Geary High School
Geary Middle School

Student/Parent Handbook
2022-2023

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POLICY NOTIFICATION

It is the policy of the Geary Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its education programs and activities. This includes, but is not limited to, admission, education services, financial aid and employment.

NON-DISCRIMINATION STATEMENT

The Geary Public Schools I-080 Board of Education is committed to a policy which does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the boy scouts and other designated youth groups.

Inquiries regarding the application of this policy may be referred to:

Sean Buchanan – Superintendent
Geary Public Schools
110 SW Embree
Geary, OK 73040
405-884-2411

IMMUNIZATION REQUIREMENT

Guide to Immunization Requirements in Oklahoma: 2022-23 School Year

OKLAHOMA State Department of Health

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma. *Please read the bullets below for essential information.*

Age/Grade	Required Immunizations with Cumulative Doses required		Recommended Immunizations
Child Care *Up to date for age*	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) ◆ 1-4 Hib (*Haemophilus influenza* type B) ◆ 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu)
Preschool/Pre-K	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio)2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
Kindergarten-6th	5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◄ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
7th-12th	1 Tdap (tetanus, diphtheria, pertussis) ● 5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◄ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) ■	Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

The current childhood immunization schedule may be found at https://www.cdc.gov/vaccines/schedules/index.html**.**

- Doses administered 4 days or less before the minimum intervals or ages are counted as valid doses. This does not apply to the 28-day minimum interval between doses of live vaccines not administered on the same day.
- If a parent reports their child had varicella disease (chickenpox), the child is not required to receive varicella vaccine. Record the child's history of varicella.
- The first doses of measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday), or they will not count toward the immunization requirement and must be repeated.
- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Additional doses of a vaccine series that are administered after the due date do not affect final immunity.
- Children may be allowed to attend child care and school if they have received at least one dose of all required vaccines due for their age or grade, and the next doses are not yet due. They must complete the remaining doses of vaccine on schedule. These children are in the process of receiving immunizations.
- Hib and PCV vaccines are not required for students in preschool, pre-kindergarten, or kindergarten programs operated by schools, unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.

★ If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required.

◆ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child, when the first dose was given, and type of vaccine used.

◄ If the 3rd dose of IPV is administered on or after the child's 4th birthday, and at least six months from the previous dose, then the 4th dose of IPV is not required.

■ Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

● The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10th birthday even if previously received. An inadvertent dose of DTaP on or after the 10th birthday may be accepted for the 7th grade Tdap requirement.

For more information call the Immunization Service at (405) 426-8580 or visit our website at: http://imm.health.ok.gov**.**

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HEAD LICE

Geary Public Schools has adopted a NO-NIT POLICY. The no-nit policy is suggested by the Oklahoma State Department of Health. Head lice checks will be done regularly at Geary Schools. Any student found with nits or live lice will have parents contacted immediately, be asked to leave school premises, and re-admitted when all nits and live lice have been removed. When returning to school, the student's head will be rechecked. Treating head lice takes cooperation from all parties. Parents will need to treat the child's hair at home. Information is available at the school about products and procedures used to treat head lice.

If your child has nits or live lice, the following steps will be taken:

- Phone calls will be made to parents. All numbers on the school card will be called, including emergency contacts.
- You will be expected to come and get your child from school. Students with nits or live lice will not be allowed to stay in school.

- If we cannot contact you by phone, staff may attempt to come to your house to let you know that you need to come to the school and pick up your child.
- If the school cannot reach anyone by phone or at your house, your child will be removed from the regular classroom until someone picks him/her up.
- A note will then be sent with your child that evening in regards to the head lice. We ask that their heads be cleared of all nits and live lice before they can return to school the next day.
- When your child returns to school the next day, we ask that you come inside with your child while his/her head is checked by the office staff.
- If your child's head is clear of all nits and live lice, he/she will be allowed to stay. If nits or live lice are still on the child's head, he/she will have to return home until all nits or live lice are gone.

ADMISSIONS

To attend Geary Public Schools, a student must reside with parents or legal guardians within the district boundaries. The student must be within the ages of three and 21 by September 1st of the current year. Two proofs of residence must be shown at the time of enrollment for all new students. Deposit fee slips or bills for water, gas, and/or electricity may be used to validate a home address.

Transfers: Pick up an application to transfer in the superintendent's office. Ask the sending school district superintendent to sign the transfer. NOTE: The decision to sign a transfer is based on factual reasons. The superintendent has the right not to grant a student's transfer. Have the receiving school district to sign the transfer application. Transfers during the school term are discouraged. The classroom cap for middle & high school is 28 per grade.

Home-School Students: Students who wish to enroll from a home school program must be evaluated by the staff using standardized testing to determine appropriate grade placement. Students will not be allowed to attend classes until the evaluation has been completed and the appropriate grade level is assigned.

ANNUAL NOTICE OF FERPA RIGHTS

On November 3, 1987, the School Board of Geary Public Schools adopted a "Student Record Policies and Procedures" policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office and in each principal's office.

In the course of a child's education, the Geary School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files, and data related to his/her child. These records will be available for such review at any time during the regular school day.

It is the right of a student's parents or an eligible student to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. The procedure for this is part of the "student Records Policies and Procedures" policy. It is the intent of the Geary School District to limit the disclosure of the information contained in a student's educational records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by FERPA. The Geary School District proposes to designate the following personally identifiable information contained in a student's educational record as "directory information", and it will disclose that information without prior written consent: (1) The student's name; (2) The names of the student's parents; (3) The student's date of birth; (4) The student's class designation (i.e., first grade, tenth grade, etc…); (5) The student's extra-curricular participation; (6) The student's achievement awards or honors; (7) The student's weight and height, if a member of an athletic team; (8) The student's photograph; and (9) The school or school district the student attended before he or she enrolled in this school district. In case the parent of a student, a student or a former student who is 18 years old, or a citizen of the Geary School District believes that the district is violating the Family Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Educational Rights and Privacy Act Office
U.S. Department of Education
Room 45121, Switzer Building
Washington, D.C. 20202
Phone Number: 202/732/2058

A translation will be provided for anyone not able to read and understand the policy or anyone not able to read and understand English.

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION LOCATION, SCREENING, AND EVALUATION

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally, identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

- Second through twelfth grade students shall be screened as needed or upon request of the parents, legal guardian, or upon request of the parents, legal guardian, or teacher
- Students entering the public school system from another state or from within the state without previous educational screening shall be educationally screened within 6 months from the date of such entry.

EVALUATION FOR DISABILITY

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Education Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator. These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- To inspect the student's education records.
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
- To consent to disclose education records, except where consent is not required to authorize disclosure.

- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR 99.1-99.67).
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA. For further information, contact the school counselor at Geary High School, 300 S. Blaine, Geary, OK 405-884-2289.

ALTERNATIVE EDUCATION

Geary Public Schools has established an alternative education program for at risk youth. The academy will be operated under the guidelines established by the Oklahoma State Department of Education and the Alternative Education Plan adopted by the Geary Board of Education.
PURPOSE: The role of the alternative school is to provide an alternative education setting for those students whose educational needs are not met by traditional educational services and assist them in completing high school.
ENROLLMENT/PLACEMENT: Applications and instructions for enrollment into the program may be obtained from a secondary principal or secondary counselor. Placement in the program will be based on an intake and screening process and the availability of space. Placement testing will be done based on an approved testing online program through the state. Eighty- five percent passing rate surpasses as a way for a student to earn credit for that class.
PARTICIPATION IN ACTIVITIES: Alternative school students will be allowed to participate in all activities, which their ISP (Individual Success Plan) will permit. They will be allowed to receive all awards and recognition they have earned, this includes participation in graduation and receiving a diploma. The exception for participation is for those students who are under suspension. They will not be allowed to participate until the terms of their suspension are met. Geary High School students attending Alternative Education as only a portion of their regular school day will remain assigned to Alt Ed. for the entire semester.

GRADUATION REQUIREMENTS

English- 4 credits
Social Studies- 3 credits
Math 4 credits and Science-3 credits
OR
Math 3 credits and Science- 4 credits
World Language 2 credits
OR
Computer Tech 2 credits
Fine Art- 1 Credit
Electives- 7 credit

24 Total Credits

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

ASSESSMENT REQUIREMENTS

For the 2022-2023 school year, students will take assessments in English Language Arts, Mathematics and Science (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade), in compliance with every Student Succeeds Act, that are aligned with the Oklahoma Academic Standards.
State law also requires students to be tested in U.S. History once during high school.

ICAP REQUIREMENTS

Beginning with students entering the ninth grade in the 2019-2020 school year (class of 2023), each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma.

INCOMPLETE COURSEWORK

Students receiving and “I” or incomplete grade will have 6 weeks from end of semester to complete coursework.

FAILED CLASSES/PREREQUISITE COURSES

In order to take classes which are sequential in nature, a student must successfully complete the prerequisite course. For example, if a student fails a class, he or she must complete/make-up that class before enrolling in the succeeding course.

SEMESTER TESTS

Semester tests will be given in all classes. There will be NO EARLY SEMESTER TESTS GIVEN. Tests will be given on the day assigned. Each semester tests will count like any other test grade. These tests will be given to show students' progress towards mastering current state standards. There are no exemptions for this test.

HONOR ROLL

In order to be eligible for superintendent's or principal's honor roll, a student must have been enrolled as a full-time student in Geary High School for the entire semester.

DUAL /CONCURRENT ENROLLMENT

Under the Dual Enrollment plan students may be enrolled in courses that are junior high or high school courses. Under the Concurrent Enrollment plan qualified high school students may enroll in accredited college courses approved by Geary Public Schools. Grades for college classes will be reflected on a student's transcript, as reported by the college/university if the classes are being counted for high school credit.

COLLEGE AND SCHOLARSHIP RECORDS REQUESTS

College and scholarship records requests may include discipline records for the academic periods requested. Those records will be provided according to FERPA requirements.

HIGH SCHOOL GRADUATION EXERCISES

Graduation exercises will be held at the end of each year for high school seniors. STUDENTS WHO NEED MORE THAN ONE UNIT FOR GRADUATION WILL NOT BE PERMITTED TO PARITICIPATE IN THE GRADUATION EXERCISES BY MAY 1st. (Regulation J – Page 79 of the Administrator's Handbook for Elementary, Middle, Junior High and High Schools – State of Oklahoma Department of Education). In order to participate in the commencement exercises, all students will wear dress pants, a shirt with a collar, tie, and/or dresses and dress shoes. If a student chooses not to wear appropriate dress, he/she will still receive a diploma, but will not be eligible to participate in the ceremony. Any senior who chooses to participate in graduation exercise must notify the senior sponsor by April 1 and he/she will be required to participate in graduation practice, which will be held prior to graduation. In order to protect the social and physical, as well as the intellectual maturity of the pupil, it is advisable that the student has four (4) years' experience in a four-year high school. In exceptional cases, pupils

may be allowed to graduate in less than the time specified above, provided that adequate guidance procedures have been followed and that the student meets all local and state graduation requirements. This must be approved in all cases by the administration. All Graduation deadlines and graduation fees (if any) will be set during the first nine-weeks during a senior class meeting. Participation in graduation activities is also dependent upon meeting sponsor, school, and vendor deadlines. Senior sponsors will inform Alternative Education Director so eligible Alt Ed students may participate in Senior class meetings. In order to ensure a dignified ceremony that fairly includes all eligible students, graduation guidelines have been established and are available for review in the high school office.

VALEDICTORIAN AND SALUTATORIAN HIGH HONORS

In order to recognize the seniors with the highest grade points (calculated to the third decimal point), the following format will be established. Valedictorian – Highest grade point average. Salutatorian – Second highest grade point average. Graduating with HIGHEST HONORS – 3.850 and above grade point average. Graduating with HIGH HONORS – 3.750 to 3.849 grade point average. It is possible for a student to have above a 4.00 grade point average since we are using a weighted grading system for semester grades on some honor courses. Students are required to be enrolled at Geary Public School system for two uninterrupted consecutive semesters before they are eligible for Valedictorian and/or Salutatorian Honors. Alternative education students do not qualify for Valedictorian or Salutatorian.

WEIGHTED COURSES

The following courses will be weighted (5.0 = A, 4.0 = B, etc.): Advanced Placement (AP) Courses, Trigonometry and higher mathematics courses, Physics and higher science courses, concurrently enrolled college courses level 1000 or above.

GRADING SYSTEM

The grading system is based upon the total number of points accumulated during a nine weeks' period for Elementary and the full term (semester) for Secondary. Teachers will record a minimum of two (2) grades per week. per subject/section taught. All letter grades may be determined in relation to the highest total achieved by any student in each class.

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59% - or lower

SUMMER SCHOOL AND PROFICIENCY-BASED PROMOTION

Summer school is open to any student. If making up credits students must earn 70% proficiency or greater in order to earn credit for any course previously failed. Students may earn credit in summer school for courses not yet attempted during the regular school year. Students scoring 85% or greater on proficiency test or proficiency-based coursework may be advanced to the next level in the appropriate curriculum area and receive a grade mark of "P". A mark of "P" will be neutral in computing GPA. Written application for proficiency-based promotion must be made through the high school counselor. Counselor and subject-area teacher(s) will meet with parent and student to determine appropriateness of proficiency-based promotion on a case-by-case basis. Tests/coursework will be administered during summer school. Applicable summer school fees apply. No 7th or 8th grade coursework will count for high school credit.

COLLEGE DAYS

Each senior may be excused from school for no more than two college days to visit a post-secondary institution of his or her choice. College days must be arranged through high school counselor and should conflict with school activities as little as possible. Proof of attendance must be submitted to high school counselor in order to be excused.

OKLAHOMA HONOR SOCIETY

Students who are in the top 10% of their class (9-12 High School 7-8 Jr. High) will be eligible for this honor society. The computation of the top 10% is based on term grades for the last two consecutive terms.

BETA

Requirements to enter as a 7th grader – Student must have received all A's and/or B's during their 6th grade year on their permanent record at Semester time (both semesters).

- Requirements to enter as a Ninth Grader—Student must have received all A's and/or B's during their 8th grade year.
- Requirements to enter as a Tenth Grader—Student must have received all A's or B's during their Ninth grade year on their permanent record at semester time (both semesters).
- If the student was not eligible during their ninth or tenth grade year membership will again be considered when they are seniors if they have received all A's and/or B's on their permanent record for the preceding four consecutive semesters.
- New students coming into the Geary school system must have met all the requirements above to be eligible for the BETA Club Membership.

- Approval for membership by the Geary High School faculty. Approval will be based on the student's academic achievement as well as their high character and commendable attitude as described in the By-Laws of the National Beta Club. They will be evaluated by the principles of the Beta Creed of Honesty, Service, Responsibility, Cooperation, and Industriousness using a survey sent out by the Beta sponsor. The sponsor and the principal will make the final determination for membership.

TRANSCRIPTS

A copy of a student's transcript will be given upon request at the Principal's Office as per FERPA guidelines. Full legal name will appear on transcripts and diplomas.

REPORT CARDS/PROGRESS REPORTS/ONLINE GRADEBOOK

Regular reports of a student's academic progress are made to parents. Final grade reports are made at the end of each term. Parents and/or students are encouraged to discuss with teachers and counselors, methods and actions to help overcome any educational deficiency or problem that may exist. Final grade reports are made at each term.
Geary High School routinely makes grade reports available to parents at 5-week, 9-week, and semester breaks in addition to an on-line grade book program (parents must request password). These reports may be mailed or sent home with the student or made available at the office. It is the parents' responsibility to contact the school if grade reports are not received.

FUND-RAISING/STUDENT FINANCIAL OBLIGATIONS

Students with outstanding financial obligations to Geary Public Schools may not be allowed to participate in extra-curricular activities until obligation has been satisfied. Extra-curricular activities include but are not limited to prom, athletics, field trips, dances, and inter-scholastic competitions. This includes outstanding student debts resulting from participating in approved school fund-raising activities.

PARENT-TEACHER CONFERENCES

During parent teacher conferences, parents may meet with each of their student's teachers, or make an appointment with that teacher during their planning period. The purpose of these conferences is to have the teacher and parent meet face to face to discuss a particular child. The conferences are of great importance for all concerned and should be attended if at all possible. Teachers may assign extra credit for students whose parent/guardian attends parent-teacher conferences.

CHANGES AND DROPS IN CLASS SCHEDULE

For a student to receive full benefit of a course offering, he/she needs to complete the entire course as scheduled. Therefore, request for changes in class schedules must be made during the first three (3) days of each term. All schedule changes must meet the approval of the site administration or counselor. Exceptions may be made by administration. As a general rule, students must complete a course once enrolled and drop period has passed. Students may transfer out of non-OHLAP/ACE electives at the semester break with both teachers' and administration approval.

TRUANCY POLICY

If a student finds it necessary to leave school during the day, he/she must check out through the office. **A phone call or verifiable parent note from the parent/guardian is required for the student to leave school**. Any student leaving class or school without permission from the office will be considered truant. Students who fail to return from lunch without prior approval will also be considered truant. Absence without parental contact constitutes truancy. Absences with parental contact may still be unexcused but will be documented as "informed absence."

ATTENDANCE POLICY

Geary Public Schools requires that all students be in compliance with the school attendance laws of Oklahoma as stated below: Violation of the attendance policy may subject a student to disciplinary action that may include contacting the District Attorney Graduated Sanctions, and/or administrative discipline.
SECTION 232: RECORDS OF ATTENDANCE OF PUPILS **"If a child is absent four (4) or more class days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more class days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Students who have excessive absences may be ineligible to participate in certain extra-curricular activities.** The Oklahoma Department of Education requires 60 seat hours per semester for a student to earn credit in a course. Any absences in excess of 9 for regular absences per class per semester and more than 10 activity absences per class per school year must be made up in order to receive credit for the course.

The attendance officer will be the principal or his/her designee.

EXCESSIVE ABSENCES

Excessive absences will be treated as a disciplinary matter subject to action by the administration. Disciplinary actions may include but are not limited to loss of privileges, lunch detention, ISD, referral to district attorney, and/or referral to the Graduated Sanctions Program. Unexcused absences will be counted as truancy. Parents will be notified whenever possible when a student receives an unexcused absence. Students with excessive unexcused absences five (5) or more) will be referred to the graduated sanctions program. Students with 10 or more unexcused absences per semester may be suspended from Geary High School for the remainder of the current semester and the next semester and may be assigned to the Alternative Education. All students with excessive absences will be referred to truancy court. An absentee committee will review any absences upon the request of the parent/guardian or student.

THE FOLLOWING WILL BE COUNTED AS EXCUSED ABSENCES IN THIS POLICY:
Absences covered by a doctor's statement showing the date or dates the student was under a doctor's care**. The Statement must be presented within two (2) school days upon the student's return to school for the absences to be exempted.**

1. School activities
2. Absences that occur as a result of religious holy days.
3. Court appearances
4. Funerals

TARDY POLICY

Tardy Policy for Each Nine Week Period:
1st - Warning
2nd - 1 Days of Detention (Lunch)
3rd – 3 Days of Detention (Lunch)

4th or more tardies:
1st offense: ISD or May be referred to Graduated Sanctions
2nd offense: More days of ISD or Graduated Sanctions
3rd or more offense: More days of ISD, OSS, or Graduated Sanctions
Contracts could be written between administrator and student if excessive tardiness continue.

IN-SCHOOL DETENTION

The concept guiding the Geary In-School Detention (ISD) Program is that students need an alternative to out-of-school suspension. It is the responsibility of students to ensure that all assignments are collected, completed, and submitted. Through individualized instruction, students should be able to complete class assignments. The general regulations governing the ISD program include, but are not limited to, the following:

1. The ISD classroom will be located on the Geary Public Schools' campus.
2. The hours for ISD are 8:00 a.m. to 3:20 p.m. Monday through Friday. Students are required to attend the entire day.
3. Lunch will be served in the ISD classroom.

4. Students in ISD may not be permitted to participate in assemblies, class trips, or any school activity for that calendar day.
5. When a student is placed in ISD, an attempt to contact his/her parent or guardian will be made.
6. Teachers are required to submit and evaluate at least 55 minutes of work per day for each student they have in ISD.
7. The principal will establish the day-to-day rules and regulations of the ISD classroom and determine the student's readiness to return to the regular classroom.
8. If a student is removed from ISD for disciplinary reasons, he or she may be suspended.

RIGHT TO SEARCH

In accordance with 70 O.S. & 24-102, the superintendent or principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the authority of the school, or while attending any function sponsored by the school, for dangerous weapons, or controlled dangerous substances, or for intoxicating beverages, low-point beer, or for missing or stolen property if said property is reasonably suspected to have been taken from a pupil, a school or the school during school activities. The search shall be conducted by a person of the same practicable sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. In no event shall a strip search of a student be allowed.

No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrant-less search. The superintendent or principal, teacher or security personnel searching or authorizing the search shall have the authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other person they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.

Pupils shall not have any reasonable expectation of privacy towards school administration or teachers in the contents of school administration or teachers in the contents of school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Students who drive automobiles onto school property are subject to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of one of the many circumstances that may substantiate reasonable suspicion. Identification by a drug dog does not necessarily constitute possession but does constitute reasonable suspicion.

DISRUPTIVE ITEMS

Items which are disruptive to the educational process are not allowed at school. Examples of such items are radios, tape players, electronic equipment, or other items disruptive to the educational process. The administration reserves the right to confiscate items that they deem disruptive in an educational environment. Texting/wireless communications during a test or assignment may be considered cheating/plagiarism.

MOVIES, VIDEOS, AND DVDS

Movies or videos shown in school should be of an educational nature. No movies or videos must be shown with a rating of "R" or greater without written permission of guardian. (This includes DVDs or videos which were rated as a theatrical release but are now "Unrated.") Students on school-sponsored field trips may not attend movies with a rating of "R" or greater without written permission of guardian. All movies or video clips originally released without ratings must be previewed by instructor for educational value and appropriateness.

SECTION 488. WIRELESS TELECOMMUNICATION DEVICES PROHIBITED

The board of education of each school district shall establish and implement rules regarding student possession of a wireless telecommunication device while said student is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The rules shall provide that a student may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and school principal or superintendent and shall also specify the disciplinary action a student shall face if found to be in possession of a wireless telecommunication device in violation of the rules. (70-24-101.1)

Wireless communication devices may not be used during the school day without the express permission of school faculty or administration except in emergency. **Any cell phone or pager that interrupts the educational process may be confiscated. Confiscated devices will be returned to students after last hour on first offense. Second offense will result in parent(s)/guardian(s) coming to school and picking up the device. Third offense will result in banning the student from possession of a wireless telecommunication device for the remainder of the nine-week period or longer if necessary.**

STUDENT MEDICATIONS

Students needing to take medication must store all medications in the office with the nurse and have a copy of prescription or a doctor's note. Students will be dismissed from class to take prescription medications as needed.
With parental permission, Tylenol or Advil and Tums (or their equivalents) are available for students at the office as needed; use will be logged.
Any students taking asthma medication or medication which requires self-administration must provide a doctor's note and prescription to the office.
Any medications not cleared through the office may be treated as illegal drugs; students possessing them may be subject to disciplinary actions, including possible suspension – in accordance with state and federal regulations.

DRUG-FREE SCHOOLS (FEDERAL REGULATIONS)

1. Illegal and Illicit Drugs, (Drug Paraphernalia) Tobacco and Alcohol

   a. Use of illicit drugs and unlawful possession and use of alcohol or tobacco is wrong and harmful; therefore, we advocate a "NO USE, NO TOLERANCE" policy.
   b. No VAPES or ELECTRONIC TYPE CIGARETTES.
   c. **Geary School has a 24 -7 smoke-free, tobacco-free campus.** The school prohibits use of tobacco by young people. Students not permitted to smoke, chew, dip, use or have in their possession any tobacco during school hours. This policy is in effect during all school-sponsored activities**. Possession of tobacco products will result in a police report and a possible felony charge. Students caught with vapes or E-cigarettes will partake in a mandatory counseling class. (HB**
   c. Students are prohibited from using, being under the influence of, possessing, furnishing, or selling alcoholic beverages, non-intoxicating/low point beverages (as defines by law), illegal drugs, or other mood-altering substances at school, while in school vehicles, or at any school-sponsored event.
   d. "Illicit drugs" include steroids and prescription and over-the counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" include paint, glue, aerosol sprays, and similar substances.
   e. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current term and the following term.
   f. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

2. Necessary Medications

    a. Students may not retain possession of and self-administer any medication at school for any reason.
    b. Students who have a legitimate health need for over-the-counter or prescription medication to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
    c. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline, which can include suspension.

3. Distribution of Information

    a. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.

4. Illicit use of Drugs and/or Alcohol

    a. Illicit use of drugs and or alcohol during the school day and or school activities may be subject to disciplinary action by school and or law enforcement agencies.

DANGEROUS WEAPONS POLICY

Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, to be determined by the district board of education pursuant to the provisions of this section. The term of the suspension may be modified by the district superintendent on a case-by-case basis. For purposes of this paragraph the term "firearm" shall mean and include all weapons as defined by 18 U.S.C., Section 921.

1. In order to provide a safe environment for the students and staff of the Geary School district, the Board of Education adopts this policy prohibiting the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.
2. Dangerous weapons including but not limited to firearms, are a threat to the safety of the students and staff of the School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the School District.
3. For the foregoing reasons and except as specifically provided in paragraph 13 below, possession by any student or employee of a dangerous weapon, as that term is defined in

this policy, or a replica or facsimile of a dangerous weapon, while on school property at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

4. For purposes of this policy, "possession of a dangerous weapon" includes, but is not limited to, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity with such person's knowledge of the weapon's location.
5. A dangerous weapon includes, but is not limited to the following: a pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife having a blade of greater than two (2) inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with a blade shorter than two (2) inches that can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, bows, crossbows, arrows, paint ball guns, ammunition or any replica or facsimiles thereof.
6. Any student in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, in violation of this policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities, for any period of time up to the maximum period authorized by law. Additionally, school administrative staff members may seek to file criminal charges against the student.
7. Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may, pursuant to applicable board policy, be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to other disciplinary action as deemed appropriate by the superintendent of schools or board of education. In addition, School District employees who willfully or negligently fail to enforce this policy as subject to disciplinary action, which may include dismissal any disciplinary action for any employee, including dismissal, will be in accordance with any Board Policy and any negotiated agreement, which is applicable to the employee.
8. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any student or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.
9. If a teacher or other school employee has a reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, in violation of this policy, he shall immediately report the matter to his immediate supervisor or the superintendent of school or his designee.

10. If the principal or his designee learns that a student or employee is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedures:

    a. Immediately investigate the matter and contact the police, if appropriate.
    b. If not already confiscated by an employee of the Geary school district and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
    c. Notify the superintendent of schools or designee.
    d. In the case of a student, notify the parents.
    e. Cooperate fully with the police.
    f. Transfer confiscated weapon to the police department.

11. Except as may be required by law for disabled and handicapped students, any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be eligible for placement in any alternative education program, intervention program or be eligible to transfer to another School District school site in lieu of suspension.
12. A student, who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be allowed to attend Geary Schools.
13. An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the principal, in consultation with the superintendent of schools, is required.
14. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of handicapped and disabled students must be observed in accordance with applicable law and school board policies.

STUDENT DISCIPLINE

The Geary Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those goals. When the behavior of an individual student comes into conflict with the rights of others corrective actions are necessary for the benefit of the individual and the school. The teacher of a child attending a public school has the same rights as a parent or guardian to control and discipline that child while the child is in attendance on campus, on district transportation, or while participating in any school function authorized by the school district. Each student will be treated in a fair and equitable manner.

Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

* the student's attitude
* the seriousness of the offense
* the effect of the offense on other students

* whether the incident is isolated or habitual behavior
* any other circumstances which may be appropriately considered

Examples of disciplinary actions:

*profane language
*assault, physical and/or verbal
*fighting
*students who instigate fights but not actively involved
*possession of weapons
*possessing, distributing, or viewing obscene literature or images
*lying, or giving false information
*engaging in truancy or other unauthorized absences
*leaving school grounds when not permitted to do so
*threats made to others
*failing to comply with lawful directives or rules issued by school personnel
*committing or attempting to commit robbery or theft of any property
*tampering with fire alarm system or surveillance equipment
*attempting to tamper or change computers, computer software, servers, etc.
*possession of weapons
*possessing, distributing, or use of alcohol, tobacco, and/or mind-altering/controlled substances
*social network posts deemed dangerous, threatening, harassing, or result of bullying

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parent to determine the most effective disciplinary measures. In considering alternatives for disciplinary actions the faculty/administration of the school district will consider the alternatives listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

- conference with student
- conference with parents
- in-school detention
- detention
- referral to counselor
- behavior contract
- changing student’s seat assignment or class assignment
- requiring a student to make financial restitution for damaged property
- restriction of privileges
- expulsion
- other appropriate disciplinary action as required and as indicated by the circumstances

- involvement of local authorities
- referring student to appropriate social agency
- suspension

BULLYING

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

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

"Bullying Action Plan"

Faculty will address any acts described in the school Bullying Prevention Act in the following manner:
1. First incident – intervene, state expectations and issuance of a verbal warning.
2. Second incident – intervene, state expectations, verbal warning, parent/guardian are contact by phone, mail or e-mail. Removal of privileges.
3. Third incident – intervene, state expectations, verbal warning and referral to administrative staff and counselor. Administrative contact to parent/guardian and disciplinary action.
4. Fourth incident – intervene, state expectations, verbal warning, and referral to Administrative staff for parent/guardian contact and disciplinary action.

SEXUAL HARRASSMENT

This school district forbids discrimination against or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment of or by any of its employees or students. This policy applies to all students and employees including non-employed volunteers whose work is subject to the control of school personnel.

For purposes of this policy, sexual harassment includes, but is not limited to:

- Unwanted verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against, comments regarding physical or 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 a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately. **Comments made on social networks are included as well.**

- The making of graffiti which names a student or otherwise identifies a student is potentially slanderous. 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.

PROCEDURES FOR OUT-OF-SCHOOL SUSPENSION

Authority to Suspend Students

The authority to suspend a student from a school in the school district is delegated to the respective building principal or superintendent. Any student may be suspended for:

- Violations of school policy or regulations.
- Possession of a dangerous weapon (except as allowed pursuant to 21 O.S. 2001 § 1280.1) or controlled substance.
- Possession of alcohol.
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee or the school during school activities.
- Non-violent offenses plus assault.
- Acts of immorality.
- For any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials, or damages property

Short-Term Suspensions

A student may be suspended from school for up to ten days or less by the principal. Both the student and the parent(s) shall be notified of the suspension, the reasons therefore, and the right to appeal the suspension.

Long-Term Suspensions

A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal.

A suspension shall not extend beyond the present semester and the succeeding semester except for suspensions resulting from violations of the Weapons-Free Schools Policy which provides suspensions for up to one calendar year. Students found to be in possession of a firearm (except as allowed pursuant to 21 O.S. 2001 § 1280.1) will be suspended for a period of not less than one (1) calendar year. The term of the suspension may be modified by the superintendent on a case-by-case basis.

Violation of Drug, Alcohol, or Tobacco Prohibition Policy:

- Any student suspected of violation of this policy may be immediately suspended from school by the principal.
- If the student is found not to be in violation of this policy, he/she will be reinstated with full benefits, and shall be assisted in making-up any missed work.
- If the student is found guilty of violating this policy, the board will use its discretion in:
    - Initiating due process to suspend the student for an indefinite period of time (up to the maximum allowable by Oklahoma law), with promise of re-entry upon completion of a counseling and/or rehabilitation program;
    - Initiating due process which may require the student to complete a counseling and/or rehabilitation program, while continuing to attend school.
    - Referring the student to the proper agency for prosecution;
    - Initiating due process to do any of, all of, none of, any combination of, or anything not mentioned in the three preceding paragraphs.

Student Drug & Alcohol Testing Policy for Extracurricular Activities

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

Purpose and Intent

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

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

outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated."

The purpose of this policy are to prevent illegal drug and/or alcohol use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug and/or alcohol use; to alert students with possible substance abuse problems to the potential harm of illegal drug and/or alcohol use; to help students avoid drugs and/or alcohol; to help students get off drugs and/or alcohol; to prevent injury, illness, and harm as a result of illegal drug and/or alcohol use; and to strive within the school district for an environment free of illegal drug and/or alcohol use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

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

Definitions

1. Student athlete or athlete means a member of the junior high or high school district-sponsored interscholastic sports team. This includes any extracurricular activity.
2. Extracurricular means those activities that take place outside the regular course of study in school and participants are those students involved in those activities.
3. Drug and/or alcohol use test means a scientifically substantiated method to test for the presence of illegal drugs and/or alcohol.
4. Random tests are given monthly to participants from the pool.
5. Random selection basis means a mechanism for selecting students for drug and/or alcohol testing that:
a. Results in equal probability that any student from a group of students subject to the selection mechanism will be selected, and
b. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.
6. Follow up tests can be monthly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. An illegal drug or alcohol means any substance, which an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed over-the-counter drugs being used for abusive purpose.
8. Medical Review Officer (MRO) A Medical Review Officer (MRO) is a doctor trained and authorized to receive and interpret drug test results. The MRO is the person who will contact the donor in the event of a positive test result. The MRO will ask questions to determine whether or not the drug use is legal (prescription) or illegal. If legal drug use

is determined a negative result would be forwarded to the School District's designated drug test result contact.

9. Positive, when referring to a drug and/or alcohol test administered under this policy, means a toxicological test result that is considered to demonstrate the presence of an illegal drug and/or alcohol using the standards customarily established by the testing laboratory administering the drug and/or alcohol use test.

10. Reasonable suspicion mean a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations are based on experience.

11. Self-referral is when a participant believes he/she will test for illegal drug and/or alcohol, prior to submission for a drug and/or alcohol test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

Procedures

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug and alcohol testing policy consent form, which must be read, signed, and dated, by the student and parent or custodial guardian before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a mouth swab (a) as chosen by the random selection basis, and (b) at any time requested based on reasonable suspicion to be tested for illegal drugs and/or alcohol. No student shall be allowed to practice or participate in any extracurricular activities unless the student has returned the properly signed consent form.

Drug and/or alcohol use testing for extracurricular participants will also be chosen on a monthly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a monthly number of students' names to be drawn at random to provide a mouth swab sample for drug use testing for illegal drugs and/or alcohol.

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

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

24 hours following any drug and/or alcohol test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

Confidentiality

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

Positive

If the initial drug test is positive, the initial test result can be subject to confirmation by a urine test from the participant. This test must be completed within 48 hours of receiving the positive test results and will be at the cost of the participant. The urine test must be completed at a certified testing facility.

Appeal

A student who has been determined by the superintendent or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be presented within five business days of the notice of the initial report of the offense as stated in this policy, during which time the student will not be eligible to participate in any extracurricular activities until the appeal has been determined. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and cannot be appealed.

Consequences

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restriction:

First Offense: If a student athlete or extracurricular activity participant is found to be using or possessing drugs and/or alcohol, it will be considered a violation of the Geary Drug and Alcohol Policy. On the first offense, the student athlete or participant's parent(s)/guardian will be notified. A meeting will be set up with student, parent/guardian, athletic director and principal concerning the positive drug test. In order to continue to practice and meet with the team and compete, the athlete or participant must agree to

receive drug counseling from a qualified drug treatment program or clinic/facility within an agreed upon time or 10 days within the joint meeting and provide proof of attendance. The student and parent/guardian also agree to athlete/participant being placed on list to be tested in each of the following successive months for the remainder of the school year. If the first offense requirements described above are met, the student may continue in the activity without any restrictions. If the parent/guardian do not agree to the requirements listed above, the second offense will be imposed according to policy.

Second Offense: (In the same year) On the second offense, the athlete/participant will be suspended for fourteen(14) calendar days and complete four(4) hours of substance abuse education/counseling. Documentation of attendance to this service must be provided within the 14 day suspension time unless circumstances prevent this from happening. If proof cannot be provided of attendance to said counseling services, the athlete/participant will remain ineligible to compete until proper documentation is provided. The student athlete/participant will not be allowed to participate in any practices, scrimmages, competitions or meetings during this period.

Third Offense: (In the same year) Suspension from all athletic or extracurricular activities including all meetings, practices, performances and competitions for one (1) semester or eighty-eight (88) school days whichever is the longer. Such suspension shall extend into the next school year if necessary. Attendance to drug counseling services will be required in the amount of ten (10) hours by both parent/guardian and athlete/participant. Documentation must be provided as stated in policy within the suspended time frame.

Further Violations of the drug policy will be handled at the discretion of the administration, parent/guardian and student together to achieve a successful solution to the substance abuse issue with the athlete/participant.

Self-Referral: A student who self refers to the administration before being notified to submit to a drug test may be allowed to remain in all extra-curricular activities. However, this may only be utilized one time and only as a first time selection to be tested. Also,the student will be considered to have committed an offense under this policy.

Refusal to submit a drug/alcohol test: If a participant student refuses to submit to a drug and/or alcohol test under this policy, the test will be recorded as failed. Therefore, it will also be an offense. If the student is attending school, but for some reason does not make it to the drug and/or alcohol test, this will be assessed as a refusal.

Geary Jr./Sr. High School
ATHLETIC/EXTRA CURRICULAR DRUG TESTING CONSENT FORM

We have received, read and understand the Geary Public School District Student Athlete/Extra Curricular Activity Drug Testing Policy. We desire that the student named below to participate in this program and in the interscholastic athletic or extracurricular activity programs of the [School Name Here] School District. We hereby voluntarily agree to be subject to its terms. We accept the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that will be required.

We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

We also understand that any student involved in athletics or extra-curricular activities that enters the program will not be removed from this program until student completely withdraws from competitive athletics or extra-curricular activities or parent withdraws student from drug-testing program by written notice.

Student Name (Print) _____

Sport/Activity _____

Year of Graduation _____

Home Phone No._____ Work Phone No._____

Custodial Parent/Guardian
Signature_____

Student Signature
_____

Date: _____, 20_____.

GENERAL GUIDELINES

1. A violation of the school drug and alcohol policy is considered to be an offense of the athletic/extracurricular activity policy. The athletic/extracurricular policy will apply in areas not addressed by the school policy. (I.e., loss of playing time, parental conference, etc.)
2. Any time that a failure of a random or mandatory drug test occurs, the Athletic/Extra Curricular Drug Testing Policy and its provisions will be invoked.
3. Parents are to be contacted at the earliest possible time when an apparent violation is reported.
4. Any violations of this policy must be reported in writing to the Athletic/Extra Curricular Office.
5. All offenses committed during a student that is involved in athletics or extracurricular activities career are cumulative.
6. All students enrolled in an athletic or extracurricular class must be in the random pool. This includes all off-season programs.
7. Any student who withdraws from the random pool will not be allowed to participate until reinstated by a drug test at parents' cost.
8. The family and student must follow counselor recommendations immediately. If student does not, he will remain ineligible until completion of recommendation.
9. Students will be placed in a random pool beginning from their first athletic/extracurricular activity practice in any competitive sport or extracurricular activity. They will remain in the pool until the student withdraws from competitive athletic/extracurricular activities or is withdrawn from the pool by parents.
10. All students providing a dilute sample will be retested. Dilute samples will be considered as an invalid test.
12. Students will be notified for drug testing the day that the test is conducted.

TOBACCO

Geary Public School is 24-7 Tobacco Free

It is illegal in the state of Oklahoma for minors to be in possession of tobacco products. It is also illegal for any person to possess tobacco, (vapes, e-cigarettes) on any Geary Public Schools district property. The use of tobacco and being a committed student involved in athletics or extracurricular activities do not go together.

DISCIPLINE SUMMARY

Nothing in this policy will restrict the administrator or teacher from having the same right of control and discipline as that held by the parent in accordance with the laws of the State of Oklahoma. Nothing in this policy will be construed to deny the students right to fair and orderly hearings, appeals, counsel, and due process in cases, which may end in suspension. This policy will be interpreted by the principals and their designees in a manor, which they deem just, given the circumstances of the individual case, will interpret this policy. Additionally, administrators will have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered in the disciplinary action alternatives. Parents or guardians and the residing in this school district will be notified at the beginning of each school year that such policy is in effect. A copy of this policy will be made available to parents or guardians upon request at any time during the school year. Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

STUDENT DRESS & APPEARANCE REGULATIONS

All clothing must be appropriate for school setting, free of vulgarity, and cannot promote anything illegal or age-inappropriate. Clothing must be free of holes which expose undergarments or skin above the kneecap. Clothing must fit appropriately. General dress or appearance must not disrupt the educational process. Exceptions may be made for Spirit Week or other special occasions on a school-wide basis.

Allowable Dress

- Jeans, slacks, sweats, warm-ups, capris, and overalls which rest at the waist and cover all undergarments above the kneecap.
- Dresses, shorts, and skirts which extend to the length of a dollar bill from the kneecap when standing
- T-shirts, shirts, blouses, sweaters, and pullovers which cover cleavage, shoulders, underarms, and midriff when sitting or standing
- Shoes designed to be worn outdoors and which do not pose possible damage to flooring.

How students dress affects their behavior. Appropriate dress is the responsibility of every student and parent. A school is a place for learning. The following are the standards of Geary's Dress Code:

1. The clothing promotes cleanliness.
2. The clothing promotes modesty. Modesty will be defined at Geary Schools as the following dress requirements.
    a. Shorts, skirts may be no shorter than the length of a dollar bill from the knee.
    b. Running shorts are not allowed at school.
    c. Off the shoulder shirts, tank tops, spaghetti straps or shirts that do not cover the shoulder blade on the back will not be allowed.

d. Cleavage is never appropriate at school and will not be tolerated.
e. House shoes, pajama pants and blankets are not permitted unless it is a designated spirit day. Spirit day clothing must meet all other dress requirements.
f. Shirts must meet the waist of pants while standing or sitting.
g. Pants must be worn at the waist (i.e., sagging is not permitted)
h. Pants and shorts shall contain no HOLES above the knees! Students will be sent home to change or wear alternate clothing provided by the office on the first offense. No tights shall be worn underneath.

3. The clothing should not be disruptive to the learning process at Geary Schools.
4. Clothing may not promote illegal substances, vulgarity, cults, Satanism or other inappropriate imprints including alcohol and the Confederate flag.
5. "Gang" related clothing is not permitted this includes but not limited to bandanas, bands, colors or gang paraphernalia.
6. All caps, hats, beanies, gloves, and hoods on hoodies are not allowed in the building. Students are to place them in their locker when arriving at school and remain in the locker until the school day is complete. These items may be confiscated and held until the end of the school year.

*Students in violation of any of the above dress code guidelines may be sent home to change and charged with an unexcused absence as well as the following:

1st - Warning
2nd - 1 Days of Detention (Lunch)
3rd – 3 Days of Detention (Lunch)

4th or more violations:
5th offense: ISD
6th offense: More days of ISD
7th or more offense: More days of ISD, OSS, or Graduated Sanctions
Contracts could be written between administrator and student if excessive tardiness continue.

BUILDING HOURS

Geary High School classroom buildings open by 7:30 a.m. and close at 4:00 p.m. Students will only be allowed in designated areas during non-regular school hours; hours may be extended for specific areas. Students are not to be in the building before or after these hours unless supervised by a faculty member or in specially designated areas.

VISITING

The administration and faculty encourage visits from parents to discuss the schoolwork of their children. Such visits promote a better understanding of the efforts of the school. However, visitors who desire private conferences with the student or teacher should make their request through the office. Upon entering the building, all visitors must report to the office. A visitor is anyone not officially enrolled or employed by Geary Public Schools. Students not enrolled in Geary School will not be allowed to visit or to attend classes without the express approval of administration.

DRIVING

Students driving cars or any type of motor vehicle to school MUST park on school property and must have a valid driver's license, and insurance verification. The vehicle must be parked when first arriving and cannot be moved until the student has permission or school is dismissed. Passengers are not to be transported in the back of pickup trucks. Any vehicle that is on school property may be subject to search by school officials. Jr. High students are prohibited from driving and/or riding in automobiles with upperclassmen or others without office permission during school hours. Violation of this rule will be considered truancy. Every driver is expected to obey all safety rules at all times with special emphasis around the school. DRIVING TO SCHOOL IS A PRIVILEGE THAT SHOULD NOT BE ABUSED. Students will not be permitted to loiter in the parking lot or sit in cars during the lunch period, before or after school, or between classes. Students may not be checked out at lunch solely for the purpose of driving. Exceptions may be made in case of emergencies. High school student's grades 9th – 12th are allowed to walk off campus for lunch.

CHECKING STUDENTS OUT

Students may be checked-out from the office by a parent or guardian with a note or a phone call for appointments or emergencies. Each time a student is checked-out, a note or phone call is required**. Students may not check out for lunch, unless they are physically checked out by a parent/guardian and leave with parent/guardian. The parent/guardian must physically check student back in at office upon return to school.** Students who are checked out must leave campus.

HALL TRAFFIC AND BEHAVIOR

When the first bell rings in the morning or at noon, students should go immediately to their classrooms. The second bell is the tardy bell and students not in the classroom will be considered tardy. Loitering in the halls is not permissible. In the hall at class change time, students are to keep to the right. They should cut through traffic lanes only when arriving at their destination. All students who are permitted to leave their classrooms during class time must have their teacher's permission. This should be kept at an absolute minimum. A hall pass is required before leaving the classroom. While at school and on school functions, students are expected to address all faculty members by their names, preceded by Mr., Mrs., Miss, or Coach. PLEASE NOTE: CAMERA SURVEILLANCE MAY BE IN THE HALLS AND CLASSROOMS.

TEXTBOOKS

Districts owned textbooks will be available to all students for each class. The student is responsible for the care of books. They must be turned in at the close of the course. If damaged or lost, the student must pay for the books before his grades will be recorded on his permanent record. If books are found later, a refund of the charge will be made to the student. Book payment amount will be determined by the replacement cost of the book. Workbooks in various classes may be purchased by the individual student. Upon completion of the course, the student may keep the workbook. Failure to pay for damaged or lost textbooks or library books may result in student's ineligibility to participate in certain activities until payment is made.

FOOD AND DRINKS

Students are not allowed to take food from the school cafeteria unless permitted by faculty members. No food is allowed to be in any classroom or hallway without prior approval.

SACK LUNCHES

Students are welcome to bring sack lunches from home. However, power drinks (Monster, NOS, etc.) are not permitted.

MEALS

School breakfast and lunch are provided to students at no cost. Breakfast will be offered AFTER first hour and lunch will be offered mid-day.

TELEPHONE

Students are permitted to use their cell phones before school, after school and at lunch. The office phones are for emergencies only.

SEVERE WEATHER-SCHOOL CLOSING

In case of severe weather, snow, or low temperatures, the superintendent's office will send an automated phone message to the main phone number listed for each student. In addition, an official announcement for school closing may be heard over the radio or television stations after 6 a.m. Students should tune in the appropriate stations and should not call the school. In order to receive automated phone messages, current phone numbers should be kept on file in the office. School closings will be broadcast on Oklahoma City television channels 4, 5, and 9. Students should be ready to go virtual learning for these inclement weather days.

LIBRARY

The use of the Library is encouraged for pleasure reading as well as research. There will be a librarian on duty all day to help with the use of the library. Classes will be taught the proper use of the Library, and projects will be conducted in the Library. Books may be checked out for two weeks. A fine of 5 cents will be charged per day that a book is overdue. If a book is lost, the librarian should be notified at once so the fine on the book will not continue to increase. If the book is not found, the student will pay for the book, plus the fine that has accumulated. If books are found later, a refund of the charge will be made to the student. Book payment and amount will be determined by the age and condition of the book. NO FOOD OR DRINKS ARE ALLOWED IN THE LIBRARY.

LOCKERS

Lockers are provided for students. The administration recommends each student has a lock and keep it on at all times. Geary Schools cannot be held responsible for any items left in the lockers. A coach will check out locks for athletic equipment. Athletic equipment or clothes should not be kept in the hall lockers. Students must provide office with means of access to all lockers (key, combination, etc…) for emergency or security purposes. School officials can search lockers at any time. Locks may be cut off lockers if necessary. School is not responsible for items stolen from lockers or at school. Valuable items/money should not be brought to school.

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of all school property. Students who damage property are responsible for paying for the damage. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. Disciplinary action may follow such conduct.

FIRE DRILL AND DISASTER DRILL

The signal for fire drills will be a long continuous bell. Their teachers will lead out students in the buildings. Students should remain in line according to classes so that roll may be checked outside.
The signal for disaster and tornado drills will be short bells repeated. The teachers will take their students to a designated place of safety and will follow prescribed safety precautions. Students are to remain quiet and orderly and follow instructions from proper authority. The “all clear” signal will be a long bell.

ACTIVITY PROGRAMS

Geary Schools have one of the finest activity programs of any school in Oklahoma. The activities offered by this school include but are not limited to the following: Football, Boys’ and Girls’ Basketball, Wrestling, Baseball, Girls’ Fast-Pitch and Slow-Pitch Softball, Band, Golf, Track, FFA, FCCLA, Cheerleading, Clubs, Student Council, Oklahoma Honor Society, and

BETA. Students will not be allowed to participate in two athletic programs at the same time, except under special arrangement with both sport's coaches and the athletic director.

TRANSPORTATION

The Geary School provides safe transportation to all students who are legally eligible to ride to and from school. Students who ride the school buses should be careful about loading and unloading. They should wait for the bus to stop before leaving their seats. When crossing highways or heavy traffic, they should wait for signal of the bus driver. Students should never be moving about in the bus or have arms or head outside the windows while the bus is in motion. The driver of the school bus has the same control over public as the teacher in the classroom. Misconduct will be reported immediately to the transportation director. Please feel free to call the transportation office (884-1027) for any questions concerning the transportation program. The School District cannot be held responsible for the security of personal items left on the bus.

1. Students may be required to walk a short distance to the bus stop.
2. Passengers should be prompt in reporting to the bus stop. Usually a five-minute arrival before the scheduled stop is ample. Schedules should normally be consistent, within a minute or two, except, of course, for the first week or so of school, until routes are finalized, and in case of a substitute driver or unforeseen traffic delays, or during severe weather conditions.
3. "Honk service" or "door to door" is not feasible. Of course, there may be days, especially during the bitter cold of winter that passengers seek shelter until bus arrival. In that event passengers should be alert and prepared to board the bus without delay at the regular stop when the bus arrives.
4. Passengers shall remain seated when the bus is in motion. Upon boarding the bus, the students should be promptly seated. The student should also be alert and prepared to depart the bus at the appropriate stop, causing no delay. The bus driver shall be authorized to assign seats if it is deemed necessary to maintain passenger control, an efficient schedule, and/or other reasonable administrative purpose.
5. While waiting for the bus, students are encouraged to stand a safe distance from the roadway or thoroughfare until the bus has arrived at the designated stop.
6. Students hall cross ten feet (10') in front of the bus (never behind). If it is necessary for a student to cross a lane of traffic to board or after departing, they must have eye contact with the driver and should wait for the driver to motion them across.
7. In case of a bus accident or breakdown, passengers should be orderly and follow the directions of the bus driver.
8. Students wanting to ride on a bus other than their assigned bus must have approval from the office. Those students who wish to ride a bus other than their assigned bus (i.e., going home with a friend, going to a babysitter, etc…) should provide their own transportation. This means that parents are responsible for providing this type of transportation unless prior arrangements have been made with the office.
9. Students cannot get off the bus at any stop but their assigned bus stop without permission from the parent and the principal. Students in grades 7-12 are not permitted to get on the bus at the elementary school without prior permission.
10. Several items or activities are not allowed on the bus, including eating, drinking, animals at any time (to include show and tell day), glass containers, radios and tape recorders. Exceptions may be made by administration.

11. Parents and students are responsible for the cost of repairs for damaged bus property caused by vandalism by the student.
12. Pupil misconduct on a school bus can endanger the lives of the pupils, driver, and the general public. The driver shall report such incidents to the director of Transportation by using a conduct report. The Director of Transportation will give each Building Principal a copy of each report. Serious incidents may result in suspension from riding the bus. Subsequent notices could result in a conference with student and parents. Types of passenger misconduct which may result in the student's loss of riding privileges include:

    a. Deliberate defiance-refusal to cooperate with driver.
    b. Obscene and unacceptable language, gesture, remarks, or literature.
    c. Unusually loud talking or other undue noise.
    d. Throwing/shooting items of any kind. Spitting in the bus or out the windows.
    e. Scuffling/teasing/tormenting other students on the bus or at the bus stop.
    f. Fighting on the bus or at the bus stop.
    g. Deliberate delay-loading and unloading.
    h. Refusal to stay seated/turned around in the seat/standing or moving around in the bus.
    i. Use of tobacco or tobacco products/matches/drugs/alcohol on the bus.
    j. Extending any part of the body or objects out of the window.
    k. Tampering with bus equipment.
    l. Vandalism and destruction of property.
    m. Restricted materials or items on the bus.
    n. Other violations endangering safe operation on the bus.

13. When weather conditions in the school indicate a possibility of or an existence of dangerous road conditions, every effort will be made to notify the news media by 6 a.m. Further, every effort will be made to return the pupil's home at the regularly scheduled time.

TRANSPORTATION POLICY FOR DISCIPLINING PUPILS

1. The first time a student creates a disturbance, the driver will verbally warn the student about what rule the student is braking and that if student's misconduct continues a conduct notice is issued. If the first conduct notice is issued the parents must call the PRINCIPALS office: Elementary (884-5701) or MS/HS (884-5606) and sign the conduct notice before transportation is resumed. The reason for the call is for the parents and transportation management to talk over the problem and possible consequences and try to resolve the problem.
2. If a second conduct notice is issued, a pupil's bus privileges are automatically suspended for three school days.
3. Upon receiving a third conduct report a student shall be suspended for fifteen school days.
4. If a student receives a fourth conduct report, they will lose their bus riding privileges for thirty school days.

5. In the event that any student receives their fifth conduct report, they will be suspended for forty-five school days. In any case, conduct reports must be signed by a parent and returned before transportation will resume.
6. SEVERE CLAUSE: Immediate suspension from bus will occur immediately if the incident is serious and jeopardizes the safety of the passengers.
7. Interpretation of severity of incident and the disciplinary action taken shall be at the discretion of the administration.

SECTION 304.050, RSMO SCHOOL BUSES:

The driver of a vehicle upon a highway upon meeting or overtaking from either direction any school bus which has stopped on the highway for the purpose of receiving or discharging any school children and whose driver has in the manner prescribed by law given the signal to stop, shall not proceed until such school bus resumes motion, or until signaled by its driver to proceed.

BUS RIDER RULES

RIDING A SCHOOL BUS IS A PRIVILEGE, AND THE PRIVILEGE MAY BE REMOVED FOR NOT ABIDING BY THE BUS RIDER RULES:

PRIOR TO LOADING: students should:

1. Be on time at the designated school bus stops keeping 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. Exceptions may be made by administration.
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 serious accident. The life you save may be your own.
6. Treat bus equipment as you 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 smaller children.
10. Not throw objects in or out of the bus.
11. Remain in their seats while the 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 driver's assistants
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

AFTER LEAVING THE BUS: Students should:

Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross the road.

1. Go home immediately, staying clear of traffic.
2. Help look after the safety and comfort of smaller children.

EXTRACURRICULAR TRIPS:

1. No students shall load the bus unless school sponsor is present.
2. The above rules and regulations should apply to all trips under school sponsorship.
3. Sponsors will be appointed by the school officials.

NOTE: Items not allowed at school will also NOT be allowed on the bus including radios, tape players, CD players, electronic equipment, knives, guns, and Frisbees or other disruptive items.

ATTENDANCE/ACTIVITIES POLICY

Administration will annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a child. The maximum number of absences for activities which removes the student from the classroom will be ten (10) for any one class period of each school year. Activity absences are recorded by teachers on the computer. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the Board of Education.

Extracurricular Activity Participation

Students are hereby put on notice that violation of the drug/alcohol policy will affect their eligibility to participate in extracurricular activities and/or organizations, pursuant to the following procedures:

- Whenever a coach and/or sponsor has reasonable suspicion, based upon what he/she believes to be reliable source(s), that a Geary student organizational member has been involved in the use, possession or distribution of illicit drugs (including alcoholic beverages), whether at or away from school, the coach or sponsor will inform the principal, and the principal will investigate the alleged incident.
- Following the investigation, a group comprised of coaches and/or sponsors will convene to discuss the principal's findings. If the findings lead the group to be reasonably assured of the student's guilt, the principal will initiate discipline procedures in accordance with board policy.

ELIGIBILITY

Oklahoma Secondary School Activities Association Academic scholastic eligibility standards are required of all students participating in extra-curricular activity programs.
There are two considerations:

1. TERM GRADES:
   a. A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last term he/she attended fifteen or more days.
   b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next term they attend.
   c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
   d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the proceeding term should be obtained from the records in the school last attended.

2. STUDENT ELIGIBILITY DURING A TERM:
   a. Scholastic eligibility for students will be checked at the end of the third week of a term and each succeeding week thereafter.
   b. A student must be passing in all subjects he/she is enrolled in during a term. If a student is not passing all subjects enrolled in at the end of a week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
   c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.
   d. "Passing grade" means work of such character that credit would be entered on the records were the term to close at that time.

The school (through teacher, coach, or office) will make a reasonable effort to notify parents of persistent ineligibility problems.

ACTIVITY TRIPS – FIELD TRIPS

For a student to be eligible to participate in any activity or field trip that takes him/her outside class time, he/she must be in good standing academically with each teacher. Correct classroom behavior will also be taken into account to qualify for field trips. Students must go and return in school transportation that is provided. Special arrangements must be made with the activity sponsor if students wish to return with their parents. Whenever possible, trips and school

activities will be scheduled on days that will maximize the number of students out of school on one given day. Trips will be educational in nature.

Athletics/Extra Curricular Activities

Participation in athletics or certain extra-curricular activities requires that a Geary High School Activities Code of Behavior and/or a physical, signed by student and guardian, be filed with activities/athletic director.

Athletics General Provisions

The Geary Public Schools believes that individual students can benefit physically and intellectually through their experiences in self-discipline and their contributions to team effort made possible through competitive sports activities.

It is the Board's policy to provide students with the opportunity for interscholastic athletic competition in a variety of sports and to provide qualified personnel for coaching and supervising individual sports.

The purpose of athletics is both educational and recreational. The athletic program should encourage participation by as many students as possible and should be carried on with the best interests of the participants as the first consideration. This should be done without reasonable interference with other obligations in the school community.

It is recognized that a well-organized and well-conducted athletic program is an important factor in the morale of a secondary school student body, and an important phase of good community-school relations.

However, the Board also believes that athletic education is an adjunct to the regular curriculum and that certain criteria must be met by each participant to ensure that no undue emphasis is placed in any one area. Students will be made aware of any and all participation requirements. No student will be permitted to participate in athletics unless such minimum criteria are met.

Governing Body

Geary High School is a member of the Oklahoma Secondary Schools Activities Association (OSSAA), and in all athletic matters will adhere firmly to the rules and regulations of that body and to the philosophy of sports it encourages. The eligibility of students to participate in the athletic program is determined in accordance with OSSAA regulations.

Administrative Oversight

The athletic program is an integral part of the curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum.

Those teachers having direct responsibility for the conduct of the athletic program of the school must conform with the guidelines of the general education program as laid down by the board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.

Expenditures for the athletic program are largely from the school activity fund. Coaches of each sport will submit their budgetary needs to the athletic director for the next school year, and the latter will present the total athletic budget request to the Superintendent for approval and inclusion in the budget.

Student Safety Issues

No student may start practice for any athletic team until he/she has been examined and approved by a medical doctor and until written consent has been obtained from the parent. Insurance against accident or injury shall be provided by the students engaging in interscholastic athletics.

Behavior of Participants

Behavioral/Participation Standards:

- Athletes who quit or get dismissed from a sport will not be allowed to practice another sport until the current sport is over. The only exception to this rule is by mutual consent of both coaches involved. This rule applies to the current school year and current sports season.
- School athletic equipment will not be given out to be used during the summer without the approval of the Athletic Director. Equipment is not to be used by outside groups.
- Game officials will be treated with respect and participants will avoid arguments with officials. Players showing disrespect to officials may be dismissed from the team for the rest of the season.
- Participants must keep a good relationship with opposing coaches and players.
- The use of profanity is inconsistent with the philosophy of athletics and will not be tolerated.
- If a student loses his/her equipment he/she must reimburse the school for it.

Conduct Which May Warrant Dismissal

Following are acts which may cause an athlete to be dismissed from the athletic program for the remainder of that year:

- Immorality or stealing.
- Violation of written school rules, regulations or policies.
- Possession, threat or use of a dangerous weapon.
- Assault, including verbal threats, battery and destruction of property.
- Possession or use of any illegal drug, tobacco (in any form) or alcohol.
- Conduct which jeopardizes the safety of others, which includes showing disrespect to an official.
- Habitual absence.
- Membership by athletes in secret clubs, sororities or other secret organizations.
- Hazing
- Conduct of any kind resulting in arrest.

Dismissal from a Team

Coaches have the responsibility of providing an atmosphere that is conducive to coaching their athletes. Therefore, athletes who become disruptive to the program should be dealt with in a firm, fair and consistent manner. The coach will first try to resolve any such situation, if circumstances permit, before dismissing any athlete.

Appeal to Athletic Director:

- Any athlete who has been dismissed from a team will have the right of appeal by making a written request specifying the reasons for the appeal to the Athletic Director within three days from the date of the athlete's dismissal from his/her team(s).
- The Athletic Director may uphold the original decision or reverse the decision, depending on the evidence. The athlete has a right to appeal this decision.

Appeal to Board of Education:

- If the athlete desires to make further appeal, and only after having appealed to the Athletic Director, the athlete will have the right to make a written request to the Superintendent of Schools within five days from date of previous appeal requesting a hearing before the Geary Board of Education. The written request will specify the basis for the appeal.
- The decision of the Board of Education shall be final.

Grooming Standards

The grooming standards for athletes are:
The appearance should be socially morally accepted by our community.
Standards should be safe, realistic, healthful, and consistent.
During the season of the sport, beard, moustaches and//or goatees will not be permitted.
Athletes are to be as neat and clean as possible.
Athletes shall take pride in their appearance as they are representing themselves, their families and their school.
Athletes shall comply with the Geary Student Handbook.

Students who have not obtained physicals or other requirements may be reassigned to another class as scheduling permits.

MANAGERS FOR ATHLETIC TEAMS

Coaches may assign team managers, training assistants, etc. for any OSSAA governed team. Managers must follow the same criteria as athletes as outlined by OSSAA. Bookkeeping, record-keeping, and/or assisting at games/matches may be assigned as coaches deem necessary as long as it does not violate the above policy.

BAND

High School Band is composed of those students in grades 6-12. The High School Band presents concerts for the school and general public and performs at several contests representing the many facets of the band program. The High School band provides spirit for all football games and pep assemblies. The aim of the program is to help build responsible individuals and better citizens while giving them knowledge of music and how it works. Students may be required to attend extra rehearsals and are required to be present at all performances. Absence at performances of the band without good cause, such as illness or a death in the family, is grounds for disciplinary action in band at the discretion of the band director. Attendance constitutes a majority of the student's grades.

STUDENT COUNCIL

Middle School and High School Student Council representatives will be elected at large from each grade 6 -12. Representatives must meet conduct requirements. The purpose of this organization is to provide government and unity to students, teachers, and administration.

CLASS OFFICERS
PROCEDURES FOR ELECTION/REMOVAL OF OFFICERS

These procedures shall apply to all class elections and any organizations not governed by a state or national charter.

- ELIGIBILITY: Class officers must have no grades lower than a "C" for the previous three terms with a GPA of 3 point or higher cumulative. Any student with more than two office referrals in the previous term will not be eligible to run for office.
- FILING: Offices are open for all members of the class or organization. Students interested in filing for office must come by the sponsor's classroom to file for office. The filing period will be one school day, from 8:00 a.m. until 3:20 p.m. Students will receive a copy of the duties, responsibilities and qualifications (if any) for the office for which they are filing.
- CAMPAIGNING: A meeting of the class or organization will be held within one week of the filing period. At that meeting, each candidate who filed for office will make a campaign speech, noting his or her qualification for office. Following the meeting, campaigning may take place. The day for casting of ballots will be no more than one week from the previous meeting, and campaigning may be conducted in the interim, as long as it is not disruptive to the learning process.
- BALLOTING: The voting period will be one school day during the lunch period. A list of those eligible to vote will be given to the supervisor of the polling area. Students will sign a voter's registration sheet before being given a ballot. All ballots will be cast in a private polling area and recorded.
- RESULTS: At the closing of the polls, a committee of three school staff members, will review and record votes and post results on the door of the balloting. Should no student receive a majority, the same procedures will be duplicated with the two top candidates.
- REMOVAL FROM OFFICE: All elected officers must realize that the holding of an elected office requires service to that position and organization. An elected officer may be recalled from office with 25% of the membership signing a recall petition showing cause. Prior to any recall petition being circulated by the class or organization membership, a meeting will be held with the officer in question, the sponsor of the class/organization and the building administrator to explain the charges and the process to be followed, insuring that the officer is afforded his/her due process rights. The signed petition will be presented to the building Student Council sponsor, and the sponsor will present the petition to the Student Council for their investigation. Parties to both sides of the dispute will be allowed to address the student council if they so desire. At the request of the officer being recalled, the hearing before the Student Council may be a closed hearing. If, upon completion of their investigation, the Student council determines cause to exist, the recall will be allowed to proceed. The vote of the Student Council will be by secret ballot. This investigation will take no more than five (5) school days after presentation of the recall petition to the Student Council sponsor. At any time during this process, either party may visit with the sponsor in charge, the building counselor, or the building principal.

JUNIOR/SENIOR PROM

The junior/senior prom will be scheduled in the spring semester of each school year on a date chosen to minimize conflict with any other school activities. Prom calendar date must be confirmed with high school principal, counselor, and activities/athletic director. Prom budget and plans should be submitted in January to administration for approval.

Guests to prom must be freshmen or older. Prom sponsor must be notified in writing of any attendee who is not a student of Geary High School. Students from other school districts must be

in good standing in respective schools and must be approved by the principal. Guests must not exceed 20 years of age. Exceptions may be made for married students. Administration and prom sponsors may prohibit any person from attending prom that is disruptive or presents a threat to the attendees or proceedings. Prom queen and king must be chosen from senior class. Prom decoration may not displace any student activities or facilities any earlier than the Thursday afternoon before Prom. Juniors will not be dismissed from the prom until facilities have been cleaned and readied for normal use.

PROCEDURE FOR ELECTING QUEEN CANDIDATES

To be a queen/king candidate, a student must be currently enrolled in grades 9-12. The athletes (basketball players for basketball, football players for football, and wrestlers for wrestling) will nominate three Senior queen and king candidates and one boy and girl attendant from each class. Underclassmen can only be an attendant once per year. Even if you participate in more than one sport. The appropriate team will then elect a senior as queen and king. If there are no seniors associated with that sport, then a queen will be elected from the next highest class represented. Once a person has served as a queen/king during the school year, he/she may not be considered as a candidate for any queen/king position that school year. Prior queens/kings are ineligible in future competitions in the sport previously represented. Homecoming court and all attendants must be eligible according to OSSAA rules and in attendance six (6) out of seven (7) periods the day of homecoming.

LETTERING REQUIREMENTS FOR ACADEMICS, ATHLETICS, BAND, CHEERLEADERS

Letter Jackets may be obtained by students who have participated in any sport or activity sanctioned by OSSAA guidelines. Individual lettering requirements are outlined below and/or may be obtained from the coach or sponsor.

FOOTBALL

1. An athlete must finish the season.
2. Lettering an injured athlete is at the discretion of the coaching staff and administration.
3. An athlete must be eligible to play at least 16 quarters.
4. Seniors who have participated for three years will letter.
5. Equipment must be checked in or paid for before letter will be awarded.
6. Managers must finish the year in good standing and must have given exceptional service.

BASKETBALL AND WRESTLING

1. An athlete must finish the season.
2. Lettering an injured athlete is at the discretion of the coaching staff and administration.
3. The athlete must be eligible to play in at least 20 quarters – 10 matches for wrestling.
4. Seniors who have participated for three years will letter.
5. Equipment must be checked in or paid for before the letter will be awarded.
6. Managers must finish the year in good standing and must have given exceptional service.

BASEBALL AND SOFTBALL

1. An athlete must finish the season.
2. Lettering an injured athlete is at the discretion of the coaching staff and administration.
3. The athlete must be eligible to play in ½ of the total innings of the regular season and tournaments.
4. Junior varsity team play does not count toward lettering.
5. All equipment must be checked in or paid for before the athlete will be awarded a letter.
6. Managers must finish the year in good standing and must have given exceptional service
7. Seniors who have participated for three years will letter.

BAND/COLOR GUARD

1. The student must be enrolled in Geary Public School system as a sophomore, junior or senior.
2. He/she must be enrolled in the regularly scheduled high school band hour.
3. He/she must have no more than one unexcused absence from performances.
4. Must finish season.
5. Lettering at the discretion of the director.
6. He/she/ must attend and perform at 80% of all band rehearsals.
7. Equipment must be checked in or paid for before letter will be awarded.

CHEERLEADERS

1. An athlete must finish the season.
2. Lettering an injured athlete is at the discretion of the coaching staff and administration.
3. Cheerleaders must maintain all grade eligibility requirements.
4. Seniors who have participated for three years will letter.
5. Equipment must be checked in or paid for before the letter will be awarded.
6. Cheerleaders must attend the clinic designated by the cheerleader sponsor for that particular year.
7. Athlete must not miss a varsity game or match game unless that absence is excused by the cheerleader sponsor.

Upon completion of requirements, students will receive a certificate of lettering.

SECONDARY CAMPUS

Students in Grades 9- 12 may walk off campus for lunch. **Driving during the school day by any student is not permitted without prior authorization through the office. After arriving at school, students are not permitted to leave the school grounds without permission from the office. Students are to remain on campus during school hours.** Students should report to the cafeteria for breakfast upon arrival for the school day. Breakfast will be served between 7:30 and 8:00. Violation of this policy will be considered truancy, and students will be disciplined accordingly.

Campus may be closed at any time at the discretion of school administration. Excessive discipline occurrences, unsafe activities, or reports from community members will result in campus closure. Closing campus may affect certain grades or the entire student body and may be temporary or permanent.

STUDENT/PARENT HANDBOOK SIGNATURE FORM

(GRADES 6-12)

My signature below indicates that I have been informed that the policies contained in my school's handbook are available on the district website.

My student (I) will use the computer/internet while at school pursuant to the board policy and he/she agrees (I agree) to abide by the rules of the policy. I understand that violations or misuse of the district's computer network and internet may result in student access privileges being revoked and school disciplinary action under the Student Code of Conduct may be taken against my student (me), and this may affect their (my) class grade.

I understand that this access is being provided for educational purposes only. I agree that I will hold harmless and indemnify the school district for any fees, expenses or damages incurred as a result of the student's purposeful use or misuse of the network, access to the internet or computer equipment.

In addition, if I choose to participate in an extracurricular activity, I will abide by the Geary School District Extra Curricular Code of Conduct. As such, my behavior will reflect the values of **respect** for myself, **respect** for others, **respect** for authority, **respect** for property, as well as of **honesty** and **integrity**.

As a Geary student, I understand that I am privileged to be a representative of the school district, and my conduct must reflect accordingly. I realize that my actions reflect on me, my team/activity and my school; therefore, I accept the responsibility to be held to a higher standard.

I accept that as a Geary student, I have a responsibility to my peers to support and assist them when they are in need, in both academic and social situations.

Student's Name (please print) _____

Parent/Guardian's Name (please print) _____

Parent/Guardian Signature _____

Student's Signature _____Date_____

Homeroom _____