

## **A note from the Principal:**

On behalf of the faculty and staff at Durant Middle School, I would like to welcome students and parents to the 2017-2018 school year. This is an exciting time of change and challenge for both the seventh and eighth grade students. Our staff and administration have worked hard to create and implement greater opportunities for the students of DMS. It is our desire to offer the best possible learning environment and to challenge each student to reach his or her maximum potential.

With the help of parents, teachers, administrators, and students, we can forge a partnership that will result in a positive and meaningful educational experience. Our school has a priority of creating an educational atmosphere of high challenge and mutual respect. In addition, the safety and security of each student are paramount to our educational mission. With everyone as active participants, we can achieve these goals.

The first section of this handbook contains an outline of information that is designed to structure the environment at Durant Middle School. Both parents and students should take time to review these policies and procedures. This will increase the probability of your child having a productive and successful year at school.

Staying in touch with current school programs and activities has also been made possible through the mediums of television and the Internet. Durant Public Schools maintains information on channel ten (cable TV) and on our school web site. Our web address is [www.durantisd.org](http://www.durantisd.org).

May I express again how excited we are about the new school year and a sincere invitation for your involvement in the education of your child.

Sincerely,

John Williamson  
Principal  
Durant Middle School

### **MISSION STATEMENT**

The mission of our learning community is to work together to assure that every child feels important and is empowered to be a happy, successful, and responsible human being.

## **ACCIDENT INSURANCE**

Student accident insurance is available to students at the time of enrollment. Each student is provided an application form. A school-time plan and a full-time plan are available. Brochures outlining the benefits and premiums will also be provided with the form. Claim forms will be kept in the office should enrolled children be injured. A copy of the insurance policy is kept in the Superintendent's office and can be viewed there if you have questions. Some form of insurance, either this plan or a personal plan carried by parents should cover students participating in athletics. The school does not carry insurance on personnel or students.

## **ACTIVITY ABSENCES**

Each student will be allowed 10 Student Activity Absences. Activity absences apply to extracurricular events, such as athletic events, vocal and instrumental contests, etc. Students may not miss any one-class period more than the allowed 10 times. Students who are involved in more than one extracurricular activity will soon use up their allotted absences and will not be allowed to participate in the activities that would take them away from school. An example: a student is enrolled in athletics (football, basketball, and track-fall, winter and spring sports), and band. By the time end-of-the-year band contests occur, a student could possibly have already been absent 10 CLASS PERIODS due to athletic events and would not be allowed to travel to the band contests. Students should monitor the number of their absences to avoid such situations.

An ineligible student will not be allowed to participate in any activity that would result in an absence from any academic class and/or participate in an out-of-town school trip. Activities sanctioned or governed by the Oklahoma Secondary Schools Activities Association will be governed by their guidelines.

## **ALTERNATIVE CLASSROOM**

Students assigned to the Alternative Classroom for discipline reasons will be required to report to an Administrator at a designated area upon arrival at school and will remain in class until 3:35 p.m. Students who are late or miss part of the day will be required to make up the time missed. Permission to leave early can only be granted by the Principal or the Assistant Principal.

## **ATTENDANCE REPORTING POLICY**

The following policy applies to all student absences regardless of the length of absence:

When a student is to be or has been absent, his/her parent should call the attendance clerk at 916-7244, and verify the absence by 8:30 a.m. Parents should call the school regardless of the reason for the absence, illness, doctor's appointment, out-of-town trip, family emergency, etc. If an absence remains unexcused for two days after the student returns to school, disciplinary measures will be taken. **WRITTEN NOTES WILL BE ACCEPTED TO VERIFY A STUDENT ABSENCE.**

## **ATTENDANCE POLICIES AND PROCEDURES**

Durant students are required to attend school on a regular basis. Students are expected to be in class on time and attend school the entire school day. Oklahoma state law requires students to attend school a minimum of 90% of the days scheduled per school year. The current school calendar establishes

180 days of school per year. If a student misses more than 18 days per school year, absences are considered outside the boundaries required by state law. Students with excessive absences are also subject to loss of credit and retention. Student attendance is the responsibility of the student's parent or guardian. Charges may be filed through the District Attorney's office with possible fines of up to \$125 being assessed for each day of excessive absence (each day is a separate offense). Durant Middle School truancy issues will also be addressed by the Durant School Resource Officers and the Durant Middle School Administration.

As a preventative measure to ensure academic success, connectedness to school, and build resiliency in Durant Public School students, the Durant Middle School has adopted as policy the following measures for the operation of the Durant Middle School concerning excessive absences:

Parents/guardians of students that fall below the 90% attendance requirement during the school year will receive a letter from Durant Middle School advising them of our concern for the possibility of excessive absence issues.

Students between an 80%- 90% attendance rate for the number of days enrolled will be subject to the following:

- Ineligible to participate in any activity sanctioned by the OSSAA (Oklahoma Secondary Schools Activity Association)
- Prohibited from participating in off-campus extracurricular activities
- Loss of Rewards Day privileges
- Further action in an attempt to encourage improved attendance

Unforeseen circumstances causing excessive absences can be submitted in writing to the Principal for consideration

Students below an 80% attendance rate for the number of days enrolled will be referred to the campus attendance committee and will be subject to the following based on their findings:

- Ineligible to participate in any activity sanctioned by the OSSAA (Oklahoma Secondary Schools Activity Association)
- Prohibited from participating in off-campus extracurricular activities
- Loss of Rewards Day privileges
- Make up time missed due to absences (two hours of retention per day missed)
- Possible retention and loss of credit
- Further action in an attempt to encourage improved attendance

Information or circumstances concerning the absences can be submitted in writing to the campus attendance committee for their review and consideration.

## **BACKPACKS**

Students will only be allowed to carry their books and supplies to and from school in back packs.

## **BICYCLES AND SKATE BOARDS**

Bicycles and skate boards are to be secured to the rack located east of the main entrance (corner of 8<sup>th</sup> & Walnut Street). Riding these modes of transportation around campus is prohibited. Skateboards cannot be brought into the building.

## **BULLYING PREVENTION ACT**

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm of the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission of the student or other students.

The Board has also adopted a policy prohibiting harassment, intimidation, and bullying which defines and explains this conduct and the School District's response to the legislative mandate.

## **CAFETERIA**

Meal prices are published at the beginning of each school year. **No charges are allowed. Taking food without payment is theft and will result in severe discipline.**

## **CAMERAS**

No cameras of any type are allowed on campus without permission of the Principal's office.

## **CARE OF SCHOOL AND STUDENT PROPERTY**

As good citizens of our community, students are expected to place litter in waste receptacles, respect the property of others on the way to and from school, and will be expected to pay for any property that is damaged or lost while in their care. Students should stay away from private property near the school.

## **CELL PHONES AND OTHER WIRELESS COMMUNICATION DEVICES**

- **Students WILL NOT be permitted to use cell phones to call home for illness.**
- **Students WILL NOT be allowed to use their phones during lunch or break periods.**

- **Headphones and ear buds ARE NOT allowed to be worn or displayed while in the hallways. They may only be used in the classroom with teacher permission.**
- **IPOD, MP3 and other personal entertainment devices are prohibited on school grounds. No exceptions.**

### **CHANGE OF ADDRESS OR PHONE NUMBER**

These changes should be reported to the office as soon as possible. This information is vital to school administration in the event of an emergency.

### **CLASS SCHEDULE CHANGES**

No schedule changes will be made after two weeks into a semester unless deemed necessary by the Principal or his designee. A parent-teacher conference may be required for schedule changes. Conferences to seek schedule changes can be set up by contacting the school counselor's office.

### **COUNSELOR**

The Counseling office is located on the first floor across from the main office entrance. Students needing to see the counselor should first report to their teacher and obtain a hall pass before going to the counselor's office.

### **DAILY TRAFFIC FLOW**

#### **7<sup>th</sup> grade drop off and pick up instructions**

From Pine Street, turn north onto 9th Street. Travel approximately one block, turning right into the west entrance of the parking lot. Pull forward until you are at the main entrance, located at the west commons.

Please exit the parking lot through the south entrance, onto Pine Street.

If by chance you have a 7<sup>th</sup> and 8<sup>th</sup> grade student, you may use the designated drop off point of your choosing.

#### **8<sup>th</sup> grade drop off and pick up instructions**

#### **MORNING DROP OFF**

From Pine Street, turn north onto 8<sup>th</sup> Street. Travel approximately one block, stopping at the Durant school monument. Please stay in the left lane so that through traffic may pass on the right and you can safely drop off your student at the curb nearest to the entrance. All students will use the main building entrance in the morning.

#### **AFTERNOON PICK UP**

From Pine Street, turn north onto 8<sup>th</sup> Street. Travel approximately one block, turning right at the stop sign onto Walnut St. Please stay in the left lane so that through traffic may pass on the right and you can safely pick up your student at the curb nearest to the entrance.

Pull forward, just past the flagpole, until you are at the entrance of the east commons.

If by chance you have a 7<sup>th</sup> and 8<sup>th</sup> grade student, you may use the designated drop off point of your choosing.

**Buses:** Buses will use the road on the West side of the school, near the tennis courts, for drop off and pick up of students. This road is **one way heading North** and will be closed to all other traffic 30 minutes before and after school.

## DEMERITS

Students that receive consequences will receive demerit points. The quantity of points given will be based on the resolution assigned to them:

Warning	1 point
Morning/Lunch detention	2 points
After School Detention	3 points
Alternative Classroom	4 points
Suspension (Out of School)	5 points

Students that receive 20 or more demerits during the school year may have privileges revoked.

## DETENTION

- Individual teachers in accordance with the classroom discipline plan assign thirty-minute detention.
- The Principal or the Assistant Principal assigns hour detention.
- Detention will be held Monday thru Thursday during the following times.  
Thirty-minute detention - 3:25 until 3:55  
After School detention – 3:25 until 4:15
- It is the **responsibility of the student** to inform his or her parents of assignment to detention.
- Students will be notified upon assignment to detention as to where the class will meet.
- Students are not allowed to be late to detention. Failure to arrive on time will result in additional consequences.
- A student must receive **prior** authorization to miss detention from the assigning person. Students who miss detention without permission will be referred to the assistant principal.

## DISCIPLINE PLAN - CLASSROOM

We are happy your child enrolled in the Durant Middle School this year. We are looking forward to a very productive year. We believe that all of our students can behave appropriately in school. We will not allow any student to stop a teacher from teaching or to keep other students from learning. In order to guarantee your child and all of our students an environment conducive to learning, the following Discipline Plan will be utilized:

## RULES FOR A PRODUCTIVE AND POSITIVE LEARNING ENVIRONMENT

1. Students will be on time to class and follow directions.
2. Students will bring all necessary materials to class.
3. Students will stay in their seats and talk only with permission.
4. Students will be courteous and respectful to others, keeping their hands, feet, and other objects to themselves.
5. Students will move quietly in the halls, restrooms, and cafeteria.

**The breaking of rules will result in the following consequences:**

<b>1st infraction</b>	Warning
<b>2nd infraction</b>	Letter sent to parent or telephone conference
<b>3rd infraction</b>	30-minute detention (3:25-3:55)
<b>4th infraction</b>	Referral to Assistant Principal
<b>Severe Disruption</b>	Immediate referral to the Assistant Principal

**SUSPENSION**

Students that receive a suspension as a consequence/resolution can be assigned either alternative classroom or morning/lunch/ after school detention. This will allow students the opportunity to make up any work that was assigned while they were suspended out of school. Demerits will only be given for the primary offense.

**DISCIPLINE POLICY**

**Durant School District Policy on Student Behavior**

The Board of Education of the Durant School District adopts the following policy and procedures dealing with student behavior:

**General Expectations**

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Durant Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

**Discipline Code**

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson.
2. Altering or attempting to alter another individual's food or beverage.
3. Assault (whether physical or verbal) and/or battery.
4. Attempting to incite or produce imminent violence directed against another person. This prohibition includes but is not limited to acts directed toward a person because of his or her race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message.
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material.
6. Cheating.
7. Conduct that threatens or jeopardizes the safety of others.
8. Cutting class or sleeping, eating or refusing to work in class.
9. Disruption of the educational process or operation of the school.
10. Extortion.

11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval.
12. Failure to comply with state immunization records.
13. False reports or false calls.
14. Fighting.
15. Forgery, fraud or embezzlement.
16. Gambling.
17. Gang-related activity or action.
18. Harassment, intimidation and bullying, including gestures, written or verbal expression, electronic communication or physical acts.
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location.
20. Immorality.
21. Inappropriate attire.
22. Inappropriate behavior or gestures.
23. Indecent exposure.
24. Intimidation or harassment because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b).
25. Obscene language.
26. Physical or verbal abuse.
27. Plagiarism.
28. Possession or distribution of a caustic substance.
29. Possession or distribution of obscene materials, including electronic possession, distribution or viewing (sexting).
30. Possession, without prior authorization, of a wireless telecommunication device.
31. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.).  
Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the principal, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.
32. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute, or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
33. Possession of illegal and /or drug-related paraphernalia.

34. Possession of prescription and/or non-prescription medicine while at school and school related functions without district approval.
35. Profanity.
36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions.
37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
38. Theft.
39. Threatening behavior including but not limited to gestures, written, verbal or physical acts, or electronic communications.
40. Truancy.
41. Use or possession of tobacco in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
42. Use or possession of missing or stolen property, if property is reasonably suspected to have been taken from a student, a school employee, or the school.
43. Using racial, religious, ethnic, sexual, gender or disability-related epithets.
44. Vandalism
45. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property.
46. Vulgarity
47. Willful damage to school property
48. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct an immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

## **DRESS CODE**

The dress code is designed for all students with emphasis on good grooming, cleanliness, safety, and proper dress. This code is an integral part of the student's educational process, which tends to enhance one's appearance and personal image in the school.

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

Compliance with the dress code is a responsibility of every student and parent..

**POSITIONS OF THE DRESS CODE INCLUDE:**

1. Students may not wear halter-tops, midriff shirt/blouses, tank tops, pajama type top or bottoms or other revealing or low cut clothing. Sleeveless tops must have fitted armholes.
2. Tank tops and strapped tops are **not** allowed.
3. When a student raises his/her arms the stomach or back will not be exposed.
4. Pants that are sagging or have holes located above the knees are not permitted.
5. Chains are not permitted as belts, decorative items, or attached to clothing.
6. All undergarments must be hidden from sight by the pants or shirt.
7. All students are required to wear shoes. Cleated shoes are not to be worn in the school building. House shoes are not acceptable footwear.
8. Students may not wear clothing or accessories that display symbols, pictures, lettering or numbering that is profane, vulgar, repulsive, interpreted as sexual innuendo, or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low point beer, illegal or illicit drugs, drug-related items, drug paraphernalia, or other items or activities that are illegal for the general population or for minors.
9. Handwriting on clothes and/or skin is prohibited.
10. All headgear, which would include: hats, caps, scarves, or bandanas will not be brought or worn to school, except for medical reasons or when deemed necessary for a class. Any headgear that is brought or worn to school without medical reason or as necessary equipment for a class may result in the loss of headgear.
11. Students may wear earrings, except long dangling or large loop earrings that create the possibility of injury in classrooms, hallways or activities. Flesh Tunnels, Gauges/Plugs, Tapers or any other device that facilitates these instruments are prohibited. All other visible body piercing jewelry is prohibited.
12. Shorts are allowed if they are no shorter than knee length. Skirts and dresses must also meet the same rule.
13. Tight fitting knitwear is prohibited unless covered by a garment that is knee length. This includes but is not limited to yoga pants, leggings, biking shorts, spandex or other tight fitting garments. Clothing with logos or words printed on the seat is prohibited.
14. Personal items are to be kept in student's backpack. Headphones and ear buds are not allowed to be worn or displayed while in the hallways. They may only be used in the classroom with teacher permission.
15. Students wishing to change their hair color will be restricted to those colors, which are considered naturally occurring. Also, hairstyles that are substantially distracting are prohibited. This includes but is not limited to Mohawks, Fauxhawks, designs shaved into the hair. Student's hair should not cover the eyes.

16. No sunglasses or eyeglasses may be worn inside school facilities unless prescribed by a doctor for inside wear.

When a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodations shall be provided. Any student desiring accommodations shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

The faculty will identify possible dress code violations with the principal or counselors making the final decision. Any student in violation of the dress code will have the following consequences:

1. Clean alternate clothing, in the form of a t-shirt or sweats will be provided to the student to wear for the remainder of the school day. Students will return the alternate clothing in exchange for theirs at the end of the school day. **Students will not be allowed to call home for another article of clothing.**
2. Repeated violations of the dress code may result in detention or more severe consequences.
3. Violations that cannot be immediately corrected will result in removal from class.

### **ELEVATOR KEY POLICY**

Students who need to use the elevator will be allowed to do so with the permission of the school nurse or by physician request. Students will be given an elevator key in the office and are to return it at the end of each day. Students who lose a key will be responsible for the replacement cost.

### **ELIGIBILITY**

Durant Middle School is a member of the Oklahoma Secondary Schools Activities Association. All concerned in the activity program will strictly adhere to rules and regulations of this association.

A student must have received a passing grade in at least five courses during the previous semester in order to be eligible to participate in activities. If a student does not meet the minimum standard, he or she will not be eligible to participate during the first six weeks of the following semester. The student may regain eligibility by achieving passing grades in all subjects at the end of the first six weeks of school.

After the first three weeks of school, a student must maintain passing grades in all classes on a week-to-week basis. If a student is not passing all subjects when the grade checks are made each Friday, the student is placed on probation for the following week. If the student is not passing **all subjects** during the probation week, they become ineligible. The ineligibility periods will begin on Monday and end on Sunday. The student remains ineligible for the entire week, even if the grades are all raised to passing during the ineligible period.

Students must also be in attendance at least 90% of the class days held up until the days of the school activity. Students who have been absent for more than 10% of the classes held are ineligible.

## **RULING REGARDING EXTRACURRICULAR ACTIVITIES NOT GOVERNED BY OSSAA**

All school related extracurricular activities not sanctioned or governed by the Oklahoma Secondary Schools Activity Association that are scheduled by Durant Public Schools will abide by the following guidelines:

- 1) A student may not participate in such activities if the event will require them to be absent from class during the school day.
- 2) A student's eligibility status will not affect his/her attendance at such activities for the purpose of performance or participation.
- 3) This guideline will affect only those activities that are scheduled in Durant. Activities outside of the boundary of the school district will still be regulated by eligibility rules.

### **ENCORE**

Encore is a 45-minute period designed to provide for student academic enrichment. Chromebooks will be made available for educational purposes during this time.

### **ENROLLMENT**

New students entering the Durant Public Schools will be required to provide proof of residence, a valid birth certificate, an up-to-date immunization record showing completion of all required immunization; social security number, and a grade report from the last school attended. For other requirements see Durant Board of Education Policy Section 'F', page 1/A.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

#### **Notification of Rights:**

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Durant Public School District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
  
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C.20202-4605

### **FIRE, STORM AND LOCKDOWN DRILLS**

These drills will be explained during the first week of school. In case of a drill or an actual practice, students should proceed in an orderly manner to the exit or secure area as explained by their teacher. Students must never run or make unnecessary noises during a fire, storm or lockdown drill.

Fire and severe weather drills are announced as follows: Fire or evacuation drills are indicated by a continuous **buzzing** tone. Severe weather drills are indicated by a continuous **siren** tone. Classes may also be notified of drills by the school intercom system.

### **FOOD AND DRINK**

Food and drink must be consumed in the cafeteria. Outside beverages or beverage containers are not allowed inside the school building.

### **GUM CHEWING**

Chewing gum is not allowed on the Durant Middle School campus.

## **HONOR ROLLS**

Durant Middle School students are eligible for the Superintendent's Honor Roll if they maintain straight A's during each semester. Students making A's and B's are eligible for the Principal's Honor Roll.

Students selected as honor students for eighth grade promotion exercises must have been enrolled in Durant Middle School for the minimum of three consecutive semesters prior to selection. Those chosen for this honor must have achieved grade point averages that place them in the top ten percent of their class for all academic endeavors in the seventh and eighth grade.

## **IMMUNIZATION RECORDS**

Oklahoma students will have to present proof of immunization or make application for exemption upon enrollment. The vaccines required by law for middle school enrollment are five DPT/DT, two MMR (measles, mumps, rubella), four oral polio, two Hepatitis A, three Hepatitis B and one TDAP.

\*Exemptions provided by law are medical ones signed by a licensed physician; religious objections attested to by the head of a religious organization, and parental objection. Lost or unobtainable records are not grounds for personal exemption.

A full-time nurse is on duty at Durant Middle School. The nurse will send home, by the student, a copy of a student's referral and treatment form.

## **INDIAN EDUCATION PROGRAM**

The Durant Public School District I072 receives funds for educational and cultural programming for Native American students. Current census information indicates approximately 1250 active American Indian students in early childhood through grade 12 enrolled in Title VII and Johnson O'Malley programs. Eligibility for Indian Education services requires the parent to sign an "Indian Student Certification Form" for each child, which may be obtained from the school or through the Indian Education Department located at 1313 Waco Street.

There is no blood quantum requirement for two Indian Education programs; however, a copy of the student's CDIB is a prerequisite for Johnson O'Malley services. Indian Education provides school supplies, tutoring services for all grades, and an incentive program that offers rewards for those students meeting the requirements for achievement for grades and/or attendance.

During the school year parents may receive a form on which should be indicated whether or not your child is of Native American heritage. This completed form should be returned to the student's teacher or to the Indian Education office. Parents of children who are eligible and who do not receive this form are requested to contact the Indian Education office at 924-1330. Anyone having questions concerning the Indian Education program are urged to call or visit the Indian Education office.

## **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY**

### **INTERNET ACCEPTABLE USE POLICY**

A. **Purpose Statement.** Independent School District No. 72 of Bryan County, Oklahoma (the "district") provides its students and employees with access to the

district's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the district's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the district and its patrons. The Internet has often been described as the information super-highway. The Internet consists of a network of servers connecting thousands of computers worldwide, permitting access and communication with millions of individual users. Through the Internet, the district will provide students, faculty and staff access to:

- \_ electronic mail providing communication with people throughout the world;
- \_ information and news, including the opportunity to correspond with scientists at

research institutions in the public and private sector, including NASA;

- \_ public domain software and shareware of all types;
- \_ news groups, or discussion groups, covering a wide range of topics appropriate to

the educational purposes of the district;

- \_ access to university libraries, the Library of Congress and other repositories of information;

- \_ World Wide Web access to information containing text, graphics and photographs, as well as sound on literally millions of topics

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the district or which is inappropriate for distribution to children. The district has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The district firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational

goals. Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of these networks relies upon the proper

conduct of the end users and the users' adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of network resources. If a district user violates any of these provisions, his or her account will be terminated and future access could be denied. The user's signature on the Internet Access Agreement is a legally binding obligation, affirming that the user has read the terms and conditions of the Internet Acceptable Use Policy, understands the policies and agrees to abide by all terms and conditions described in the policy or subsequently implemented by the district's Director of Technical Services. Students' use of the district's system will also be governed by a student code of conduct.

#### **B. Internet Access - Terms and Conditions.**

**1) Acceptable Use. THE USE OF THE DISTRICT SYSTEM, WHETHER BY STUDENTS, FACULTY OR STAFF, MUST BE IN SUPPORT OF**

**EDUCATION AND CONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE DISTRICT.** The use of any other organizations' network or computing resources must comply with the rules and regulations appropriate for that network. **THE TRANSMISSION OR RECEIPT OF ANY MATERIAL IN VIOLATION OF ANY UNITED STATES OR STATE LAW OR REGULATION AND THE TRANSMISSION OR RECEIPT OF ANY MATERIAL INCONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE DISTRICT IS PROHIBITED.** This includes, but is not limited to: copyrighted material, threatening, indecent, lewd or obscene material, or material protected by trade secret. Use of the district system for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

2) **Parental Consent.** In order for a student to gain access to the district system, the student's parent or guardian must be provided a copy of the Internet Acceptable Use Policy and sign the Internet Access Agreement requesting that their child be given Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time.

**THERE IS, HOWEVER, A WIDE RANGE OF INFORMATION AVAILABLE THROUGH THE INTERNET WHICH IS NOT APPROPRIATE FOR ACCESS BY MINORS, HAS NO EDUCATIONAL VALUE OR DOES NOT MEET WITH THE PARTICULAR VALUES OF THE FAMILIES OF THE STUDENT. THE DISTRICT SYSTEM AND INTERNET ACCEPTABLE USE POLICY CONTAIN DEVICES AND RESTRICTIONS ON USE INTENDED TO PREVENT ACCESS TO INAPPROPRIATE MATERIAL OR INFORMATION. IT IS IMPOSSIBLE FOR THE DISTRICT TO GUARANTEE THAT STUDENTS WILL NOT BE EXPOSED TO INAPPROPRIATE MATERIAL THROUGH THEIR USE OF THE INTERNET. THE DISTRICT**

**BELIEVES THAT PARENTS BEAR PRIMARY RESPONSIBILITY FOR COMMUNICATING ACCEPTABLE BEHAVIOR AND FAMILY VALUES TO THEIR CHILDREN. THE DISTRICT ENCOURAGES PARENTS TO DISCUSS WITH THEIR CHILDREN WHAT MATERIAL IS AND IS NOT ACCEPTABLE FOR THEIR CHILDREN TO ACCESS THROUGH THE DISTRICT SYSTEM.**

3) **Privilege of Use.** The district system and its Internet access is a privilege afforded to students, staff and employees of the district. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by the district's system administrators to be inappropriate under particular facts and circumstances. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the district.

4) **Inappropriate Use.** Each system user is expected to comply with all district policies governing Internet access and to abide by generally-accepted rules of network etiquette. These general rules include, but are not limited to, the following: a) Appropriate language - Do not use abusive language in messages to others. Be polite. Do not use obscene, indecent, lewd or profane language, vulgarities, rude or disrespectful language. Do not engage in personal attacks or

activities intended to distress, harass or annoy another user. b) Safety - Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, district system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable. c) Electronic mail - Users should be aware that electronic mail (E-Mail) may not be assumed to be a private communication. The district and system administrators do have access to E-Mail. Messages relating to or in support of illegal activities will be reported to the authorities. System users should not post any message which is intended to be private.

d) Network resources - System users should not use the network in a way that will disrupt the use of the network by other users.

**THE NETWORK SHOULD BE USED FOR EDUCATIONAL, PROFESSIONAL AND CAREER DEVELOPMENT ACTIVITIES ONLY.**

System users should refrain from downloading large files unless absolutely necessary, and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible. e) Intellectual property - Do not plagiarize works obtained from the Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.

5) **Limitation of Liability.** The district makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the district system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The district is not responsible for the accuracy or quality of information obtained through use of the district system or the Internet. The district is not responsible for any financial obligations which may be incurred through use of the district system.

6) **Security.** Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide their personal password to another person. If you identify a potential security problem on the district system or the Internet, you must notify the system administrator immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on to the

Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the district system or any other computer system may be denied further access.

7) **Vandalism.** Vandalism of district hardware, software or the system itself will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the district, of another user or of any other network connected to the Internet or all or any portion of the district's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, "crash" or "bomb" all or any

portion of the district's computer system. All system users shall avoid the accidental spread of computer viruses by strict adherence to district policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the district's system.

8) **Inappropriate Material.** Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the district system to access information or to distribute information or material which is: a) Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors. b) Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation. c) Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language. d) Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors. e) Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender, or disability or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse. f) Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

9) **Employee Access.** In order for any employee of the district to gain access to the district system, the employee must sign the Employee Internet Access Agreement.

10) **Application and Enforceability.** The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each system user.

**BY EXECUTING THE INTERNET ACCESS AGREEMENT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THIS ACCEPTABLE USE POLICY. THE SYSTEM USER ACKNOWLEDGES THAT ANY VIOLATION OF THIS ACCEPTABLE USE POLICY MAY RESULT IN ACCESS PRIVILEGES BEING REVOKED, DISCIPLINARY ACTION BEING TAKEN, INCLUDING, AS TO STUDENTS, DISCIPLINARY ACTION UNDER THE DISTRICT'S STUDENT DISCIPLINE POLICY AND, AS TO EMPLOYEES, ANY SUCH DISCIPLINE AS MAY BE ALLOWED BY LAW, INCLUDING TERMINATION OF EMPLOYMENT.**

## **LIBRARY**

The library can be a great help to students as they learn to use it. The library and its staff can help students learn to appreciate and enjoy good books and improve their reading ability. This is its purpose. A librarian always checks out library books. Lost or damaged books are the student's responsibility. The library will close each day at 3:30.

## **MAKE-UP, LATE, AND INCOMPLETE WORK**

It is the goal of our school for all students to turn in assigned work on time. Students will be allowed to make up work and tests as a result of excused absences and receive full credit. One makeup day will be allowed for each day missed. Students are responsible for notifying teachers and making arrangements for making up work before leaving on school activities. Homework turned in one day late will receive seventy percent (70%) of the credit a student would have received if the work had been turned in on time.

The ZAP Program is designed for students who have accumulated 3 or more zeroes in a grading period in any of their classes. Students are given 5 days to complete all missing assignments on their ZAP sheet. They are to report to the ZAP room (16) immediately upon their arrival to school in order to show appropriate progress on their work. Failure to attend ZAP or complete the Zap assignments will result in punitive consequences. If a student accumulates another 3 zeroes in the same class within the grading period, the student is assigned after school detentions so that assignments can be completed. Another accumulation of 3 zeroes in the grading period results in an assignment to Alternative Classroom.

## **MEDICATION**

If a student must take prescribed medications during school hours, the medication must be brought to the nurse's office by a parent or guardian and the parent or guardian must complete an administration form. No medication prescribed by a physician will be administered without a completed consent form.

The medication must be in the original prescription container and all proper times and dosages should be clearly marked. Medications and the consent form for administration will be kept on file in the nurse's office. All medications administered will be documented and kept in the student's file.

This Policy pertains to temporary or regular medications. The student will be responsible to report to the nurse's office at the proper time.

## **NEXCHECK**

Your Check is Welcome. Your check is welcome at all schools in the Durant Public School System. The Durant Public School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Durant Public School System has contracted with Nexcheck, LLC, for collection of returned checks.

Each person writing a check to a school or the School System should write the check on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the School System, the person writing the check agrees that,

if the check is returned that it may be represented electronically on the same account, and that the fee established by law, now \$30, may be debited from the same account.

If the check and fee are not collected electronically, then Nexcheck will contact you by mail and by telephone in order for you to make arrangements to pay. All payments need to be made directly through Nexcheck P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) or over the phone using a credit card , debit card or electronic check.

### **PARENT PORTAL**

Parents may access their student’s information (grades, attendance, etc) through the Internet Based Parent Portal program located on the Durant Independent School District’s Website ([durantisd.org](http://durantisd.org)). Parents may contact the school office at 924-1321 to complete the Parent Permission Form and to obtain login and password.

### **REPORT CARDS AND RETENTION**

Report cards will be sent home with the student at the end of the first three grading periods. Report cards for the fourth quarter will be mailed after school is out. The date(s) will be announced before the end of the school term. A student must be in school 90% of the time to be promoted or to be eligible to participate in school activities unless approved by the administration.

<b>A-Superior</b>	90-100
<b>B-Good</b>	80-89
<b>C-Average</b>	70-79
<b>D-Below Average</b>	60-69
<b>F-Failing</b>	Below 60

After receiving notice of the decision to retain a student or upon receipt of the student’s report card showing a failing grade in a course, any parent may request reconsideration of the retention decision or failing grade by following the process identified by school policy.

### **SAFE SCHOOLS / HEALTHY STUDENTS**

Students often know each other better than teachers or counselors. While you may want to maintain your friend’s confidence, there are a few situations where you may play a key role in protecting your friend. There may be a time when you are required to disclose what your friend has told you. The following guidelines will assist you.

If your friend has disclosed to you any of the following situations, you may talk with a teacher, a school counselor, or Safe School/Healthy Students Social Worker to seek assistance. Your friend:

1. Has threatened or has a plan to hurt himself or herself.
2. Has a plan to hurt someone else.
3. Has or is abusing illegal substances.
4. Is sick and needs medical attention.

Because Oklahoma law has designated responsibility for child protective services to the Oklahoma Department of Human Services, some

reports may need to go directly to DHS (Bryan County number is 924-1866) or to the DHS Hot Line 1-800-522-3511. If you know that a friend is being abused physically or sexually or is being severely neglected, you may seek assistance from your teacher, your principal, your school counselor, or a Safe Schools/Healthy Students Social Worker to help you report this to the proper place.

Oklahoma Law says anyone who thinks that a child has been abused or neglected by the person responsible for the child must report this to OKDHS. The name of the person making a report of child abuse or neglect is confidential. Reports of abuse or neglect can be made anonymously.

Failure to report suspected abuse is a crime legally and morally. No person, regardless of relationship with the child or family is exempt from reporting suspected abuse. A person reporting in good faith is immune from both civil and criminal prosecution.

You are legally responsible for making sure that the report is made. The legal responsibility is not satisfied by merely reporting your suspicion to someone else. The report must be made to DHS. You do not have to prove the abuse before reporting. If you make a report and then find out a new allegation, you are required to make a new report.

## **SCHOOL DAY**

The school day for students begin at 8:05 a.m. Students should arrive at school between 7:45 a.m. and 8:00 a.m. Doors will open at 7:30 a.m. Upon arrival, students are to report directly to the cafeteria where a free breakfast will be provided.

Students are dismissed at 3:20 p.m. unless students are involved in an organized school activity, they should be out of the halls by 3:35 p.m. and off school grounds by 3:20 p.m. Parents should make all necessary arrangements to ensure that their children will not need to remain in the school area after 3:40 p.m.

## **STUDENT COUNCIL**

The Student Council is an organization of students elected by students to serve as their official representatives in all matters of concern to the school. It provides a medium through which student opinion may be heard and a forum for the consideration of common school problems. Beyond that, it is a training ground for leaders and followers. Our Student Council is considered a service organization.

Being elected to membership in the Student Council is one of the highest honors attainable for a student during the middle school years.

To be eligible for council membership, a student must have satisfactory grades in citizenship. All officers and representatives must have at least a "C" average in grades. They file by placing their names on a list available from the Student Council sponsor.

## **SUSPENSION**

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

1. Violation of a school regulation
2. Immorality

3. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, “violent offense” shall include those offenses listed as the exception to the term “nonviolent offenses” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon but shall not include the offense of assault.
4. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless communication device without prior authorization, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
5. Possession of a dangerous weapon or a controlled substance, as defined in the Uniform Controlled Dangerous Substance Act. Possession of a firearm shall result in out-of-school suspension as provided in the District’s policy related to firearms.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher’s classroom without the teacher’s prior approval. Whether an offense is considered a violent offense, requiring an affected teacher’s approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

The school district will comply with the applicable provisions of state and federal law and regulations concerning the discipline of student with disabilities.

### **TARDY**

A student is considered late if he or she is not inside the room and seated when the bell to begin class rings. If a teacher detains a student, the next period teacher will not count him or her as late if a note is presented from the teacher who detained the student. **AFTER 15 MINUTES, A STUDENT WILL BE COUNTED AS ABSENT.**

If a student arrives late to school, we must have documentation or received a phone call prior to arrival, otherwise, it will be counted as an unexcused tardy. The following consequences are for students that accumulate unexcused tardies throughout a grading period.

1 <sup>st</sup> – Warning	4 <sup>th</sup> – (1) 30 Minute Detention
2 <sup>nd</sup> – Warning	5 <sup>th</sup> – (1) 1 Hour Detention
3 <sup>rd</sup> – (1) Lunch Detention	6 <sup>th</sup> – Office Referral

### **TELEPHONE**

Students will not use the school phone for personal calls except in an emergency and with staff permission only. In the event that a student receives a call, he/she will not be called out of class unless it is an emergency. Phone calls will be made between classes, at lunch, or after school, if necessary. Important messages will be taken and relayed to students after class.

Any student wishing to use the phone to call home because of illness will be referred to the nurse first. **Students will not be permitted to use cell phones to call home for illness.**

## **TEXTBOOKS / CHROMEBOOKS**

Students will have access to chromebooks when the school year begins. They will have access to their textbooks through this device. Access to a copy of their textbook will also be available during the school day.

## **USE OF TOBACCO PRODUCTS**

The board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students during formative years. Therefore, the board shall discourage the use of tobacco products by its staff and students.

### **Tobacco on Campus**

Smoking and the use of tobacco products in any form is prohibited on district property by all persons. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students on school property is prohibited. "Tobacco products" includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, electronic nicotine delivery systems and cartridges and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product. At or near each entrance of every district building the following sign shall be conspicuously posted: Smoking and the use of any tobacco product, including e-cigarettes and similar devices, is prohibited in this building. "Smoking" means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems.

### **Enforcement**

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

### **Students**

Any student using, possessing or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension,

pursuant to the board's policies regarding student discipline.

### **Staff**

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff.

### **Citizens**

Citizens who are observed smoking or using tobacco products on district property in violation of this policy will be asked to refrain from using these products on school property.

If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision

on further action which may include a directive to leave school property.

Repeated violations may result in a recommendation to the superintendent or board of education to prohibit the individual from entering district property for a specified period of time. If deemed necessary by the school administration or the board of education, local law enforcement officials may be called upon to assist with enforcement of this policy.

### **VISITORS**

All visitors to Durant Middle School must enter the building through the school's main entrance located in the West commons on the South West side of the building. All other entrances will be locked from the outside to restrict incoming traffic. Visitors must sign the "Visitor Sign In/Out" book and obtain a visitor's pass upon entering the building.

Parents/Guardians or their designees must sign the "Student Check In/Out" book and show proper identification to pick up their student during school hours. Parents/Guardians or their designees are the only persons allowed to have contact with students. Our campus is off limits to anyone without proper authorization.

### **WITHDRAWAL FROM SCHOOL**

Withdrawal from school when moving to a different school district is completed when you have secured a "withdrawal from school" form from the office, returned all textbooks and library books, and have cleared all unpaid obligations.

## **NOTICE OF NONDISCRIMINATION**

Durant Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, disability, genetic information, veteran status, marital status, or age in its programs and activities. The following person has been designated to handle inquiries regarding the District's non-discrimination policies:

Duane Merideth  
Director of Compliance  
Durant School District P.O. Box 1160  
Durant, OK 74702-1160  
(580) 924-1276

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**GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND  
RESOLVING ALLEGED DISCRIMINATION COMPLAINTS  
(STUDENTS AND EMPLOYEES)**

I. Definitions

The District takes all allegations of discrimination seriously and will take all reasonable steps to remedy the effects of, and prevent the reoccurrence of, discrimination of which it has notice. Accordingly, the District adopts the following procedure regarding all complaints of discrimination.

A. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, religion, gender (including sexual harassment), age, genetic information, veteran status, marital status, or disability.

B. Grievant: Any person enrolled in or employed by the District who submits a complaint alleging discrimination based on gender (including sexual harassment), race, color, national origin, religion, age, genetic information, veteran status, marital status, or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievants in this paragraph, members of the public may also be potential grievants. For purposes of this policy, a parent's complaint or grievance shall be handled in the same manner as a student's complaint would be.

C. Title IX, ADA, Title VII and 504 Coordinator: The person designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator for the District is: DUANE MERIDETH, Director of Compliance, P.O. Box 1160, Durant, OK 74702-1160 (580- 924- 1276).

D. Respondent: The person alleged to be responsible for the violation contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

E. Day: Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

## II. Pre-Filing Procedures

A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Coordinator, and reasonable effort should be made to resolve the problem or complaint.

## III. Filing and Processing Discrimination Complaints

A. Grievant: Submits written complaint to the Coordinator, stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action. If the Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaints must be submitted within 10 days of alleged violation. Complaint forms are available from the office of the superintendent and the Coordinator.

B. Coordinator: Conducts an adequate, reliable and impartial investigation, within 10 days, to the extent reasonably possible, which would include but not be limited to, interviewing the complainant, any witnesses of all the parties, review of any supporting documents of all the parties, and interviewing the respondent; and asks respondent to:

- i) Confirm or deny facts;
- ii) Indicate acceptance or rejection of student or employee's requested action; or iii) Outline alternatives.

C. Respondent: Submits written answer within 10 days to the Coordinator.

D. Coordinator: Within 5 days after receiving respondent's answer, Coordinator schedules a hearing.

E. Grievant, Respondent and Coordinator: Hearing is conducted. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

F. Coordinator: Issues, within 5 days after the hearing, a written decision to the Grievant and Respondent.

G. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the Coordinator within 5 days and request, in writing, a hearing with the superintendent or his/her designee. This step is applicable only to situations in which the Coordinator, and not the superintendent or his/her designee, conducted the initial hearing.

H. Superintendent or Designee: Schedules, within 10 days of request, a hearing with the Grievant and Respondent.

I. Superintendent or Designee, Grievant and Respondent: Hearing is conducted.

J. Superintendent or Designee: Issues a written decision within 5 days following the hearing to Grievant and Respondent.

K. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the superintendent, in writing, within 5 days and request a hearing with the Board of Education.

L. Superintendent: Notifies Board of Education, in writing, within 5 days after receiving request. Superintendent schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.

M. Board, Grievant, Respondent, Superintendent and Coordinator: Hearing is conducted. Board issues a final decision at the hearing regarding the validity of the grievance and any action to be taken.

#### IV. General Provisions

A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 120 days.

B. Access to Regulations: Upon request, the District shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, gender, age, genetic information, veteran status, marital status, or disability.

C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

D. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.

F. Basis of Decision: At each step in the grievance procedure, the decision-maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

G. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the Section 504 Coordinator.

### GRIEVANCE COMPLAINT FORM

1. Print Name and Address of Charging Party (Grievant):
  
2. Date:
  
3. Phone numbers where Grievant may be reached: Home:  
Office: Other:
  
4. Statement of grievance (please provide as detailed a statement as is possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):
  
5. Please identify any witnesses and/or documents or other materials which support your grievance. If documents or materials are in your possession, please attach copies to this grievance.
  
6. Please identify what action or relief you are seeking as a result of this grievance.

Signature of Grievant

IF, AS A RESULT OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM, PLEASE CONTACT THE DISTRICT'S ADA COORDINATOR, MR. DUANE MERIDETH, AT 580-924-1276 FOR ASSISTANCE OR ACCOMMODATION.

## DURANT MIDDLE SCHOOL SCHEDULE 2017-2018

### DMS Regular Bell Schedule

1st Period	8:05 – 8:50
2nd Period	8:55 – 9:40
3rd Period	9:45 – 10:30
4th Period	10:35 – 11:20
A Lunch	11:20 – 11:55
5th Per "A"	12:00 -12:45
5th Per "B"	11:25 - 12:10
B Lunch	12:10- 12:45
6th Period	12:50 – 1:35
7th Period	1:40 – 2:25
8th Period	2:30 – 3:20

### Contact Information:

**Durant Middle School**  
**Phone: 924-1321**  
**Fax: 924-8278**

**Website:**  
[www.durantisd.org](http://www.durantisd.org)

### Mentor Monday Schedule

Team Time	8:00 – 8:30
1st	8:35 – 9:17
2nd	9:22 – 10:04
3rd	10:09 – 10:51
4th	10:56 – 11:37
A Lunch	11:37 – 12:12
5th Per "A"	12:17 – 1:04
5th Per "B"	11:42 – 12:24
B Lunch	12:24 – 12:59
6th Period	1:04 – 1:46
7th Period	1:51 – 2:33
8th Period	2:38 – 3:20

## **2017-2018 SCHOOL CALENDAR**

August 17	First Day of Classes
September 4	Labor Day Holiday
September 11	Teacher Professional Development / No School
September 29	Teacher Professional Development / No School
October 17	Parent-Teacher Conference (3:30 - 9:30 p.m.)
October 18-20	State Teacher's Meeting/Fall Break / No School
November 20-26	Thanksgiving Holiday
December 18	Christmas Holiday Begins
January 2, 2017	Teacher Workday (1/2 day)
January 3	First Day of Second Semester
January 8-12	Report Card Distribution
February 5	No School
March 2	No School / OEA Professional Development
March 19-23	Spring Break
April 12	Pre-enrollment for 2018-19 (3:30 – 9:30 p.m.)
April 13	No School
April 20	No School
April 27	No School
May 4	No School
May 7	No School / DEA Professional Development
May 11	No School
May 18	No School
May 24	Last Day for Students / Report Cards Distributed
May 25	Teacher Work Day (1/2 day)