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## **STUDENT/PARENT POLICY GUIDE**

The New Lima Public School District Student/Parent Policy Guide has been published to inform students and parents about policies and procedures of the District. The Student/Parent Policy Guide is revised and published each summer. The policy guide is distributed to each student in the school district at the beginning of the school year. As state and federal statutes and regulations are changed, district policies will be changed to be in compliance. In addition, it is not possible for all policies and procedures to be included in this guide. All students are obligated to abide by all New Lima Public School District policies and regulations. The New Lima Public School District urges all students and their parents to take a few minutes and read this guide.

### **EDUCATIONAL OBJECTIVES**

92497192.

92497193. 1. To encourage the student, within the limits of his/her capabilities to acquire knowledge, skills and attitudes necessary to function effectively as a worthy citizen in a democratic society.

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92497195. 2. To teach each child to develop a knowledge and appreciation for American culture, American citizenship and the rights and responsibilities of being a citizen.

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3. To recognize the individual differences of each student and to provide the educational opportunities necessary to meet those needs.

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4. To teach character by preparing a student to accept responsibility in all endeavors, to respect the rights of others and to have high moral and spiritual values.

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5. To understand the needs of all students and provide the opportunities in the vocational, as well as the academic fields, by establishing a program to meet those needs of the vocationally inclined, as well as those of the academically talented.

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6. To develop a healthy and controlled body able to meet and to withstand the rigors of daily living.

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92497201.

7. To develop wholesome personal and social attitudes which are fundamental to sound human relations in the home, the school and the community.

### **SCHOOL SERVICES**

#### **Free and Reduced Meals**

Students who are eligible will receive free or reduced price meals from the school cafeteria. Students who feel that they may be eligible for this benefit should fill out an application and return it to the principal's office. These forms may be obtained in the principal's office. The forms will also be included in each enrollment packet provided at the time of enrollment.

### **Guidance**

New Lima offers a comprehensive guidance and counseling program. The purpose of the guidance cultivate a love for reading and literature. We believe that all students should have free access to the library for pleasure reading or browsing as well as for academic pursuits.

### **Library**

We believe the library should be a pleasant place for students to cultivate a love for reading and literature. We believe that all students should have free access to the library for pleasure reading or browsing as well as for academic pursuits.

### **Parents Right to Know**

According to provisions of Every Student Succeeds Act, school districts must notify parents that they have the right to request information concerning the professional qualifications of their child's teacher. The following information will be provided to parents, who request this information, to the extent practicable, in an understandable format and in a language that parents can understand.

- Whether the teacher has met State qualification and licensing criteria for grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessional and, if so, their qualifications.

### **Pictures**

Each year school pictures are taken shortly after the opening of school, and the all call system. All students will be made aware of the date per the daily announcements over the intercom. All students should have their picture taken even though they do not plan to purchase them. This allows the school annual to be completed.

### **School Health Service**

New Lima Public Schools shall cooperate with the Seminole County Health Department in carrying on a well-rounded school health program. Before being admitted to New Lima Schools, students must present the necessary and proper health records verifying proper immunizations. New Lima Schools will strive to comply with Title 70, Section 1210.191, Oklahoma Statutes, 1976: "Rules and Regulations for Immunizations for School Children" as amended June 1976.

### **School Insurance**

The New Lima School System assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience at the time of enrollment. Neither the school, nor any school official is compensated by the Insurance Company. We have selected an Insurance Company that provides student accident insurance to approximately 400 school districts in Oklahoma. Athletes are required to have either the student accident insurance or a signed form from the parent stating that they will be responsible for providing appropriate insurance or protection, or that they desire not to have any insurance and accept full

responsibility for injuries occurring from participation in activities.

### **Special Services**

The New Lima Public School District is committed to locating and serving children, birth to age 21, with disabilities in the areas of sensory, perceptual, motor, intellectual, emotional, communication, or health. Services are provided in accordance with procedures established by the Oklahoma State Department of Education and in compliance with the Individuals with Disabilities Education Act (IDEA) and other related legislative mandates. To make a referral for services, or for further information, call (405) 257-5771.

### **Transportation**

All buses used by the New Lima Public Schools meet State Department of Education requirements and operate in cooperation with their regulations. Safety is of first importance. All students are urged to use care in loading and unloading, always use the handrail and always remain seated as long as the bus is in motion. All students should regard the bus as a classroom as far as conduct is concerned. The bus driver is a school employee and has a similar authority over students as a teacher. Remember, when you are on a bus, you are subject to school regulations. **Riding a bus is a privilege that a student can lose if proper conduct is not observed.**

## **GENERAL SCHOOL PROCEDURES**

### **Activity Calendar**

Individuals and organizations wishing to place activities on the school calendar must have prior approval from the principal. These activities should be placed on the calendar as soon as possible before the activity is to take place.

### **Assemblies**

Assemblies provide New Lima students the opportunities to demonstrate the courtesy, cooperation and consideration that they have been taught at school and at home. There are always outside visitors at our assembly programs, and it is a credit to the student body when they are able to comment on the courtesy of the students toward speakers, performers, and visitors. **Assembly rules are as follows:**

1. Applaud when appropriate.
2. Do not shout or whistle.
3. Be seated immediately upon arrival at the assembly area.
4. Remain in your seats during the entire assembly.
5. Remain seated until dismissed.

### **Audio Equipment**

Radios and other audio equipment are not to be brought to school except for special events, such as class parties, and then only if permission has been given by the sponsors and cleared through the Principal's Office.

### **Bus Riding Policy**

### **Rules and Regulations Relative to Pupil Transportation**

The school district will provide transportation services to and from school for students in grades Pre-K through 12, whose homes are more than one and one-half miles from the school. The school district, when practical, will provide transportation of students to school activities and on field trips, which have been

approved by the administration. Transportation unit safety and student safety is the most important consideration. Route students have a required safety conduct emergency drill during the first three weeks of each semester. All passengers are required to follow the passengers' safety conduct code at all times. Disciplinary action will be taken against students who violate the passenger safety code. Buses and local school vehicles are off limits to all students at any and all times unless accompanied by the driver, faculty members, or other responsible person. The privilege of being transported to and from school implies conduct which contributes to safety. Students whose conduct threatens the safety of others may lose their privilege of riding in a local school transportation bus and other school vehicles. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted from his/her job. This is dangerous and cannot be allowed. It is necessary therefore that rules and regulations be in force and that they be followed without question. Each parent must help their child understand the importance of good behavior while riding a bus. Riding a bus is not a right, but a privilege granted to those who are eligible and are able to abide by the rules and regulations. It is not right that a student be allowed to ride a school bus when he continues to jeopardize the safety of others. The Board of Education realizes that a hardship may result in having to take a child to and from school but it is sometimes necessary. The bus driver accepts the responsibility of getting the child to and from school safely, therefore, what he/she observes and reports to the Principal is final. The driver is not there to determine the right or wrong of one student in a dispute with another, but is there to report any misconduct or behavior that might keep him/her from properly doing his/her job. Any student who is involved in damage to a school bus will be required to pay for the damage.

### **Bus Rider's Guide**

The following published Bus Rider's Guide is approved by the state and local district.

- **Previous to loading, students should:**

1. Be on time at the designated school bus stops. This keeps the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

- **While on the bus, students should:**

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as they would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.

10. Do not throw objects in or out of the bus.
11. Remain in the bus seat while bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, and the patrol officers, or drivers' assistants.
14. Remain quiet when approaching a railroad crossing.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

- **After leaving the bus, students should:**

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross the road.
2. Go home immediately staying clear of traffic.
3. Help look after the safety and comfort of small children.

## **Cafeteria Behavior**

### **Junior High and High School**

1. Keep your place in line. Running or crowding in the line is never in order.
2. Do not hold a place in line for friends. This is not fair to those students already in line.
3. Observe the rules of etiquette and order in the lines and at the table.
4. Students should see that milk and drink containers, and other items are returned with their lunch trays to the dishwashing window.

The New Lima Board of Education understands that proper nutrition is a vital issue in not only the health of students, but also in the student's ability to learn. The objective of the Breakfast and Lunch program is to make available to all students a lunch and/or breakfast that is nutritionally adequate and acceptable to students. Students are allowed to charge meals on a daily basis. Monthly statements are sent with the student with their balance on it. Bills are due by the 10<sup>th</sup> of the following month except for May, and all charges are due before school is dismissed for the summer. When a student's account reaches \$45.00 an automated phone call will alert parents of their child's balance. If a student's account reaches \$60.00, an alternate meal is served until the balance goes below the \$60.00.

### **Care of School Property**

Anyone who damages or defaces any school property will replace or pay for the damage and is liable to suspension from school. School property includes the physical plant and its contents, including textbooks, library books, and any physical property on the school premises.

**Care of Student in Case of Sudden Illness or Accident**If sudden illness or an accident resulting in injury occurs at school, the school will render immediate care. The school is responsible for administering first aid as prescribed by the State Health Department. The principal, teacher, secretary, or other employees will notify the parents or guardians in cases of sudden illness or accidents. Every effort will be made to carry out such notification. Any student who is injured or becomes ill at school will be kept under observation and control of school personnel until the parent or guardian takes charge of the student. No student may be released from school upon his/her own request. If the parent or guardian cannot be reached, the family doctor may be called. If a severe emergency develops, the student will be taken to the emergency room at the nearest hospital at once.

### **Change of Address**

Any student who has changes in address or phone numbers after the initial enrollment information must **IMMEDIATELY** report these changes to the PRINCIPAL'S office. Current addresses and phone numbers are vitally important for school officials to have in case of an emergency.

### **Change of Classes**

Approval of the principal and teachers involved must be secured before changes can be made in the student's class schedule. Necessary forms are in the principal's office and are given upon the request of the student. Changes in classes must be made during the first two weeks of each semester.

### **Cheating**

Some students occasionally feel a need for various reasons to resort to cheating. Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. If a student is caught cheating on tests or other classroom work, "zero" will be given to the involved student(s). No provisions are made to make-up or otherwise receive credit for work or tests in question.

### **Dress Code**

Good grooming promotes pride and good behavior and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents and students. It is the intent of the student dress code to permit students to dress according to fashion and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. The foundation of a dress code is to provide appropriate standards for student appearance and to assist in maintaining student behavior that is conducive to the learning environment. The following dress code for all students is established:

1. Skirts and Dresses: The skirt or dress shall not be conspicuous or indecent while sitting or standing. Length of skirt or dress must extend to no shorter than 4 inches above the knee. Slits, splits, or other openings in dress and skirts shall also be included and must meet this standard for length.
2. T-Shirts, insignias, monograms or patches with inappropriate messages (example: Playgirl, naughty, etc.), drug or cigarette insignia, or gang related pictures, slogans, sayings or inappropriate pictures (example: Peeing Calvin, Playboy bunny emblem, etc.) are not to be worn at school.
3. Tops: Any shirt, blouse or sweater shall be appropriate and may be worn with the following conditions (this includes dress tops):
  - a. Clothing that exposes the back or cleavage is not appropriate. Spaghetti straps, tank tops, tube tops, halter tops, and one-shoulder tops are not allowed. All tops must have a 1½ inch strap or wider.
  - b. Shirts and blouses must be properly buttoned.
  - c. Any article of clothing, which exposes the back or midriff, may not be worn.
  - d. Tank tops or basketball jerseys without a t-shirt underneath are not allowed.
  - e. A see-through or nearly see-through (lace) shirt worn over an inappropriate shirt will not be permitted.
  - f. Any clothing that exposes underwear is not permitted.
  - g. No oversized shirts are permitted.
4. Hair: Students' hair should be neat and clean without obstructing the eyes.



5. Pants: Pants, jeans or slacks of styles that are neat, clean, and in good taste are acceptable.
  - a. Oversized, baggy pants are **NOT** to be worn to school. Pants must be worn over the hips. A student's hips are considered to be one inch below their belly button, this is where the waistline of the pants should be.
  - b. Pants that have fashionable holes or are frayed 4" above the knee are not acceptable for school wear. **(Unless a material such as leggings are worn underneath. \*)**
  - c. Form-fitting stretch materials may not be worn as a primary outer garment. Tights and leggings may be worn only under the other garments that meet the provision of the dress code.
  - d. Pants that have writing across the backside are not acceptable.
  - e. No pajamas are to be worn to school.
  
6. Shorts: Shorts that are properly hemmed and of appropriate length are acceptable for school wear. Shorts must not be conspicuous or indecent while sitting or standing. Length of shorts must extend to no shorter than 4 inches above the knee. **(Length will not be measured but will be determined by Principal/teacher discretion. \*)** Shorts having a split on the sides shall also be included and must meet this standard for length. **(This will exclude running shorts from being worn at school. \*)** Form-fitting, stretch material (such as biker or spandex type shorts) may not be worn as a primary outer garment. **These materials may be worn under shorts that do not meet the length requirement to extend the length of the short to meet school requirements. \***
  
7. Shoes: All styles of street shoes are acceptable for school wear. Shoes with metal taps or wheels or house-shoes are not to be worn at school.
  
8. Accessories: Conspicuous or distracting accessories are not acceptable. Examples of accessories that are not acceptable include the following:
  - a. Headbands, armbands and leg bands.
  - b. Hats, caps, hoods or head covering when worn in the building.
  - c. Symbols or colors that may be regarded as gang related may not be worn or displayed. (An exhaustive list is not possible because of the changing nature of fashion and style, examples are bandanas, certain styles of dress, etc.).
  - d. Jewelry pertaining to drugs or drug use.
  - e. Chains or chain link belts are not permitted. Heavy necklaces (thick chains), spiked collars, spiked wristbands, and wallet chains are not allowed.
  - f. Sunglasses when worn in the building unless prescribed by a physician.
  - g. Body piercing (with exception of normal ear piercing) is not allowed. **(Ear spacers are not considered normal ear piercing. \*)**
  - h. No gloves are to be worn in the building. Gloves with the fingers cut out are not to be worn at school or any school function.
  
9. Insignias, Monograms or Patches: Lettering or any type of sew-on patch, decal insignia, etc., that is sexually suggestive, vulgar or refers to alcohol, tobacco or drugs are not acceptable.
  
10. General Appearance: Students are expected to wear clothing correctly and neatly. This includes fastening straps, belts, buttons and the tying of shoelaces.

11. Any items listed above which become hazardous to students' safety may be prohibited.

**DRESS THAT IS NOT SPECIFICALLY MENTIONED IN THIS LIST IS NOT NECESSARILY ACCEPTABLE. WE APPRECIATE YOUR COOPERATION. IF A STUDENT'S APPEARANCE DOES NOT COMPLY WITH THE DRESS CODE, THE STUDENT WILL BE SENT TO THE OFFICE FOR A CONFERENCE. PARENTS WILL BE CALLED TO BRING APPROPRIATE CLOTHING ON THE FIRST WARNING. A SECOND DRESS CODE VIOLATION WILL RESULT IN THE STUDENT BEING SENT HOME TO CHANGE INTO APPROPRIATE CLOTHING.**

**\*Indicates changes in New Lima High School Dress Code.**

### **Election of Class Officers**

The officers of each grade will be elected by members of each respective class during the first two weeks of each school year. Class officers shall consist of President, Vice President, Secretary and Treasurer. Class officers must have a 2.0 grade point average from the prior semester in which he/she was elected. This grade point average must be maintained in order to continue to hold office.

### **Enrollment Requirements**

It is the policy of the New Lima Board of Education that, in order for a child to begin Kindergarten, the child must be five years of age on or before the first day of September of the year the child intends to enroll. However, a child who has reached four years of age on or before September 1 may be admitted to Kindergarten if class size permits. Kindergarten screening shall be done during the school term. Children under the age of five may be admitted to the first grade if such children attended Kindergarten the previous year. To be eligible for enrollment in the first grade, a child must have reached his/her sixth birthday before September 1 of the year in which he/she intends to enroll in the first grade or have successfully completed Kindergarten and been recommended for promotion to first grade. Age may be verified by a birth certificate or previous educational records. Maximum age to which students may attend school tuition free is twenty-one except that any person between the ages of twenty-one and twenty-six is entitled to attend school if it was impossible for the person to have finished the twelfth grade before the age of twenty-one. Such person must show an inability to attend school for definite periods of time because of physical disability or service in the armed forces. Termination of attendance before graduation from high school or before reaching the age of eighteen, may be permitted by mutual consent of the Superintendent and the parent, legal custodian, or legal guardian of the student. A student who has been suspended from a public or private school in the State of Oklahoma, or another state, for a violent act or an act showing deliberate or reckless disregard for the health or safety of other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired. The District shall not provide educational services in the regular school setting to any student who has been removed from any public or private school in Oklahoma, or another state, until the District determines that the student no longer poses a threat to himself/herself or others. The District may consider providing Alternative Educational Services such as home-based instruction. If the student is on an individualized education plan (IEP), education services will be provided according to that plan. All children between the ages of five and twenty-one on or before September 1 who reside with this School District are entitled to attend New Lima Public Schools regardless of nationality or citizenship provided other age and residence requirements are met.

### **Fire, Storm & Lockdown Drills**

The purpose of the fire drill and storm drill is to remove people as quickly and safely as possible from the buildings. The purpose of the lockdown drill is to ensure the safety of the students in case of a threatening situation. At the beginning of each school year, each student will be instructed in the proper procedures to be followed during a fire, storm, and/or lockdown drill.

### **Food and Beverages**

Food, candy and drinks are to be consumed in approved areas. **Gum is not permitted at school.**

### **Fund Raising Activities**

All fund raising activities must be cleared through the Principal's Office. The administration and sponsors will meet to decide what groups will have certain fund raising activities.

### **Head Lice**

Every year, at nearly every school, there are cases of head lice. While we know that any child is susceptible to this and therefore there should be **NO** embarrassment, it **IS** necessary for us to require that the child remain at home until treatment is concluded. **At that time, the child may return to school with a doctor's note stating that the child is lice-free and nit-free.** The Seminole County Health Department can provide this service.

### **Immunizations/Communicable Diseases**

No minor child shall be admitted to any public, private or parochial school operating in the state unless such child can present to the appropriate school authorities certification from a licensed physician, or authorized representative of the State Department of Public Health, that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles (rubeola, rubella), poliomyelitis and smallpox, or is likely to be immune as a result of the disease. The Board of Education has concern for the health of students and staff in the district. Any person with knowledge of suspected or confirmed cases of communicable disease is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and well being of all students and staff. Decisions about how best to provide educational services to those students will be made by the administration of the district with the advice available from district/county health officials. Communicable diseases will be evaluated on an individual bases considering three prime factors:

1. Degree of life threatening condition.
  2. Degree of communicability.
  3. Whether or not the disease has been or should be confirmed with laboratory documentation.
- Students who are excluded from school will be placed on the homebound program until they are able to return to school. School personnel who are required to be absent from their work site will be subject to the sick leave policy of the school district. Re-admittance to school and/or work site may require a statement by a physician or other health professional stating that the individual is no longer infected or able to transmit the disease.

### **Leaving School**

New Lima Public Schools has a closed campus policy. **NO STUDENT IS PERMITTED TO LEAVE THE SCHOOL GROUNDS WITHOUT PERMISSION FROM THE ADMINISTRATION OFFICE.** If it is necessary for a

student to leave school before the end of the school day, the student must have a note signed by his/her parent or guardian, or the parent/guardian needs to telephone the school. All students must be excused through the office prior to leaving the school grounds. Students will not be allowed to leave school solely for the purpose of getting lunch.

### **Letter Jackets**

An athlete who letters in basketball, baseball, softball and/or track receives \$15.00 toward the purchase of his/her letter jacket per year of lettering. The letter jacket may be ordered any time after the athlete has lettered one year in any of the before mentioned sports and the appropriate amount (up to \$60.00) will apply toward the purchase.

### **Lockers**

If a student is assigned a locker, the student should use only the locker assigned and should never share lockers with other students. Lockers are provided for the safekeeping of lunches, school materials, outdoor clothing, and gym materials. The lockers are to be kept neat and clean at all times. They are not for general storage of personal property. Lockers remain, at all times, the property of the school. **THEIR USE IS SUBJECT TO THE SCHOOL'S RIGHT TO ENTER AND INSPECT LOCKERS AT ANY TIME.** Report any locker problems to the office. Lockers should not be used to store valuable personal items or money. The school assumes no responsibility for items missing from lockers.

### **Medication**

If it becomes necessary for a student to take any form of medication daily at school, a signed medication permission form must be on file in the office. All medication will be kept in and dispensed through the main office. **WE CANNOT DISPENSE ANY MEDICATION WITHOUT A NOTE FROM PARENTS!** This includes cough drops, non prescription, and prescription medicines. Additional information will be provided during enrollment and you may refer to the New Lima School Board Policy Manual.

### **Saturday School Policy**

The New Lima Public Schools will have study time in the classroom from 8:00 a.m. to 12:00 p.m. on scheduled Saturday mornings during the school term. The time will be used as an alternative make-up time for students who have missed teacher scheduled detention times or for students who have been truant. Saturday morning time can also be used as an alternative punishment for offenses that might warrant corporal punishment or 1 to 3 days suspensions. The classroom will be supervised by a qualified staff member, who will be available to assist students with homework problems and maintain a library atmosphere.

### **Semester Test Exemption**

Tardiness to class, absence from one or more classes and academic achievement will be used to compute student exemptions from semester tests for New Lima 7 through 12 students during a given semester. A student who has accumulated more than three (3) absences will be required to take the semester exam. Three (3) tardies to any one class will constitute an absence. A student with an average grade of "A" will be allowed three excused absences/tardies and still be exempt from taking the semester test. Students with a grade average of "B" will be allowed two excused absences/tardies and still be exempt, and a student with a "C" grade average will be allowed one absence/tardy. Students with grade average of "D" or "F"

automatically take the semester exams.

### **Telephone**

A telephone will be available for emergency calls only for students' use during lunch break and between classes. Permission must be granted prior to each call. Long distance phone calls are allowed only for emergency use. The school policy toward student messages is as follows:

1. Students are not called to the office telephone, except in case of sickness in the home or an emergency which the parent can explain to the office. Please explain to your parents that it interrupts an entire class when messages are delivered to students during class time.
2. No mail or parcel post will be delivered to students in the building.
3. Students will be called from class to see parents.
4. Visitors other than parents must satisfactorily explain to the principal their need to see the student.
5. If messages are left, a note will be placed on the student's assigned locker.

### **Visitors**

All visitors, including parents, to any of the school facilities are required to report to the office. For safety purposes, building access must be controlled. School age visitors are not permitted.

### **Wireless Telecommunications Devices**

It is the policy of the New Lima Board of Education that Wireless Telecommunications Devices (WTD) are not to be visible and are not to be used on school premises during the school day. A student may use the WTD upon written consent of the student's parent or guardian and the Superintendent or the Superintendent's designee. Such consent will be granted only upon a showing of medical necessity, or other compelling reason, as determined by the Superintendent. Use will only be allowed when there is a medical emergency requiring the use of. Students violating this policy shall have the WTD confiscated and returned at the end of the school day for a first offense. Violation of this policy a second time will result in the confiscation of the WTD and returning it only to the parent or guardian of the student. Subsequent violations will result in disciplinary action for refusal to obey school rules etc..

## **ATTENDANCE**

The New Lima Board of Education recognized that regular school attendance of a child of school age is required by Oklahoma law and that the school is required to record all student absences and the reasons for them, and to report excessive absences to proper authorities. While the Board of Education considers regular school attendance essential for success in school, the Board also recognizes that an occasional absence by students may be unavoidable. The Board believes that proper communication between the school, parents and legal authorities in school attendance matters assists students to attend school on a regular basis and attain the maximum benefit from classroom education. The Superintendent is directed to establish regulations, which implement and support this policy. No single factor does more to aid a student's successful progress in school than regular school attendance. The purpose of this policy is to provide for uniformity in:

- Student attendance reporting.
- Explaining the penalty for absenteeism.

- Explaining attendance laws and regulations.
- Understanding of different types of absences and the number of absences allowed.
- Responsibilities in the reporting/confirmation of absences.
- Understanding rules and regulations regarding truancy.
- Rules and regulations on absences due to Religious Holy Days.
- Permits to leave school.
- Understanding of tardies.
- Notification to parents of absences.
- Procedures for students to take following an absence.
- Procedures for making up work, receiving credit and due dates.
- Procedures for excessive absence waivers.

### **Attendance Laws and Regulations**

Oklahoma State Law states “it shall be unlawful for a parent, guardian, custodian, or other persons having control of a child who is over the age of five (5) years, unless such child has been screened as provided for a Section 1210.282 of this title and such child is determined not to be ready for kindergarten, and under the age of eighteen (18) years and who has not finished four years of high school work, 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.” (Note: The county district attorney will be notified in cases of chronic absence.) The Oklahoma Secondary School Activities Association rules state that a student who did not attend classes ninety percent (90%) of the previous semester and who has not attended classes ninety percent (90%) of the current semester is not eligible to compete in any interschool competition governed by the association (e.g. athletics, vocal, academic.)

### **General Requirements**

1. No student shall receive credit for any class in which he/she has more than (10) absences during any semester unless the absences are waived by the New Lima Board of Education.
2. It is the responsibility of the student and parents to provide written notification or by telephoning the school sick days to be excused. This notification must be received by the school no later than the morning before classes begin of the first day the student returns to school.
3. If proper notification is not received in the manner required above, the absence or absences will be unexcused.
4. All absences result in lost time of education for the student. Any assignments or tests missed due to absences must be made up to the satisfaction of each affected class Instructor.
5. New Lima School policy does not condone student walkouts for **ANY** reason. (If a walkout does occur discipline will follow.)

### **Classification of Absences**

1. Excused Absence: The parent is aware of the absence and has informed the school of an acceptable reason for missing.
2. Unexcused Absence: The parent is aware of the absence and has informed the school of a reason for missing which is not acceptable according to the school’s list of excusable absences.
3. Truant: A student is identified as truant when he/she is absent and neither his/her

parents nor the school have the opportunity to make up missed work. A grade of "0" indicating "no credit" will be recorded in the grade book for the day(s) and averaged into the final grade along with all other grades for the grading period. This policy shall also be in effect on semester and nine weeks tests.

4. Activity Absence: The student misses for a school-sponsored activity with the consent of the parent, the sponsor of the activity and the Principal.

### **Reporting Reasons for Absence**

#### **A. Parental Responsibility**

1. When possible, the parent should telephone or make personal contact with the office prior to the absence.
2. When an absence is detected for which contact has not been made, the office will often attempt to telephone the parent.
3. If prior contact has not been made, the parent should telephone the Principal's Office before class begins on the day the student returns to school.
4. If no telephone contact is possible, a note signed by the parent stating the exact reason for the absence and the time missed or a doctor's note will be accepted.

#### **B. Student Responsibility**

1. Students who become ill during school hours must check out through the office before leaving the campus.
2. If a student has received office permission to be off campus and cannot return to school because of sudden illness, he/she should have his/her parent telephone the school to explain why he/she will not attend his/her next class. If it is not possible for an adult to telephone, the student should contact the office before the beginning of his/her next class. Parental confirmation should follow as soon as possible.
3. The student must obtain a class admission slip from the office prior to entering any class missed. The admission slip may be obtained from the Principal's Office before school, during lunch break or between classes.

### **Excused Absence**

#### **A. Parental Confirmation**

1. Types of absences, which will be classified as excused upon parental confirmation include:
  - a. Illness or injury: **Up to three [3] absences per semester.** (Doctor statements are required for excused absences after this.)
  - b. Funerals.
  - c. Bereavement due to death in the family.
  - d. Inclement weather or natural disasters, which prevent or inhibit the student from arriving safely at school.
  - e. Personal or family business directly involving the student when prior arrangements with the Principal have been made.
  - f. Family emergencies, which require the assistance of the student.
- g. College visitation for juniors and seniors, only maximum of **one per quarter** and are not to exceed three (3) absences per year.

## B. Receipts

1. Types of absence which will be excused upon the presentation of a receipt from the proper professional:
  - a. Appointments with professionals such as doctors, dentists, optometrists, counselors, etc.
  - b. Driver license examinations not to exceed one (1) absence per class per year.
  - c. Summons to appear in court.

## **Unexcused Absence**

### A. Parental Confirmation

1. Types of absences, which will be classified unexcused upon parental confirmation include:
  - a. Vacations or trips with relatives or friends.
  - b. Working.
  - c. Baby sitting
  - d. Court appearance for violation of the law.
  - e. Shopping trips with relatives.
  - f. Personal or family business in excess of two (2) days per semester.
  - g. Family emergencies which exceed two (2) days per semester.
- h. College visitation for juniors and seniors in excess of more than one day per quarter or more than three (3) days per year.
  - i. Other types of absence which do not meet the criteria for excused absences.
- j. Will not change unexcused to excused without proof of documentation (doctor note, funeral brochure, drivers license, note or call from parent) must be within five [5] school days after absence.

### B. Student Confirmation

1. Types of absences, which will be classified as unexcused upon confirmation by the student include:
  - a. Leaving campus without checking out through the office.
- b. Any absence for which the office has not received proper notification or verification prior to receiving an admission for class.

## **Suspension Absences**

Any student suspended from school will be allowed to make up classroom work. At the teacher's discretion, a zero ("0") will be assessed or reduced credit posted for every class assignment missed due to any short term suspension.

## **Credit Granted for Work Missed**

Students are responsible for requesting make-up assignments when they return to school. A student shall have one (1) school day for each day of absence plus one to make up the missed work, unless granted additional time by the teacher. No penalty shall be assessed against work made up for an excused absence and turned in according to the district's policy. It is the student's responsibility to ask the teacher for his/her make-up work when presenting his/her admittance slip from the office. Any examination or test, announced during the student's presence in class or which is regularly scheduled (nine weeks or semester), which is



missed by the student due to any type of absence other than truancy or a class cut, shall be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he/she shall be obligated to take the test on that day. Should the student be absent at the time the test is announced, and if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be administered to him/her one day following his/her return to class. Any exception to the policy concerning administering the test shall be limited to those exceptions made by the Principal.

### **Procedure Following an Absence**

On the day following an absence, the student must report to the office for a class admission slip. The student then presents the admission slip to the teacher of each class missed for a signature and arranges for make-up work. If the absence is classified as excused, the student is given the privilege of making up the work for 100% credit and will be made to help the student master what he/she has missed. However, it is unlikely that a student very effort can make high grades when he/she has missed many recitations. Students receiving class cuts will not receive credit for make-up work.

### **Permission to Leave School**

Once a student arrives at school, he/she must check out through the office prior to leaving the school campus during the school day. If the student knows in advance that he/she will need to leave school, his/her parent or guardian should call the school explaining the necessity of leaving school and the time that the student should be dismissed. The student's parent or guardian must be advised prior to the student checking out to go home. A student may not take another student home unless both students have been approved by the Building Principal. A student that is absent and did not check out will be deemed truant.

### **Tardies**

A student that comes to school late must check in at the office prior to attending class. The same general procedure for reporting absences will be used for reporting reasons for tardies. A student missing more than one half (1/2) of a class period will be counted absent rather than tardy. Any student having six (6) tardies will be required to attend the next upcoming Saturday school. Any student missing three (3) tardies during one class period we be counted as one absence.

### **Religious Holy Days**

Members of some religious faiths observe certain Holy Days which are not school holidays. Children who are absent from school to observe these Holy Days will be excused upon written request of the parents. It should be understood that state law requires that any child who is absent for any reason be counted absent on the roll even though it may be an absence approved by the administration.

### **Home Bound Program**

In the event of prolonged absence of more than three (3) consecutive days due to hospitalization or home confinement by order of a physician, a special program of study will be provided to the student. The course of study for home bound students shall in no way deviate from the curricular standards for regularly attending students in content or expected achievement in order to assure the same quality of education being delivered to the home bound student. Grading standards shall likewise be equally demanding for the home bound student and those attending regular classes. It is the duty of the parents/guardians of the student to provide proper notification of this type of circumstance to the school in a timely fashion so that an appropriate course of study can be provided as soon as the student is able to resume his/her studies.

### **Truancy**

A student is identified as truant when he/she is absent and neither his/her parents nor the school officials know of his/her whereabouts. In accordance with the policy of the Board of Education, the following regulations shall govern truancy and attendance in the New Lima School District:

- Each attendance officer shall develop procedures to notify a student's parents, guardian, or other responsible person of the student's absence.
- Each attendance officer shall take necessary types to insure that a child determined to be truant is properly reviewed for special education needs.
- A student who is absent due to truancy shall not have the opportunity to make up missed work. A grade of "0" indicating "no credit" shall be recorded in the grade book for that day or days and averaged into the final grade along with all other grades for the grading period. This policy shall also be in effect on semester and/or nine weeks tests.
- If a student is absent from school four or more days or parts of days with a four-week period without a valid excuse, the attendance officer will inform the parent, using Form I which is exhibit FOE-E (1) of this policy, that they are not in compliance with Oklahoma Statutes, Title 70, Section 10-101, *et seq.* If compliance is not achieved with five days, the attendance officer will make proper referral to the Court Related and Community Services (CRCS) division of the Department of Human Services and the District Attorney's Office using Form II which is exhibit FOE-E(2) of this policy. Both forms relating to this policy may be found in the appendix to the School Board Policy Manual.
- If a student is absent from school without a valid excuse for ten (10) days or more or parts of days, with a four-week period, the attendance officer shall report such absence to the District Attorney.
- Disciplinary action for truancy will be at the discretion of the Building Principal.

### **Letters to Parents**

A personal letter or form letter explaining the relationship between frequent absences and passing or failing school work should be sent to parents when a student has frequent absences of a doubtful nature.

### **Eligibility to Participate in Extra-Curricular Activities**

A student must be in attendance at school for ½ day to be able to participate in extra-curricular activities that day either during or after.

### **Activities and Attendance Policy**

The New Lima Board of Education believes that attendance in regularly scheduled classes is a big factor in student achievement, and that absences from those classes represent a loss of educational opportunity. However, the Board also believes that the extracurricular program of the school district and coordinated field trips which enhance instruction have value as well and that such activities should be encouraged for the development of well-rounded citizens. The Board shall support extracurricular activities and approved field trips and at the same time, direct administrators and teachers to minimize absenteeism from regular classes in providing students with such opportunities. The Board expects to ensure that the educational program will be protected from student activities of questionable educational value. The principal shall determine

participation based on the contribution made by the activity to the school's educational goals. Student and staff involvement shall be maintained in the formation, organization, chartering, regulating, and funding of the activities in the program. Teachers wishing to place a school activity of any kind on the school calendar shall clear the activity and the time with the principal. To avoid possible conflicts, the activities should be approved as early as possible. A list of students who would miss any class while on any activity must be listed and approved by the principal. Regulations concerning attendance and activities are designed to aid students so that maximum learning can occur. Consistent classroom attendance assists students in developing strong work habits, responsibility and self discipline. The goal of the Board of Education is to facilitate a balanced education for each student. With this in mind, the following attendance/activities regulations have been established:

1. The superintendent and the board shall annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a student.
2. The maximum number of absences for activities that removes the student from the classroom shall be ten (10) for any one class period in the school year. State and national levels of school-sponsored contests are excluded.
3. **An internal Activities Review Committee shall be appointed at the beginning of each school year. This committee shall be responsible for review and decision on any deviation of the activities policy.**
4. Each Site Principal shall be responsible for maintaining an addendum to the attendance records to verify the conditions within the school system that apply to regulation (3).
5. If a parent or a student feels that a miscalculation of absences has occurred, a signed, written complaint shall first be filed with the Superintendent. If the issue is not resolved, the complaint shall be filed with the Board of Education for final determination.

#### **School Not in Session**

Procedure for dismissing school due to bad weather:

1. The condition of the roads and streets in the New Lima transportation area is the determining factor as to whether school will be in session.
2. The bus routes throughout the school district are checked by the superintendent or his/her designee in the early morning by 6:00 a.m.
3. News media will be notified only if the school is to be dismissed.

Procedure for dismissing school for other reasons:

1. News media will be notified.
2. Parents will be notified if time allows.

Procedure for dismissing if school is already in session:

1. News media will be notified.
2. Students will remain at the site until buses run or arrangements have been made with parents or guardians for dismissal. Students with own transportation will be dismissed and urged to use caution only after a parent or guardian has been notified.

#### **Withdrawal Procedure**

Parents of a student who are moving or leaving school for any reason, should request a "Withdrawal Form" and sign a release for records to be sent to the new school. All books are to be turned in and all financial obligations must be paid. Students leaving early (before a grading period ends) will be graded to withdrawal date only and will not be given full term grades. Any exception to this will need to be arranged in the school office and then with individual teachers. However, teachers cannot be held responsible for making

individual tests for such students or for giving term grades where too much extra time is involved.

### **Mandatory Residency Policy**

The Oklahoma statutes require that every school district adopt a policy which establishes the requirements for student residency. The policy must contain mandatory residency requirements as found at 70 O.S. Subsection 1-113.

Those requirements are listed below and are adopted as the policy of this school district. If these mandatory residency requirements are changed by law, the changes will be automatically adopted by reference in the district's residency policy. Nothing in this mandatory residency policy shall be construed to grant residency rights in excess of those provided by law, and any provisions in this portion of the policy which are found to be in conflict or in excess of those mandatory residency requirements as outlined in 70 O.S. Subsection 1-113 are declared to be void. For the purposes of this residency policy, the residence of the parent, guardian, person having legal custody, person who is a relative within the fourth degree of the child, self-supporting child, foster home, orphanage, eleemosynary child care facility, state operated institution, or other person or entity claiming legal residency status, must be located within the legal boundaries of the school district. The residence of any child for school purposes shall be as follows:

1. Where the parent, guardian, person having legal custody or person who is a relative in the fourth degree of the child and who has assumed the permanent care and custody of the child resides.
2. The foster home, as defined in Section 402 of Title 10 of the Oklahoma Statutes, (except a therapeutic foster home as defined in subsection C of 70 O.S. Subsection 1-113), in which the child has been placed by the person or agency having legal custody of the child pursuant to court order or by a state agency having legal custody of the child pursuant to the provisions of title 10 of the Oklahoma Statutes, subject to those requirements listed at 70 O.S. Subsection 1-113 B, C, D, E and F.
3. An orphanage or eleemosynary child care facility having full time care and custody, subject to those requirements listed at 70 O.S. Subsection 1-113 B, C, D, E and F.
4. A state operated institution in which a child has been placed by a parent or guardian or by a state agency having legal custody of the child pursuant to the provisions of Title 10 of the Oklahoma Statutes for care and treatment due to a physical or mental condition of the child, subject to those requirements listed at 70 O.S. Subsection 1-113 B, C, D, E and F.
5. The residence of a child who is entirely self-supporting and attends school.
6. The legal residence of the parents or guardians of a child who has been placed in an out-of-home placement under conditions enumerated in subsection C of Title 70 O.S. Subsection 1-113, subject to those requirements listed at 70 O.S. Subsection 1-113 B, C, D, E and F.

Except as otherwise provided in 70 O.S. Subsection 1-113, the district is not responsible for the costs of educating any child voluntarily placed by a parent or guardian in a public or private residential child care or treatment facility located within the boundaries of the district unless a transfer has been approved for the child from the sending school district. The district may furnish educational services pursuant to contract with such public or private institutions as provided by law. Any question as to the place of residency of any child shall be decided pursuant to procedures utilized by the Oklahoma State Department of Education.

### **Discretionary Residency Policy**

The residence of any child, for school purposes, may be determined by the district to be as follows:

1. An adult, who does not fall within one of the categories previously identified, but who holds legal residence within the boundaries of the district and who has assumed permanent care and custody of the child must take the following steps in seeking discretionary residency status for the child.
  - a. File an affidavit with the district swearing under oath that they have assumed permanent care and custody of the child and that they are legal residents of the district.
  - b. Include with the affidavit, the reasons why they have assumed the permanent care and custody of the child.
  - c. Establish, both by affidavit and written documentation, that they contribute the major degree of support for the child.
  - d. Establish, both by affidavit and written documentation, that the custody arrangement is permanent.

The Superintendent of Schools is hereby authorized to receive any requests for a determination of discretionary residency and to review the affidavits and documentation submitted for determination. The Superintendent may, in his/her discretion, require that the adult seeking such determination provide documents or other written evidence to support his/her claims, including legal records, receipts, canceled checks, or any other record which the Superintendent determines is necessary to make an informed decision as to the issues involved. The Board of Education shall consider the facts and unique concerns of each application for approval of discretionary residence and shall approve the application only if the adult established that the custody arrangement is permanent and that the adult contributes the major degree of support to the child. Any question as to the place of residence of any child shall be decided pursuant to procedures utilized by the Oklahoma State Department of Education. The district reserves the right to review this discretionary residency policy at any time, and to amend, modify or delete the policy in its entirety, solely at the option of the Board of Education.

### **OPEN POLICY TRANSFER**

The New Lima Board of Education shall accept into the district students who reside in another school district under certain circumstances. In cases in which a transfer is granted, the student may continue to attend this school if the Board approves. Further, if the Board approves, a brother or sister of that transferred student may also be accepted.

No student may transfer into the district if he or she has transferred before in the same school year. No student may transfer out of the district in the same year that he or she transferred in. However, if a student changes residence to another district, he or she may attend either the new district of residence or the New Lima School District.

#### **Procedures**

1. In order for a student to transfer, the parents of the student must complete an application form specified by the State Board of Education.
2. Applications must be obtained and filed with the Superintendent of the New Lima School District no later than May 31<sup>st</sup> for the next ensuing school year.
3. The New Lima School District must notify the district of residence of each applicant by May 31<sup>st</sup>.
4. The New Lima Board of Education will approve or deny the application by July 1.
5. By September 1, the Superintendent shall file, with the State Board of Education and each resident school district, a statement showing the names of students who are granted transfers to the district.

#### **Factors to be Considered**

Students may be denied a transfer for any of the following reasons:

1. Non-availability of programs in the New Lima School District.
2. Non-availability of staff in the New Lima School District.
3. Non-availability of space in the New Lima School District.
4. The student's record includes documentation of major discipline problems.
5. The student's record includes documentation of unsatisfactory attendance.
6. The student has had numerous school district transfers.

The New Lima School District will consider a class, program or building non-available due to space if such class, program or building is at 85% capacity. This practice will allow space for students moving into the district.

### **Factors Not to be Considered**

When transfer students are accepted, they will be taken on a first come, first served basis. Transfer decisions will **NOT** be made on the basis of any of the following factors: ethnicity, national origin, gender, income, disabling condition, English proficiency, measure of achievement, aptitude or athletic ability.

Except as otherwise provided by law or OSSAA regulation, a student who transfers shall not be eligible to participate in extramural competition for one year. Nothing in this policy shall prevent emergency transfers.

## **ACADEMIC**

A primary purpose of the New Lima Public Schools is to develop the intellectual capacities of the students of this district. The time a student spends in school is very important in preparing that student to be a citizen in our society. Dependability, punctuality and hard work are required for students to be successful.

### **Grading Scales**

A system-wide grading scale has been approved for the New Lima Public School System. Each teacher will devise a procedure to inform parents how grades will be determined. The grading scale is:

"A"	90-100	"S"	Satisfactory
"B"	80-89	"U"	Unsatisfactory
"C"	70-79	"I"	Incomplete
"D"	60-69		
"F"	Below 60		

### **Homework**

New Lima Public Schools believes homework is an important communication tool between school and the home. We believe that homework is an extension of the work in the classroom and provides students with an opportunity for independent practice. Homework should always reinforce materials presented in the classroom and should be completed by the assigned due date so class progress may occur. Each school will make homework guidelines available to parents. Each individual teacher will set his/her policy for incomplete or late homework. In most cases, late or incomplete work will result in credit being deducted from the work received.

### **Honor Rolls**

To qualify for the Principal's Honor Roll, students must maintain a grade of "B" or better in all classes. To qualify for the Superintendent's Honor Rolls, students must maintain a grade of "A" in all classes.

### **Honor Societies**

#### **National Honor Society**

To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of time equivalent to one semester in this school and be a member of the sophomore, junior or senior class. The candidate must have a cumulative scholastic average of at least a "B" or 3.0 Grade Point Average. Membership in the New Lima Chapter of the National Honor Society shall be based upon scholarship, service, leadership and character.

#### **Oklahoma Honor Society**

The purpose of the Oklahoma Honor Society is to promote high standards of scholarship among the students in the high schools of Oklahoma. Ten percent (10%) of the student body making the highest scholastic marks in school may be nominated. This society is available to all students in grades 7 through 12.

### **Student Council**

A student council will be in operation at New Lima High School to work with and for the student body, teachers and administrative staff of the school. A form must be filled out prior to Student Council elections to establish a student's eligibility. This form can be obtained from the Student Council sponsor. Eligibility for New Lima Student Council is as follows:

The President, Vice President, Secretary, Treasurer, Reporter and Parliamentarian of New Lima Student Council, while holding office, must have a grade average of "B" or above from the prior semester of the school year of his/her term in office. The President must be a Sophomore or Junior at the time of elections.

The Student Council shall consist of three representatives from each grade. The representatives must have a grade average of "C" or above from the prior semester of the school year of his/her election and must maintain this average throughout his/her term of membership. Members are elected from grades 7 through 12.

### **Proficiency-based Promotion**

In an effort to provide maximum opportunities for students' individual learning needs to be met, the New Lima Public School System is initiating an option for students to be promoted, in grades 1 through 8, or earn high school credit in grades 9 through 12, upon sufficient demonstrated proficiency. Proficiency-based promotion testing will be offered during the first two weeks of each school semester. Parents are required to request in writing their desire for either grade promotion testing for elementary students or subject exemption testing for high school students. Once a request has been received by the school, the respective school administrator will arrange a meeting with the parent and explain the procedure and schedule a date and time for testing. Tests for grades 9 through 12 students will only be given in those curriculum areas outlined on page 211 of the Oklahoma Standards of Accreditation Manual. Please contact your building principal for additional information.

## **Promotion Policies**

### **7<sup>th</sup> and 8<sup>th</sup> Grades**

Any student who makes a failing (F) grade in two (2) or more basic subjects (Math, Science, Language Arts, Social Studies) for the year, will have his/her situation reviewed by a committee composed of at least two (2) classroom teachers, counselor, parent and an administrator of the school. During this review, 7<sup>th</sup> grade students' achievement scores and 8<sup>th</sup> grades students' State CRT scores will be considered in making placement recommendations.

### **High School**

A student who earned three and one-half (3 1/2) credits by the end of the 9<sup>th</sup> grade is a sophomore. A student who earned ten (10) credits in the 9<sup>th</sup> and 10<sup>th</sup> grades is a junior. A student who has earned seventeen (17) credits in the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades is a senior.

### **Reports to Parents**

Special days are scheduled during the school year for parent/teacher conferences. Feel free to arrange conferences if others are necessary. Businesses are encouraged to release employees for parent/teacher conferences. At the end of each quarter (nine weeks), grade cards are issued to each student. This report is intended to inform the parents of the students' progress.

### **Scholastic Eligibility**

Extracurricular activities are designed to develop students' special interests or abilities. They include athletics, music, student government, clubs and all activities outside the regular classroom. Although we recognize the importance of these activities in the lives of the students, performance in the academic curriculum must be given top priority. Therefore, the following standards are required for students participating in extracurricular activities:

1. A student may not have received a failing grade in more than one (1) subject in which the student was enrolled during the last semester of attendance in order to be eligible.
2. If a student does not meet the minimum scholastic standard, that student will not be eligible to participate during the first six (6) weeks of the next semester of attendance.
3. A student who does not meet the above minimum scholastic standard may regain eligibility by achieving passing grades in all subjects for which the student is enrolled at the end of a six-week period.
4. Scholastic eligibility for all students will be checked at the end of the fifth week of a semester and each succeeding week thereafter.
5. A student must be passing in all enrolled subjects during a semester. If a student is not passing all subjects enrolled in at the end of a week, that student will be placed on probation for the next one week period. If a student is still failing one or more classes at the end of the probationary one week period, that student will be ineligible to participate during the next one week period. The ineligibility period will begin on Monday and end on Sunday.
6. A student who has lost eligibility under this provision must obtain passing grades in all enrolled classes in order to regain eligibility.
7. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, a death in



the family or a natural disaster).

8. One summer school credit earned in an Oklahoma State Department of education-accredited program may be used to meet the requirements of semester eligibility for the end of the spring semester.
9. A 12<sup>th</sup> grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four (4). A 12<sup>th</sup> grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four (4) subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four (4) high school units, which are accepted by the Oklahoma Department of Education.
10. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum of three (3) weeks.
11. Special students who are enrolled in special education classes, have an individual education plan, and have been certified by the principal as doing a quality of work may, with the approval of the board of education, be accepted as eligible under this rule.

**Ineligible students will not be permitted to participate in any activity that would result in an absence from an academic class and/or participate in any out-of-town school trip.**

### **Textbooks**

A student's textbooks are furnished on a loan basis. Free textbooks are to be given the best possible care. Refrain from writing, marking or defacing books in any manner. Lost or damaged books must be paid for in the office. Students must have a receipt showing payment before being issued another book. Students will be required to pay the replacement cost for any lost textbook, library book or article of equipment which was provided by the District.

## **ADDITIONAL HIGH SCHOOL STANDARDS**

### **Class Rank**

Inasmuch as colleges ask for rank of students applying for admission, and employers want to know the scholastic record of those applying for jobs, each student is ranked at the time of graduation. The ranking is based on eight (8) semesters of work. The rank and grade average becomes a part of each graduate's permanent record. This information is treated as confidential; however, any student may find out his/her rank by asking at the principal's or counselor's office.

### **Class Ranking of All Senior Students at New Lima**

1. Count semester grades for the 9, 10<sup>th</sup>, 11<sup>th</sup> and both semesters of the 12<sup>th</sup> grade.
2. Do not count grades made in any course unless graduation credit is given. (Graduation credit means that course is a part of the twenty-four (24) or more units required for a diploma).
3. Count only grades of A, B, C, D and F. Do not count grades of S (satisfactory) or U (unsatisfactory).
4. Summer school work in high school is the same length of time and periods and will be counted as any winter time subject.
5. Count subjects taken in other accredited school even though the subject is not offered at New Lima High School, if graduation credit is allowed.
6. Count all F's.

7. Count all grades on the record in the order in which they have been earned except where noted in other items under this regulation.
8. A credit on record may not be dropped simply to raise the student=s average.
9. Division for the average will be carried out to decimal places as needed.
10. Count all A's, four (4) points, B's three (3) points, C's, two (2) points, D's, one (1) point and F's, zero (0) points.

### **Course Selection Requirements**

All students shall take seven subjects (unless scheduling of classes prevents) in which full credit is given, including seniors. Exceptions would be half day Vo-Tech or concurrent enrollment in an accredited college. 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students are required to enroll in English, math, science and social studies each year.

### **Existing Graduation Requirements for 2019**

New Lima High School shall require twenty-four (24) units or more and/or sets of competencies of regular classroom instruction for graduation. Sixteen (16) of the twenty-four (24) units and/or sets of competencies shall be earned in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades. The twenty-four (24) units and/or sets of competencies shall include the following:

- 4 units of English
- 2 units of Mathematics
- 1 unit of Algebra I
- 2 units of Science
- 1 unit of Biology I
- 1 unit of Physical Science
- 1 unit of American History
- 1/2 unit of Government
- 1/2 unit of Oklahoma History
- 1 unit of State Approved History
- 2 units of Fine Arts
- 7 units of Electives
- 1 unit of Personal Financial Literacy Requirements (Title 70 O.S. § 11-103.6h)

### **College Preparatory Requirements for 2019**

Students need to complete the previous requirements changing the electives to 5 and adding 2 units of Foreign Language or 2 units of Computer Technology and 1 additional unit of a core class. Mathematics and Science courses must be on the approved list.

Students moving to Oklahoma from another state and enrolling in a senior high school (10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grades) may graduate without Oklahoma History if the course is not taught in the senior high school, or if the out -of-state student is unable to take the course due to scheduling of classes. Provided a student who completes units of study and/or sets of competencies at an area Career Technology Center may receive credit for math and/or science per Oklahoma Law and/or Oklahoma State Department of Education Regulations. Students who will graduate from high school beginning in the 2002-2003 school year shall complete the following courses of study:

- **4 units of Language Arts**      1 Grammar and Composition, 3 which may include, but are not limited to the following: American Literature, English Literature, World Literature, Advanced English Courses, or other English courses with content and/or rigor equal to/or above grammar and composition.
- **3 units of Mathematics**      1 Algebra I or Algebra I taught in a contextual methodology, and 2 which may include, but are not limited to the following: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-Calculus, Calculus, Statistics and/or Probability, Computer Science, or other mathematic courses with content and/or rigor equal to/or above Algebra I.
- **3 units of Science**              1 Biology I or Biology I taught in a contextual methodology, and 2 in the areas of life, physical, or earth science or technology with may include, but are not limited to the following: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Physics, Principals of Technology, qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science and Animal Science), or other science courses with content and/or rigor equal to/or above Biology I.
- **3 units of Social Studies**      1 United States History, 1 United States Government, 1/2 Oklahoma History, and 1/2 World History. Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to/or above United States History, United States Government, and Oklahoma History may be taken as electives.
- **2 units of Fine Arts**              2 which may include, but are not limited to, courses in Visual Arts and General Music.
- **9 units of Electives**

### **Graduation Requirements for 2010 and up**

Senate Bill 982 was passed by the Oklahoma Legislature and signed into law by Governor Henry on June 7, 2005. The law requires eighth-grade students entering the ninth grade in the 2006-2007 school year to complete the college preparatory curriculum in SB 982, unless the student's parent or legal guardian approves the student to enroll in the existing state high school graduation requirements. The options for the existing state graduation requirements and new college preparatory curriculum requirements are included in the enrollment packet or may be obtained at any time in the Principal's office. Successful completion of either curriculum will result in accomplishment of a standard diploma.

Choosing the courses a student takes in high school is an important decision for you and your child.

With your input, courses chosen for a student's career pathway can give him or her a head start on a career and education success. A college preparatory curriculum is challenging and may help determine a student's future success in higher education and the world of work. Students who take a college preparatory curriculum designed to prepare them for both college and career have more opportunities. In addition, high school students who enroll in a career pathway at a technology center and meet eligibility requirements have the opportunity to earn college credit while in high school. This opportunity has been made possible through a new Cooperative Alliance between the State Regents for Higher Education and the Oklahoma Department of CareerTech.

**According to the law, if you do not select the existing state high school graduation requirements, your child will automatically be enrolled in the new college preparatory curriculum.** Please contact the school principal or school counselor if you have questions or need information on local graduation requirements.

To meet graduation requirements, New Lima School District options may include, but shall not be limited to, courses taken by concurrent enrollment, advanced placement, or correspondence or courses being different title. New Lima Schools strongly encourages students to complete two units or sets of competencies of foreign languages as part of the core curriculum for high school graduation. Students may be eligible for the Oklahoma Tuition Scholarship Program. A Carnegie Unit of credit is given for the successful completion of a course that meets at least 30 minutes a day, five days per week, for at least 36 weeks, or equivalent of 120 clock hours within the school year. Sets of competencies are the skills and competencies specified in the Priority Academic Student Skills, or other skills and competencies adopted by the State Board of Education. Rigor means a level of difficulty that is appropriate for the grade level and that meets state and national standards. Contextual methodology means academic content and skills taught by utilizing real-world problems and projects in such a way that helps students understand the application of knowledge.

### **VO-TECH**

All students attending Gordon Cooper Technology Center are required to ride the Gordon Cooper bus that arrives at New Lima School shortly after 7:00 a.m. for the morning session. The return bus usually arrives at the New Lima campus at noon and transports students for afternoon classes which will return at 5:00 p.m. No one is allowed to catch the Vo-Tech bus or exit the bus at any other location other than the New Lima location.

Students meeting certain requirements may use their personal vehicle for transportation to Vo-Tech after signing the Student Driving Contract that is available in the Principal's office.

The Vo-tech student must report absences or tardiness to Gordon Cooper Technology Center as well as New Lima High School.

Gordon Cooper Technology Center: 405-273-7493  
New Lima High School: 405-257-5771  
Website: <http://www.gctech.org/>

If a Vo-Tech student fails the subjects he/she is enrolled in, that student will not be allowed to attend Vo-tech the following semester. In addition, if a Vo-Tech student fails more than one-half a semester, he/she will lose the privilege of attending subsequent Vo-Tech classes. Please refer to the Gordon Cooper Technology Center student handbook for grade requirements.

### **Rules of Clarification for Valedictorian and Salutatorian**

The Valedictorian and Salutatorian in graduating classes are determined by adding the semester numerical grade point of each class and dividing the total by the number of classes taken during the first seven (7) semesters of students attending Senior High School for the Senior High Honor and the two semester grades earned during the 7<sup>th</sup> grade year and the first semester grades of a student's 8<sup>th</sup> grade year for the Junior High Honor. The grade points are not rounded to the nearest number (as in 3.89 rounded to 3.9) but are carried

out and the highest percentage winner is the one who wins the honor of Valedictorian, and the second highest percentage winner is the one who wins the honor of Salutatorian. If more than one student has the same exact percentage score, then those students are recognized as co-winners of the awards. Students must have attended New Lima Schools at least four semesters in high school and at least three semesters in the 7<sup>th</sup> and 8<sup>th</sup> grade years to be considered for these honors. Also students are required to be in attendance for the full academic year for all selections. Starting the 2009 graduation year, to be eligible for valedictorian or salutatorian OHLAP requirements will need to be met. This will mean students must meet the requirement of 2 years of Foreign Language or 2 units of Computer Technology.

**For the purpose of determining the Valedictorian, the Salutatorian and the class rank for seniors, only classes acquired after the student graduates from the eighth grade will be used. Concurrent classes that are not needed in order to graduate will not be used in those determinations.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

These are summary statements of these policies. Full text of these policies with any accompanying grievance procedures is available in the Superintendent's Office.

### **Asbestos Policy**

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in the New Lima Public School District be inspected by asbestos and the management plan be written to document this. A copy of this plan is available in the Superintendent's Office if you wish to see it.

### **Disability Accommodations**

New Lima Public Schools will accommodate patrons and students with disabilities, in compliance with the Americans with Disabilities Act. Inquiries or grievances may be referred to the Superintendent of Schools, at New Lima Public Schools, 116 Gross Street, Wewoka, Oklahoma 74884, or by calling (405) 257-5771.

### **Directory Information**

The Board of Education adopts this policy statement in regard to Directory Information. Directory Information will be maintained by the school for the following purposes: announce student recipients of awards, announce student achievement, announce students participating in activity programs and announce class members. Parents or legal guardians have the right to withhold directory information regarding their child attending this school. Those parents or legal guardians exercising their right to withhold directory information must notify the school in writing of their intent. Forms are available through the school's administration office. Failure on the part of the parent or legal guardian to notify the school district of their intent to withhold directory information will be considered as consent for the school district to make directory information available regarding their child. The school district will release no information of a confidential or negative nature to the public. The following information is designated as "directory information":

- Student's name, address, telephone number, date and place of birth.
- Parent or lawful custodian's name, address and telephone number.
- Major field of study and grade level classification (example: elementary 7<sup>th</sup> grade, sophomore).
- Student's participation in officially recognized activities and sports.
- Weight and height of member of athletic teams.

- Dates of attendance, dates of enrollment, withdrawal and re-entry.
- Diplomas, certificates, awards and honors received.
- Most recent previous educational agency or institution attended by the student.

### **Operational Procedures**

Records officer designated by this district is the Superintendent. In the event of absence of the Superintendent, the Superintendent's Secretary has been designated as records clerk. Only the two individuals listed are empowered to receive requests for directory information and/or provide directory information requested. In order to request directory information on students or staff members of this district, and individual, representing himself/herself or an organization must complete the Request for Information form. The form can be found in the appendix to the School Board Policy Manual and may be obtained at the Superintendent's Office for processing. Following completion of the form, a search for information requested will be undertaken. The individual requesting information may review materials or receive copies of information at a time designated by the records officer, at the Superintendent's Office. Every effort will be made to honor approved requests within five (5) working days. Fees for information will be assessed according to the school district's fee schedule. Parents may complete a form which prohibits the school from releasing information about an individual student. The signed form from parents will be placed on file in the office of the records officer. If a legal question concerning release of records and/or information arises, legal counsel representing the school district will be asked to render a decision in the matter. Copy of the decision will be furnished to the person making the request for information.

### **Drug Free Schools and Communities Act**

The staff of the New Lima Public School System is concerned about a student's total development, and the availability of illicit drugs and alcohol in American society today. It is the responsibility of the New Lima Public School System to inform students and parents that the possession or use of illicit drugs and/or alcohol, including tobacco, is harmful. The possession or use of illicit drugs and/or alcohol on school premises or as a part of any school activity is prohibited and will result in disciplinary action being taken. Please see the Discipline Section of the Student Handbook for information regarding student discipline. Should information over drug and alcohol counseling, or rehabilitation and re-entry programs be needed, please contact the school principal or counselor. Compliance with this requirement is mandatory under federal and local regulation.

### **Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District 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 principal 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 the student's education records that the parent or eligible student believes are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate and misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's

education records, except to the extent that FERPA authorizes 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 District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person contracted to perform a special task (such as an attorney, auditor, medical consultant or 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 in the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the District disclosed education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Officer, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4065. The District will effectively notify parents who have a primary or home language other than English of the rights stated above.

### **Gang Activity**

It is the policy of the Board of Education that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations is prohibited. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds, or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community are forbidden. Incidents involving initiations, hazing, intimidation and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student wearing, carrying or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

### **Moment of Silence**

It shall be the policy of the New Lima Public School System that each site providing instruction to students shall observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his/her individual choice, to reflect, meditate, pray or engage in any silent activity that does not interfere with, distract or impede other students in the exercise of their individual choice. Each site shall insure that the following statement is presented to students: "At this time, let us pause for a minute of silence to reflect, meditate, pray or sit silently." It is recommended that this time of silence be followed by the Pledge of Allegiance.

### **Non-Discrimination**

The New Lima Board of Education is committed to a policy of non-discriminating in relation to race, religion, sex, age, national origin, alienage and handicap. This policy will prevail in all matters concerning staff, events, student, the public, employment, educational programs and services and individuals, companies and firms with whom the Board does business. Any person feeling that they have been or are being discriminated

against is urged to present such complaints in written form to the Superintendent of School, New Lima Public Schools, 116 Gross Street, Wewoka, Oklahoma 74884, or by calling (405) 257-5771. All complaints will be thoroughly investigated and a prompt and equitable resolution will be sought through the procedures governed by administrative regulations.

### **Oklahoma Open Records Act**

It shall be the policy of the New Lima Board of Education to comply fully with the provisions of the Oklahoma Open Records Act to protect the rights of privacy of students and their families and to protect the rights and privacy of individual employees while ensuring and facilitating the public's right to access to and review of those school records authorized thereby.

### **Notification of Rights Under the Protection of Pupils Rights Amendment**

The Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collections, use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. :
  - a. Political affiliations.
  - b. Mental and psychological problems of the student or student's family.
  - c. Sex behavior or attitudes.
  - d. Illegal, anti-social, self-incriminating or demeaning behavior.
  - e. Critical appraisals of others with whom respondents have close family relationships.
  - f. Legal recognized privileged relationships, such as with lawyers, doctors or ministers.
  - g. Religious practices, affiliations or beliefs of the student or parents.
  - h. Income, other than as required by law to determine eligibility.
2. Receive notice and an opportunity to opt a student out of one or more of the following:
  - a. Any other protected information survey, regardless of funding.
- b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student, except hearing, vision or scoliosis.
- c. Activities involving collections, disclosure or use of personal information obtained from students or marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use of:
  - a. Protected information surveys of students.
- b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
  - c. Instructional material used as part of the education curriculum.

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collections, disclosure or use of personal information for marketing, sales or other distribution purposes. The School District will directly notify parents and eligible student of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the



specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collections, disclosure or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
3. Any non-emergency, invasive physical examination or screening as described above.

Parent/eligible students who believe their rights have been violated may file a complaint with:

Family Compliance Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

### **PROTECTION OF PUPILS RIGHTS AMENDMENT (PPRA)**

**For purposes of this policy, the following definitions apply:**

“Instructional materials” means instructional content that is provided to the student, regardless of its format, including printed or representational materials, audio-visual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or the injection into the body, but does not include a hearing, vision or scoliosis screening.

“Parent” includes a legal guardian or other person standing *in local parentis* (such as a grandparent or step-parent with whom the child lives or a person who is legally responsible for the welfare of the child). All rights provided to parents under this policy transfer to the student when the student turns 18 years old or is an emancipated minor at any age.

“Personal information” means individually identifiable information including: (1) a student or parent’s first and last name; (2) a home or other physical address (including street name and the name of the city or town); (3) a telephone number; or (4) a Social Security identification number.

“Survey” includes an evaluation.

#### **Inspection of Instructional Materials**

All instructional materials, including teacher’s manuals, films, tapes or other supplementary instructional material that will be used in connection with any survey, analysis or evaluation as part of any applicable program shall be available for inspection by the parents of students in the School District. However, teacher lesson plans and tests are confidential records under the Oklahoma Open Records Act. After request by a parent, review of instructional materials shall be at a time mutually convenient to the teacher involved and the parent. Any complaint by a parent regarding the parent’s inability to inspect any instructional material shall initially be addressed to the principal of the school where the parent’s child attends. If the parent is dissatisfied with the Principal’s decision, then the parent may request review by the Superintendent, or his/her designee, who shall have final authority over the matter.

Establishing a curriculum and determining to include or remove particular materials within the curriculum are the legal responsibilities of the Board of Education subject to statutory and State Board of Education guidelines. Nothing in this policy is intended to grant or require prior parental approval or control

of materials or parental control, approval or review of teaching techniques or methods.

### **Surveys**

No student shall be required to submit to a survey, analysis, written examination, evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's family.
2. Religious practices, affiliations or beliefs of the student or the student's family.
3. Sexual behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Mental or psychological problems of the student or the student's family;
6. Critical appraisals of other individual with whom the student has a close family relationship.
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the parent's prior consent.

Parents may inspect, upon request, a survey created by a third party before the survey is administered or distributed to students. Review of such surveys shall be at a time mutually convenient to the Principal involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any such survey shall be addressed to the Superintendent, or his/her designee, who shall have final authority over the matter.

The School District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of the administration or distribution of a student survey containing one or more of the items mentioned above.

### **Psychiatric or Psychological Examinations**

Without the prior written consent of the parent or guardian, no student who is an un-emancipated minor shall be required, as part of any applicable programs, to submit to psychiatric or psychological examination, testing or treatment.

### **Notification and Opt-Out**

The School District will directly notify parents, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. These activities do not include information for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, such as:
  - a. College or other post-secondary education recruitment, military recruitment.
  - b. Book clubs, magazines and programs providing access to low cost literary products.
  - c. Curriculum and instructional materials used by elementary and secondary schools.
- d. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic clinical, aptitude or achievement information about students and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- e. The sale by student of products or services to raise funds for school related or education related activities.
  - f. Student recognition programs.
2. The administration of any survey containing one or more items described above in the surveys section of

this policy.

3. Any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the scheduled by the school in advance; (3) not necessary to protect the immediate health and safety of the student or other students. This provision does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screening that is permitted without parental notification.

### **Inspection of Data Collection Instruments**

The School District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of such collections, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. Parents and eligible students may inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to students. Review of such instruments shall be at a time mutually convenient to the Principal involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any such survey shall be addressed to the Superintendent, or his/her designee, who shall have final authority over the matter.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings. **New Lima Public Schools does not have any planned activities at this time that would require parental notice and consent or opt-out for the upcoming school year.**

## **POLICIES**

### **Sexual Harassment**

The policy of the New Lima School District forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching pinching, patting, or brushing against, comments regarding physical and personality characteristics of a sexual nature, and sexually oriented kidding, teasing, double meanings and jokes. Demeaning comments about a girl's ability to excel in class historically considered a 'boy's' subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The Superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his/her authority to solicit sexual favors or attention from students. Administrators, supervisors, support employees or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions as described. The school district is not concerned with the "off duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the students and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or

federal law. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy. Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level or administration, or supervisor or to any responsible person. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to, warning, suspension or termination, subject to applicable procedural and due process requirements. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to, warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

### **BULLYING PREVENTION**

Any parent/guardian, certified or support employee of the school district suspecting bullying shall notify the building Principal at once. If the bullying is judged to be valid, the principal shall use any discipline procedure deemed just for the offense.

Should the person making the original report be dissatisfied with the Principal's administrative decision on handling the matter, said party shall then personally report the suspected bullying directly to the Superintendent's office. The Superintendent shall use any discipline procedure deemed just for the offense which can include reporting the incident to a law enforcement agency.

The person making the oral report is responsible for submitting a written report. The written report must follow the oral report and be made within forty-eight (48) hours of the contact with the disclosed existence of a possible bullying event. Copies of the written report shall be kept in the Principal's office in a confidential file.

The local school district will regulate if the bullying incident is severe enough to justify a referral to a delinquency prevention and diversion program. If the school district is unable to contain the bullying issue, the school district and the Oklahoma Juvenile Authority (OJA) County Service Provider will work together to establish a procedure for referral. The referral will be to a delinquency prevention and diversion program administered by OJA.

### **Weapons Free School**

It is the policy of this school district to comply with the Gun Free Schools Act. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event or in or upon any school property, including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year. Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of such weapon; (C) any firearm muffler or firearm silencer; (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to proper legal authorities.

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public

or private school property or while on any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined: “. . . any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, string type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, stick pins or any other offensive weapon.” Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the Superintendent or the Superintendent’s designee. Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if such students are determined to be in violation of this policy. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. The Superintendent or designee may modify the provisions of this policy on a case by case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

### **STUDENT CONDUCT/DISCIPLINE**

All students enrolled in the New Lima Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers and Board of Education while in attendance at school, at school-sponsored activities, or while being transported to and from school or school-sponsored activities. Any student who is found to be disobeying the rules, showing disrespect for any teacher or other school personnel, or damaging school property will be subject to disciplinary actions. The disciplinary action to be taken will depend upon the severity of the violation and/or the number of times the student has broken the regulation. Further, students may be subject to disciplinary action for conduct occurring away from school which is determined to be detrimental to the welfare of the students or the good order and efficiency of such student’s school. Students who are considered to be a danger to others will be removed from the school setting.

#### **Examples of Specific Activities Which May Result in Discipline**

The following activities (listed by example) are hereby prohibited to the students of this school district when under school authority and commissions or omissions, as the case may be, may result in disciplinary measures at the discretion of the certified staff under authority of this policy.

- Refusal to follow a directive or order, verbal or written, of any school personnel.
- Misbehavior at noon.
- Sale, possession or use of drugs and/or mind or mood altering substances.
- Violence or verbal abuse toward school personnel or to other students at any time.
- Threats of violence toward school personnel or to other students at any time.
- Fighting at school, to and from school or at any school activity.
- Extortion at any time.
- Failure or refusal to do required assignments.
- Carrying dangerous weapons at school or at a school activity.
- Immorality at school or at a school activity or to and from school or such activity.
- Behavior in the classroom which interferes with the learning of others.
- Stealing or defacing school property, school personnel’s property or other student’s property.
- Truancy and tardiness.
- Failure to show respect for school personnel.
- Cheating on school assignments or tests.

- Chewing gum or eating candy in class.
  - Use of foul language or obscene gestures at school or at a school activity.
  - Failure to take books and supplies to class.
  - Reckless driving on campus or on any street adjacent to the campus at any time.
  - Showing poor sportsmanship at school activities.
  - Wearing of hats in the building during the school day.
  - **Leaving school without checking out through the office.**
  - Disruptive behavior at school activities.
  - Loitering in parking areas or inside cars during the school day or any activity.
  - Being out of class during class period.
  - Wearing clothing or buttons with sexually suggestive or obscene words or pictures on them.
  - Wearing inappropriate clothes.
  - Passing notes in class.
  - Wearing any advertisement or picture interfering with the education process.
  - Public display of affection.
  - Violating posted classroom rules.
  - Lunchroom misconduct.
  - Running or being excessively noisy in the hallway.
  - Bringing any audio, radio or television appliance to school without permission.
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- Violating administrative directives or rules.
  - Use or possession of tobacco on school grounds during school hours, to and from school, or during extracurricular activities at the site of a school-sponsored activity for students is prohibited.
  - Any other action that is not covered, but warrant attention.

This listing gives students examples of some of the infractions that a student might encounter. It is not all inclusive and does not limit either offenses or possible disciplinary actions a student might encounter based on the seriousness of each offense. Nothing in this discipline explanation shall be construed to deny the student's rights to fair and orderly hearing, appeals, counsel and due process in cases which may end in suspension or expulsion. The listing shall be interpreted by the Principals and their designees in a manner which they deem just, give the circumstances of the individual case. **This list is not intended to be a complete listing of all possible offenses**, but it is a listing of those offenses that we deal with most often. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

### **Methods of Discipline**

Disciplinary methods may include, but are not limited to the following:

1. Detention (30 minute minimum) - Before school (7:30 a.m. to 8:00 a.m.), noon (7<sup>th</sup> -12<sup>th</sup>: 12:05 p.m. 12:35 p.m.), after school (3:15 p.m. to 3:45 p.m.).
2. Conference with the parent/guardian.
3. Conference with the Principal.
4. In-school detention (Student will be removed from classes and complete work in an individual assigned area). In-school detention is an option to out-of-school suspension under certain circumstances. Rule violations involving violence, weapons, drugs and profanity to a teacher will not be eligible for

- in-school detention.
5. Out-of-school suspension (Short term: 1 day to 10 days); (Long term: 11 days to current semester, plus the next semester); current semester suspensions (minimum of 3 weeks when used solely).
  6. Removal from class.
  7. Temporary removal from class.
  8. Withholding of privileges, including withdrawal from athletic and non-athletic extracurricular activities.
  9. Exclusion from any after-school event.
  10. Removal or temporary suspension from the bus.
  11. Financial restitution.
  12. Involvement of Law Enforcement Officials.
  13. Stay-In (Elementary School).
  14. Corporal Punishment.
  15. Saturday School

## **MISCONDUCT**

### **Abusive or Vile Language**

The use of profane, abusive or vile language will not be permitted. Disrespect or insubordination toward teachers, staff or administrators will not be tolerated. Principals shall determine punishment for violations. Such punishment will be in accordance with the established discipline policy.

### **Cheating**

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. If a student is caught cheating on tests or other classroom work, “zeros” will be given to the student(s) involved. No provisions are made to make up or otherwise receive credit for work or tests in question. The teacher will notify the parents of the incident.

### **Dangerous Weapons**

It shall be unlawful for any student to handle, to transmit or to carry upon his/her person, or in his/her portfolio or purse, any pistol, revolver, dagger, bowie knife, spring-type knife, sword cane, knife with a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, glass container, stick pins or any other offensive weapon. Weapons also include any item which may be used to destroy property, threaten, harm, intimidate individuals and replicas of weapons that can be mistaken as authentic.

**ANY SUSPENSION FROM NEW LIMA PUBLIC SCHOOLS WILL INCLUDE ALL NEW LIMA ACTIVITIES AND FUNCTIONS, WHETHER SAID ACTIVITIES ARE CONDUCTED ON NEW LIMA’S CAMPUS OR AT ANOTHER FACILITY.**

### **Display of Affection**

No public display of affection, such as arms around each other and kissing will be allowed at school. The school will insist that all couples conduct themselves at all times in such a manner that attention of others is not attracted to their behavior. Offending students will have their attention called to the matter and appropriate disciplinary action will be taken.

### **Disrespect from Students**

Students must remember that all school personnel have authority over them at all times during the school day and at school activities. At no time are students to be disrespectful to school personnel. Students must follow and abide by reasonable requests made by school personnel.

### **Drugs and Alcohol**

In recognition of the school's obligation to our students and community, we stand ready to assist in dealing with drugs and alcohol related problems. The faculty is obligated to inform the principal when it is suspected that a student is either under the influence of drugs or alcohol, or in possession of drugs or alcohol. When this is reported to the principal, both the superintendent and the parents will be notified of this report. When the report is made, the principal will search the student, his/her locker, and personal property. Any student found possessing, using or under the influence of drugs or alcohol or possessing drug paraphernalia may be suspended for the current semester and possibly the next semester. The door of the principal and counselor is open to anyone wishing to seek help and every effort will be made to keep this information confidential.

### **Fighting**

Fighting is an action that will not be tolerated in a school society. Both participants in a fight will be punished with appropriate severity. Disagreements between students can never be solved by violence. Students who believe another student is angry with them in a way that could lead to violence would contact the counselor, a teacher or an administrator.

### **Firearms or Destructive Devices**

Under Federal Law, any student who brings a firearm to school will be suspended for at least one calendar year, except the superintendent and/or the school board may modify the length of the suspension on a case-by-case basis. A firearm is defined as follows:

1. Any weapon (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosion.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm silencer.
4. Any such destructive device.

A destruction device is defined as follows:

1. Any explosive, incendiary, or poison gas, including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device.
2. Any weapon, other than a shotgun or shotgun shell particularly suitable for sporting purpose, by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, or any combination of parts designed or intended for use in converting any device into any destructive device described in the two above statements and from which a destructive device may be readily assembled.

### **Hazardous Items**

Hazardous items including, but not limited to, ammunition, knives, laser pointers or fireworks are not permitted. School officials shall have the authority to detain and authorize the search of any pupil on any



school premises or activity or while in transit. Such items will be confiscated and disposed of appropriately. Disciplinary measures will be taken as necessary.

### **Projectiles**

Throwing or shooting with rubber bands or other instruments, snowballs, rocks, or other projectiles on school property is expressly forbidden.

### **Radios, Walk-Mans, Toys and Skateboards**

In order to maintain an educationally sound environment, students are requested to not bring any items that can cause a distraction from the learning environment. Specifically, we request that radios, cassette and compact disc players, walk-mans, skateboards, any kind of toys (teddy bears to water pistols, etc.) not be brought to school. Items of this nature will be confiscated and kept in the office and might not be returned until the end of the school year, depending upon the situation. In the event a tape, compact disc player or radio is needed for a class assignment, then the student must have approval from both the classroom teacher and the school principal before bringing such item to school.

### **Student Initiation - Hazing**

All students have the right to attend New Lima Public Schools without the threat of personally degrading and/or potentially dangerous initiation, pranks or hazing. Consequently, the initiation or hazing of one student by another student or group of students will in no way be tolerated.

### **Searches**

School officials have the authority to detain and authorize a proper search of any pupil for reasonable suspicion. Student lockers are considered the property of the school and can be searched at any time with reasonable suspicion. School personnel shall have access to school lockers, desks and other school property in order to supervise the welfare of the students. The lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for the search. Vehicles parked on school property are subject to search. In conducting searches, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle, or to a classroom or common area, the area may be searched. If a dog alerts to a locked student's vehicle, the student shall be requested to unlock the vehicle's doors and/or trunk. If the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student's parent or guardian refuses to unlock the vehicle, the District will contact appropriate law enforcement personnel to respond to the issue. At this point, the student has forfeited the privilege of driving/parking on any school property at any time for the remainder of the school year.

### **Threats/Threatening Remarks**

All students have the right to attend school without the fear and concern generated by threats or threatening remarks. Threats made against individuals or against the school in general will not be tolerated.

### **Use or Possession of Tobacco**

Use and/or possession of tobacco products, in any form **including vapor smoke devices**, by students of New Lima Public Schools is prohibited when pupils are under the supervision of the school staff, while on a school campus during a school day, while participating in a school activity, while in transit by school transportation or at any school function authorized by the school district.

