or alcohol in any form is prohibited.
6. There is to be no shouting, roughhousing, or throwing of things on the bus or out the windows. Remain seated.
7. In case of a road emergency, the students are to remain on the bus.
8. The emergency door must be used for emergencies only.
Students are not to touch safety equipment on the bus.
9. All articles, such as athletic equipment, books, coats, etc. must be kept out of the aisle.
10. Do not leave books, lunches, or other articles on the bus.

11. Bus riders are expected to be courteous to fellow students and the bus driver.
12. Food, gum, candy, and drinks are not allowed on the bus.
13. The driver is not permitted to carry students who do not live on the route, nor is he/she permitted to let students off the bus at stops other than their regular stop, unless so authorized by a note or phone call from that student's parent.
14. All directions given by the bus driver are to be followed immediately.

Students who disobey the rules on the bus or who commit serious or dangerous acts such as smoking, using drugs, fighting, or damaging the bus can be suspended from riding the bus and/or suspended from school.

The above rules and regulations will also apply to any extra-curricular trip sponsored by the Shady Point School.

C. AFTER LEAVING THE BUS

1. When crossing the road in front of the bus, go at least 10 feet in front of the bus and watch for the driver's signal before you cross the road.
2. Always cross in front of the bus.
3. Never run beside or hang onto the bus.
4. Never throw things at the bus.
5. Go directly home or to school after getting off the bus.

CAFETERIA

Meals will be provided by the district at no cost to the student. Students will be required to fill out an application to receive this benefit.

CAFETERIA CONDUCT

We have a closed campus, which means all students are to remain at the school during the noon hour and throughout the school day. All students will be taken to the cafeteria with their class for lunch period, regardless if they are to eat a school lunch, bring their lunch, or skip lunch. There is a need for good self-discipline in the lunchroom, just as there is at home, in regard to table manners.

1. Students are not allowed to use the microwave. Any lunch items brought by the student must be ready to eat without the use of the microwave.
2. Students are to walk to and from, and in the lunchroom.
3. Students are to dispose of their own trays, milk cartons and napkins properly.
4. Students are to conduct themselves in an orderly manner, as one would expect them to behave when dining with their families.
5. All food is to be consumed inside the lunchroom.
6. Students will talk in a quiet tone of voice to those sitting near them at the table.
7. Some alternative disciplinary measures may be imposed if a student chooses to ignore proper cafeteria behavior.
8. Students are to take milk with lunch.
9. If a student has a note from a physician stating that he/she is not to drink milk, water will be provided.

CELL PHONES

Cell phones are to be turned off, and not used during the school day. If a student's phone is on or used at school, the phone will be confiscated and returned to the student after school and disciplinary measures will be taken. If used a second time, the phone will be confiscated and returned to the student at the end of the week, require a parent to pick up the phone, and disciplinary measures will be taken. A third offense will result in the student banned from bringing a phone to school and disciplinary measures will be taken.

DIGITAL DEVICES

Digital devices are not allowed on campus. The only exception will be the use of digital reading devices. They will be checked in with the reading teacher and only used during reading classes and approved by the classroom teacher prior to bringing them onto campus.

CHECK-OUT/IN PROCEDURE

The sign-out sheet must be filled out and signed by the parent, guardian, or designated person before taking a student from the school for any reason.

Students returning to school late or after being checked out earlier in the day need to sign in at the office.

CLUBS

Any extra-curricular clubs or activities must have prior approval by the Administration and/or local school board. The school reserves the right to establish guidelines for any or all clubs for our students.

CONFIDENTIALITY

(Family Education Rights and Privacy Act and FERPA Policy)

Parents of students currently enrolled have a right to inspect and obtain a copy of Shady Point Public School's policy concerning family rights and privacy which is available at the school office. They also have the right to:

1. Inspect and review their child's education records.
2. Request the amendment to the student's educational records to ensure that they are not in violation of the student's privacy or other rights.
3. Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that the Act and regulations in this part authorize disclosure without consent.
4. File with the U.S. Department of Education a complaint concerning alleged failures by the agency or institution to comply with the requirements of the Act.
5. Have these rights translated/interpreted using their primary or home language.

DISCIPLINE POLICY

We, at Shady Point School, are proud to say that our discipline problems are few and generally of a minor nature. However, as in any society, occasionally there will be a need for some type of discipline.

The following examples of behavior are not acceptable in society generally, and in a school environment particularly. When, in the judgment of the teacher or administration, the behavior of a student constitutes unacceptable behavior in the following areas, corrective action will be taken. These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

1. Unexcused lateness to school/class
2. Disrespect for authority
3. Cheating on school work
4. Littering
5. Leaving school/class without permission
6. Refusing/skipping detention
7. Use of profanity/vulgarity
8. Possession, selling, using, or under the influence of any type of drug
9. Lying
10. Stealing
11. Fighting
12. Defacing/destroying property
13. Possession of a dangerous weapon or look-alike weapon
14. Any type of gang activity
15. Cell phones on or used
16. Clothing not appropriate for school
17. Any other action that is not covered, but warrants attention

In disciplining unacceptable behavior, the faculty/administration of the school will consider the severity of the offense and the age of the child before taking disciplinary action. However, the school is not limited to these various methods, nor does this list reflect an order or sequence of events in disciplinary actions. The district discipline rubric will be used to determine discipline.

1. Conference with the student
2. Conference with the parent/guardian
3. Noon detention/recess
4. Time Out
5. In-School Detention
6. Restriction of privileges such as recess
7. Writing assignment
8. Changing a student's seating assignment
9. Reimbursement for materials/equipment stolen, damaged or destroyed
10. Suspension from school
11. Corporal punishment (paddling)
12. Involvement of law enforcement
13. Requiring a student to change clothing if inappropriate. (The school has a variety of tee shirts/shorts available for these occasions.)
14. Other appropriate disciplinary action as required and as indicated by circumstances.

To ensure consistency in discipline across all students, a discipline rubric is used. Students will be punished based on the severity of the offense and the number of times the infraction has occurred. The rubric is attached in appendix A

Bullying/Hazing

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned

events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Furthermore, no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

DISCRIMINATION

No discrimination shall be made in the placement or treatment of students, with regard to race, creed, color, sex, religion, national origin or ancestry.

DRESS AND PERSONAL APPEARANCE

Good standards of dress and appearance reflect good judgment, poise and increased maturity. Therefore, the students are expected to be appropriately dressed and well-groomed while at school and when attending any school function. Dress and personal grooming should not present health or safety problems, cause any disruption of the educational process, or offend common standards of decency.

Inappropriate dress could **include, but is not limited to:** net shirts, tube tops, half shirts, tops with an exposed midriff, see-through clothing, revealing shorts, clothing that displays too much skin or undergarments, displays tobacco or alcohol ads, vulgar words or signs, nudity, gym clothing worn outside of gym class, bare feet, Spandex clothing that is not covered by other clothing, spaghetti straps, inappropriate tank tops, camisole without appropriate covering, and any attire which could be considered as gang related. Shorts or skirts must be fingertip length and follow the above guidelines.

By no means is this a conclusive list, but rather a guideline of types that are not appropriate for school wear.

The above guidelines are subject to change by the administration and or the board of education.

ELIGIBILITY

A student who is regularly enrolled, who qualifies for the sport or sports or school related activity, and field trips, and who is not under discipline from the office may represent the school in events.

In addition a student who is not making adequate academic progress may be subject to removal from school activities.

Any student, who is disqualified from a game or contest because of flagrant or unsportsmanlike conduct, will be ineligible until reinstated by the administration.

ENROLLMENT

Students may enroll in school by presenting a certificate from an accredited elementary school. In addition, current health records and proof of age must be presented at enrollment time.

Students coming from a non-accredited school shall be required to take a comprehensive written test in the core subject areas. Results of the test may be used to determine the academic level for which a student is to be given credit. All tests will be given by the Shady Point School.

FIELD TRIPS

Field trips may be scheduled at any time during the year. Only class members, classroom teachers and adult sponsors are to go on field trips. At no time is a younger or older student to be taken out of his/her own class or intentionally held absent to attend a field trip of a brother or sister, even if the parent does attend.

Some field trips are considered an extension of the classroom. (Earth Day Fair, Teen Fair, and Cultural Awareness Trips). Other field trips are considered a privilege or reward for students and a student may be disqualified from attending these due to frequent absences or misconduct.

(Christmas movie, end of year class trip). Students not allowed to participate in these trips are required to attend school and work will be provided for the student. Failure to attend school on this day will result in an unexcused absence and reported to the truant officer.

Participation in all field trips will be the decision of the administration and/or teacher. Students will need to maintain a 60% average and be in attendance 90% of the time in order to qualify for field trips.

Parents that wish to attend any field trips will be required to obtain pre approval and will not attend any field trips without that approval.

FUNDRAISING

A fund-raising form must be approved by the Board of Education and on file prior to any fund-raising projects going into effect. The form must state how the funds are to be spent. This applies to any class, club or organization which raises money for students of our school.

GRADING SCALE

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below
S	Satisfactory
U	Unsatisfactory

Report cards are issued every nine weeks. Deficiency reports will be issued during each nine-week period.

HEAD LICE

When a student is found to have lice or nits (eggs), the student's parents will be notified. Parents, or a designated person, must pick up student(s) immediately. The child, their clothing, bedding, personal items, etc. must be treated. The rest of the family should be checked as well. Re-treatment should occur within 7-10 days. **Students will not be allowed to return to**

school until their hair has been treated, 24 clock hours have passed, and cleared by designated personnel. This will be an unexcused absence.

HOMEWORK

Just as with all other aspects of learning, we feel that parental involvement can and does influence the child's attitude toward homework. We encourage you to support homework as a valuable part of your child's educational progress. Parents are not to do the work for the child but are encouraged to assist the student whenever it is deemed necessary.

IMMUNIZATION

According to State Law, Title 70 of the Oklahoma Statutes, Sections 1210.191-193, no minor child shall be admitted to any public-school operating in Oklahoma unless a parent or guardian can present to the appropriate school authorities certification from a licensed physician or the appropriate public health authorities that such child has received or is in the process of receiving immunizations required for entry.

INSURANCE

Accidental insurance is not provided by the school.

LOCKERS

At the beginning of the school year, students in grades 5-8 will be assigned a locker. Students are not to change lockers with anyone. Lockers are to be kept clean and free of clutter, with books arranged in such a way as to prevent damage to the edges of the books. Abuse of this privilege of using a locker could result in the loss of this opportunity for a probationary period.

Pupils should not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. These may be opened and examined by school officials at any time and no reason shall be necessary for such search.

MOMENT OF SILENCE

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. Reference: 70 O.S. 11-101.1-70 O.S. 11-101.2

OFF CAMPUS EVENTS

Students at school sponsored events at Shady Point or away from Shady Point School will be governed by Shady Point School rules and are subject to the authority of school officials. The rules of this handbook apply to Shady Point students both on and off our campus and both during the regular school term and during the summer months.

At all off-campus events, all Shady Point team members, students, and assistants are to sit in a controlled area in close proximity to the Shady Point bench or designated seating area. No team member will leave the building except when excused by the coach or sponsor.

PARENT TEACHER CONFERENCES

Each semester one day is set aside for parent/teacher conferences. Conferences will be held on a Thursday from 3:00-9:00 or 3:00-6:00. If circumstances arise where a conference is needed outside these days, please contact your child's teacher. (See school calendar for regularly scheduled conferences during the year.)

PARTIES

Classes are allowed the following parties during the school year:

1. Christmas
2. Valentine's Day
3. Easter
4. Others as approved by the administration

Birthday parties are not allowed at school. Personal birthday party invitations should not be passed out in the classroom unless everyone is invited.

PICTURES

Each year school pictures are taken shortly after school starts. All students are urged to have a picture taken so that the annual will be complete. Group class pictures are also taken later in the year. However, no student is required to purchase any pictures.

RETENTION

In situations where we believe some students will benefit from a second year in the same grade or where excessive absences have warranted it, a student may be retained in their current class for an additional year. If this is the case for one of our students, parents will be notified prior to the end of school.

SAFETY DRILLS

Periodic safety drills will be conducted for the students to assure their safety in case of an emergency. The signal for a fire drill is a continuous ring. The signal for a tornado drill is short intermittent rings. All other drills will be announced over the phone system by name. The plan of escape from each area of the school will be posted and will be explained and practiced by each teacher with his/her classes. All drills will be conducted as required by the SDE.

SICKNESS

Students who are sick due to some illness may stay home. This will be counted as an unexcused absence with or without a doctor's note.

FEVER

- If a student has a fever of 100 degrees or higher please do not send them to school. If a student is at school and has a fever of 100 degrees or higher that student will be sent home.
- Students with an identified fever must stay home a minimum of 24 hours or until they are fever free for 12 hours.
- Please do not medicate in order to bring the fever down and send them to school. If this happens, and the fever reaches 100 degrees during school, we will send the student home.
- Any student sent home will be considered an unexcused absence.

SKATEBOARDS AND ROLLERBLADES

No skateboards, roller blades or shoes with wheels are allowed on school grounds.

SPEECH SCHEDULE

The speech therapist will meet with students on scheduled days.

TARDIES

Students are tardy to class if they are not in their seats and ready to begin work when the tardy bell rings. This means having books, paper, pencil, and any other necessary materials, at their seat when the tardy bell rings. Tardies will result in disciplinary action.

TEACHER QUALIFICATIONS

Information regarding the professional qualifications of teachers will be provided upon request.

TELEPHONE

The school telephone is for business calls. Necessary plans should be made with children before they leave home in the morning. Children are not to call home to get permission to go home with a friend. Children will be called to the phone in case of an emergency or if a teacher/administrator requests or allows a call to a parent/guardian.

TEXTBOOKS

All textbooks/library books are loaned to the student during the school year. The student is responsible for seeing that the books are kept clean and in good condition. The student (parent/guardian) will pay for lost, damaged, or destroyed books.

USHERS FOR 8TH GRADE GRADUATION

These Honor Marshals will be the two 7th grade boys and two 7th grade girls with the highest-grade average. These averages will be based on their semester grades from 5th, 6th, and the first semester of the 7th grade. Only core courses will be considered in the computation of grade averages. The Honor Marshal must have earned at least the first semester grade of the 7th grade as a student of Shady Point School.

VALEDICTORIAN AND SALUTATORIAN

Shady Point School will recognize from the eighth-grade graduating class, a valedictorian, salutarian, and historian. The valedictorian will be the student with the highest-grade average; salutarian, second highest grade average; and historian, third highest grade average. The grade point average will be calculated to the hundredth of a point. Should there be a tie for any of the positions, a co-valedictorian, co-salutarian, and co-historian will be named. Grade averages are based on the semester grades from 5th, 6th, 7th, and the first semester of the 8th grade. Only core courses will be considered in the computation of grade averages. Each honoree must have attended at least the last semester of the 7th grade and the first semester of the 8th grade as a student of Shady Point Schools.

If a student withdraws from this school; any honors or awards will be handed to the next in line. Example: honor student, elected honors or

offices. Once an honor is forfeited, it will not be restored if the student returns to this district during the school year.

Honor graduates must be maintaining a good standing with regard to attendance. Honor graduates who have exceeded the 16-day limit on absences will forfeit this honor.

STUDENT OF TODAY

The Masonic Lodge presents 8th grade students a certificate based on leadership, scholarship, conduct, and/or overcoming of special circumstances.

WEATHER

There may be times when school is dismissed due to inclement weather. For such times, announcements of dismissal will be made on radio station KPRV-Poteau, television channels KFSM-TV5, KHBS/KHOG 40/29 in Fort Smith, and social media.

WITHDRAWING FROM SCHOOL

If a student plans to withdraw from school, parents need to report to the office to obtain a withdrawal form. All textbooks, library books, ball suits, etc., belonging to Shady Point School must be returned. All fees and lunch money must be paid.

GENERAL INFORMATION

1. Snack foods, gum, candy, sunflower seeds, soda, etc. are not allowed except at the discretion of the classroom teacher
2. Students are not allowed to wear hats, caps, or sunglasses in any school facilities during school hours. The administration may wave this rule for special occasions.
3. There will be no roller skates, skate boards or shoes with wheels on school grounds.
4. **Students are not to come to school before 7:30a.m. and must leave promptly at 3:35p.m. unless assigned to detention or an after-school program.**

5. Possession or use of anything that might be considered a firearm or weapon is prohibited and will be confiscated. A disciplinary sanction of expulsion for at least one year will be given for possession of a firearm on the bus, on the playground, on any school trip or in any school building.
6. Cell phones are to be turned off and not used during the school day.
7. The bell at the end of a class period does not dismiss you. It is merely a signal to the teacher to dismiss you.
8. Any student under the influence of drugs or alcohol will be reported to the proper authorities and may be suspended for the remaining school year.
9. Students are not to use the gym without proper supervision by a teacher. At no time are students to be on the gym floor with street shoes, or even tennis shoes, which have been worn outside. Students must have a pair of gym shoes to keep clean and wear only in P.E.
10. The speed limit on the school grounds is 10 mph. The circle drive is a one-way drive. Please observe the entrance and exit signs.
11. Birthday parties are not allowed at school.
12. All visitors must check in at the office.
13. Disobeying Internet Agreement may result in the loss of computer privileges.

INTERNET AND COMPUTER USE POLICY

The Shady Point Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and the community.

Students will be able to access the Internet under the supervision of their teachers. All school accounts that a student uses will be under the authority and control of the district. Students should not expect any form of privacy on these accounts, and they are expected to use them for school use only.

Since the Internet constitutes an unregulated collection of educational resources, which change constantly, it is not possible to predict or control

exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials, which a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or on-line conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations. Users will not solicit or receive any information or service, which could result in unauthorized expense to the district.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; students should be advised that in an effort to maintain system integrity and to ensure responsible use, files and communications can and will be monitored. Students should not under any circumstances expect that messages or files that are created, modified, transmitted, received, or stored on organizational equipment are private. Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for personal use, which violates copyright laws.

Staff, students, and the community must be willing to attend an orientation, if needed, that will address the issues of appropriate use of the school network, Internet, copyright laws, Internet etiquette, and fees (if any) incurred during the use of the services.

It is assumed that all persons wishing to use the services provided by the school district agree to these restrictions by their use of the equipment. Violation of the Internet/Computer Network Acceptable Use Policy will result in forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action as determined appropriate by school officials. Pending investigation into a student/staff complaint of inappropriate use of the networks, user privileges will be suspended.

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be

responsible for ensuring the accuracy or usability of any information found on the Internet.

Other rules not stated above are as follows:

- Students may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior in Shady Point School District.
- Students may not damage or mistreat equipment or facilities under any circumstances.
- Students may not intentionally waste computer resources.
- Students may not employ the network for personal financial gain or commercial purposes.
- Students may not engage in practices that threaten the integrity of the network (e.g., knowingly downloading files that contain a virus).
- Students may not load or copy any software or other programs to or from organizational equipment.
- Students may not trespass into or in any way alter anyone else's folders, documents, or files.
- Students must obey all rules that normally govern their behavior at school when using the Internet.
- Students may not disclose, use, or disseminate personal information regarding minors.

DEFINITIONS

Terms to know for understanding

Certified Staff

Employees who are certified teachers and operating in a position that requires a certified teacher.

Non Certified Staff

Employees who may or may not be certified as a teacher and not operating in a position that requires it.

The Administration

Any personnel that the board of education designates in a leadership position. Including but not limited to the superintendent, principal(s), or directors.

The School Board

The elected members of the community who serve to set policy and provide oversight to the operation of the school district.

APPENDIX A
Discipline Rubric

Shady Point School Discipline Rubric

Includes classroom, building, property, and school events. Shady Point School District students who attend school sponsored activities after school hours off the SPS campus are subject to the same rules that apply during the school day or on the SPS campus (e.g., dances, field trips, and athletic contests, both home and away).

Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
Mild Behaviors (Any behavior that demonstrates a lack of respect for the feelings and well being of others) Such as: name calling,, put downs, repeated incidents of rough play, rude gestures (eye rolling, dirty looks, sighing), taunting, writing on school property, failure to bring class materials, public display of affection, Dress Code, Cell Phone/Electronic Device, etc.	*Conversation about behavior/choices *Conference with victim *Restitution • Letter of apology • Sentences or writing assignment • Loss of recess • Time out • Detention Teacher	*Discipline Referral • Parent signature *Restitution • Letter of apology • Sentences • Loss of Recess • Time out • Detention Teacher-Parent Notification	*Conference with student Loss of 3-5 recesses Week of Detention *Restitution • Letter of apology •Sentences or writing assignment •Extra Class Work Principal	*Conference with student and parent *Restitution • Swats •Suspension Principal
Moderate Behaviors (Any behavior may cause injury) Such as: damaging property, exclusion, gossip, grabbing, hair pulling, insults, kneeing, mean tricks, negative written notes, pinching, pushing, repeated behaviors toward specific person, stealing, shoving, slapping, spreading rumors, bullying, tackling, tripping, etc.	*Discipline Referral • Parent signature *Restitution • Letter of apology • Sentences or writing assignment • Loss of Recess • Time out Teacher-Parent Notification	*Conference with student Loss of 3-5 recesses Week of Detention *Restitution • Letter of apology •Sentences or writing assignment •Extra Class Work Principal	*Conference with student and parent phone call *Restitution • Swats •Suspension Principal	*Conference with student and parent *Restitution • Swats •Suspension Principal

Severe Behaviors (Any behavior that may cause injury) Such as: biting, harassment (racial, ethnic, gender or religious), fighting, vulgar language, repeated/chronic failure to comply with classroom rules, spitting, vandalizing, verbal or written threats, tobacco, drug, and alcohol use or possession etc.	*Conference with student Loss of 3-5 recesses Week of Detention *Restitution • Letter of apology •Sentences or writing assignment •Extra Class Work Principal	*Conference with student and parent phone call *Restitution • Swats •Suspension Principal	*Conference with student and parent *Restitution • Swats •Suspension Principal	*Conference with student and parent *Restitution • Swats •Suspension •Expulsion Principal
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