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MISSION STATEMENT

The Sterling Board of Education believes that each student has the right and responsibility to succeed, to achieve to the limit of his or her ability, and to take pride in his or her achievements.

It is believed that every student is entitled to respect and dignity as an individual. The board recognizes that achievement of educational excellence is a joint effort of the school, the home, and the community.

It is also recognized that education is a life-long process in which individuals of all ages can and should acquire new skills.

The board believes that each student should graduate with marketable skills and solid foundation upon which future skills can be built.

SCHOOL CALENDAR 2011-2012

Aug. 9	Professional Day #1
Aug. 10	Professional Day #2
Aug. 11	First Day of School
Aug. 15	Career Tech Classes Begin
Sept. 5	Labor Day/No School
Sept. 16	P/T Conference/No School
Oct. 7	End of 1st Nine Weeks
Oct. 19-21	Fall Break
Nov. 23-25	Thanksgiving Break
Dec. 20	End of 1st Semester
Dec. 21-Jan 3	Christmas Break
Jan. 4	School Resumes—2nd Semester
Feb 3	P/T Conference/No School
Feb. 20	President's Day
	Professional Day #3/No School
March 2	Professional Day #4/No School
March 16	End of 3rd Nine Weeks
March 19-23	Spring Break
April 6	Inclement Weather Day #1/No School
April 9	Inclement Weather Day #2/No School
May 17	Last Day of School
May 18	Professional Day #5/ Teacher Checkout

STERLING PUBLIC SCHOOLS NONDISCRIMINATION POLICY

Sterling Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs including vocational programs and career technology in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries should be directed to Julie Poteete, Superintendent of Sterling Public Schools, (580) 365-4307.

CLOSED CAMPUS

Sterling School has a closed campus policy. Once a student arrives on campus they are not to leave until the end of the school day unless permission has been granted by the principal. Students will not be allowed to leave campus during lunch. Students who do not wish to eat the meal provided in the cafeteria may bring their lunch or use the snack and soft drink machines.

BUS SCHEDULE

Buses will start their routes at such time to arrive at school by 7:50 A.M. School buildings may be entered at, but not before 7:50 A.M., whether riding the bus or not. Buses will leave school five minutes after school dismisses. The Vo-Tech bus will depart for Great Plains area vocational technical at 7:50 A.M. or a time designated by the administration and return to the Sterling campus at 11:30 A.M. Students are expected to maintain good order on the bus. The driver has the authority to disallow any student from riding the bus who persists in disobeying regulations.

SCHOOL BUS REGULATIONS

These bus regulations are to be enforced on all school sponsored activities and regular school bus routes.

1. No tobacco of any kind will be used on the school bus.
2. No standing on a moving bus.
3. Passengers should never throw anything from buses.
4. Riders are to be reminded that state school bus regulations forbid any object, including all personal affects, legs, arms and head from being extended out a bus window at any time.
5. Riders should always face the front of the bus and sit in the proper manner.
6. Shouting, whistling, and screaming is not permitted.
7. No scuffling, seat saving, pushing or in general no horseplay.
8. Riders who intend to board a bus should stand back in a single file line and remain there until bus has completely stopped and the door is open.
9. No profanity on school buses.
10. Do not throw paper, fruit peels, cans, etc., on bus floor, seat, or rack.
11. No glass of any kind on buses.

12. Firearms, gasoline or anything of an explosive or dangerous nature must not be taken aboard buses.
13. If you must cross the road after dismounting from the bus go in front of the bus and wait for the driver to signal that the way is safe to go across the road.
14. The rear door of the bus is for emergency use only and shall not be used any other time.

EMERGENCY DRILLS

A series of short bells will be the signal to evacuate the building for a fire drill. Acquaint yourself with the fire evacuation plan in each of your classes. One long continuous bell will be the signal for a tornado drill. We will conduct four fire drills and two tornado drills during the school year.

LOST AND FOUND

Lost and found is located in the principal's office. If you find an article of value you should turn it into lost and found. You should also mark any personal articles, such as clothes, books, school supplies, and gym equipment.

TELEPHONE

You may use the telephone in the principal's office before school and between classes after receiving permission from the principal or a teacher. The telephone will be used for school business only while classes are in session. You will not be called from class to answer the telephone except in case of emergency. Students may place local calls. Long distance calls must be made collect or by credit card. Phone messages will be delivered to students at an appropriate time.

STEREO EQUIPMENT

Radios, MP3 players and tape or CD players are not allowed in the halls or classrooms or any school building unless the teacher is using it in the instruction.

ATTENDANCE POLICY

Upon enrolling at Sterling School the student assumes the responsibility of attending classes regularly and on time. State law requires that students must attend class 90% of the time to receive credit. Student absences cannot exceed more than 9 absences per semester. The student, with the help of their parents, is expected to solve the usual problems of health, transportation and family duties in order to keep the student's absences at a minimum. Good attendance is necessary if schoolwork is to be successful. Absences may be excused at the discretion of the principal for medical, court, or emergency reasons. A note or phone call for excusing absences must be presented to the principal before the student receives an admit or the absence(s) will not be excused. An excused absence will allow a student to make up any work missed. A student will have a maximum of one day for each day absent to make up work missed. If the

student is absent with permission of his/her parent for a reason which does not meet the excused criteria, that student will not be allowed to make up work missed. Examples of unexcused absences are shopping, hair appointments, babysitting, and working. If a student knows in advance that they will be absent from class for an unexcused reason, they may inform the principal and their teachers of their plans and the teacher will, whenever possible, give assignments that would have been given during the absence. All work must be turned in before the student begins this absence. In some cases all work may not be assigned.

TRUANCY: Truancy is defined as an absence from school without the knowledge and/or consent of a parent and/or the principal.

First truancy: Parents will be notified, three days of in-house detention will be assigned, student will not be allowed to make up work missed, and will take all semester tests. Second truancy: Same as above except the suspension will be out of house. Third truancy: Notification will be made to the Comanche County Juvenile Authority and permanent suspension will result.

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

TARDY TO SCHOOL: Tardy is when a student is not in his/her seat when the tardy bell stops ringing. If a student is late to school, he/she should report immediately to the principal. A note or a telephone call from a parent will determine if a tardy is unexcused or excused. Contact must be made by the parent when or before the student reports to school. Reporting to school without a note or parental contact will make the tardy unexcused and the proper discipline will be administered. Any work missed during an unexcused tardy cannot be made up. A note brought the day after a tardy occurs may allow a student to make up work missed, but will not do away with any punishment the student received. The principal will handle Tardies returning from lunch and between classes. An unexcused tardy may result in receiving detention. Three tardies will be counted as one absence for term test exemption purposes.

LOSS OF CREDIT DUE TO ABSENCES

Students must be present 90% of the semester in each class in order to receive credit of that class. Student absences cannot exceed more than 9 absences per semester. All absences excused or unexcused, will be counted toward loss of credit with the exception of the following: illness confirmed by physician, religious days, suspension, death of immediate family member and school activity absences (including college visits). A doctor's note must be provided within a week (five school days) of the absence. It will not be accepted after

the time and the illness absence will count against the student toward the loss of credit in those classes. In case of extenuating circumstances, the principal or designee will make the final decision.

ACTIVITY ABSENCES (10 DAY)

A student shall not be absent for activities from any class period more than 10 days in one school year. The following activities are exempt: State and National levels of school-sponsored competitions which have the approval of the Board, field trips, interscholastic meets, serving as a page in the State Legislature, and school assemblies.

No student may take an activity absence beyond 10 days unless the absence has been pre-approved by the Board. Absences taken beyond the 10 days without Board approval will be unexcused absences. The Board will not approve absences beyond 10 days that have been taken without pre-approval from the Board.

BUS TRANSPORTATION

Students participating in a school sponsored activity off-campus are expected to ride to and from the activity on transportation provided by the school. Exceptions may be made for students who ride with their parents.

CHECKING OUT OF SCHOOL

Students must check out of school through the office. Students may only check out of school with the personal permission of their parent or guardian. Permission must be given in person or on the phone before the student may be approved to leave school.

COLLEGE DAYS

A Senior student will be allowed a reasonable number of days (limit 3 days) to visit post-high school institutions in which the student is interested in attending after graduation. The college day visitation must be pre-approved by the principal to be excused. A student who visits a post-high school institution without receiving prior permission from the principal will receive an unexcused absence.

ELIGIBILITY

A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes authorized school activities include, but are not limited to: competitive events against other schools, field trips, student activities outside the normal school day; and, non-classroom activities. A student who is ineligible will not suit up, travel with the team group, organization, nor sit on the bench or stand on the sidelines of the event.

(Academic Eligibility) – The student must be passing all courses in which the student is enrolled following the week of academic probation or the student will be academically ineligible to participate in any authorized school activity. The student remains ineligible until the student receives a passing grade in all courses. A student regains academic eligibility on the Monday following the week in which the student receives a passing grade in all courses.

Teachers must turn in eligibility forms by 9:00 a.m. on Friday of each school week beginning on the fourth week of each semester. Any work to be included in the computation of a student’s grade must be turned in to the teacher no later than 3:30 p.m. on the last day of the school week in which students are scheduled to attend class. Any work turned in after that time will not be counted for eligibility for the following week. No exceptions will be allowed regarding this policy.

(Probation) – A student must receive a cumulative passing semester grade in all courses at the end of the fourth week of each semester, and each week thereafter, or the student will be placed on Academic Probation for the following week. A student may participate in authorized school activities during the week the student is on academic probation.

Academic Probation & Ineligibility

1. Failing any course(s) after 4th week of semester = Probation.
2. Failing any course(s) 2 consecutive weeks = Ineligible.
3. Student remains ineligible until the student is passing all subjects for 1 week.

(When the student is again eligible, steps 1 and 2 are repeated if necessary.)

(Attendance Eligibility) – Students must attend classes 90% of the time to remain eligible.

FEES

No fees are charged to students for school facility use. Fees may be charged for overdue library books, classroom materials, etc.

GRIEVANCE PROCEDURE FOR STUDENTS AND PARENTS

(1) If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the principal. (2) If the issue involves another student or other school personnel, the parties will address the issue with the principal. (3) If the issue is not resolved, the parties will bring the issue before the superintendent. (4) If the issue is not resolved the parties may file for a hearing with the board of education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

HOMEWORK

Student homework assignments may be given per the teacher's classroom policy. Students will be allowed a minimum of a "day-for-a-day" to turn in homework when the student has been absent from school with permission. (EX: A student who is absent for 2 school days due to an excused absence has 2 school days to turn in assignments for the classes missed.) Students absent without permission or approved documentation will receive a grade of zero (0) for missed class assignments including homework.

INSURANCE

Student health and accident insurance is available through the school at the student's expense. Student insurance application forms may be obtained during enrollment or at any time from the principal's office.

LIBRARY

Library procedures and policy are under the direction of the librarian. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students may be liable for destroying or failure to return library materials.

LOCKERS & SCHOOL PROPERTY

Lockers are the property of the school and are assigned to the students for use. Students hold neither expectation of privacy in their lockers nor any other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

School officials must report incidents of child abuse or neglect to the proper legal authorities. 25 O.S. 846 A(1)(c).

MEDICATION

The school does not provide medication (prescription or nonprescription) of any type. Medication, provided by the student or Parent/Guardian of the student shall only be dispensed to a student with written Parental/Guardian permission and written dispensing instructions. Medications will only be kept in the office.

PROMOTION AND RETENTION

It is the intention of this policy that students will be placed at the most appropriate grade level. This determination is to be based upon documented evidence as to the student's ability, level of academic achievement, social and emotional characteristics. Students will normally spend one year in each grade.

It is believed that the utilization of immediate and thoughtful corrective actions will benefit and remediate most deficiencies in achievement. However, there may be students, who for reasons consistent with their ability or due to excessive absences, would benefit by repeating a grade. Factors to be considered for repeating an elementary grade are: (1) academic achievement; (2) chronological age; (3) social maturity; (4) physical development; (5) work and study habits; (6) attendance record.

SCHEDULE CHANGES

No schedule changes are permitted without express consent of the principal and teachers involved.

DISCIPLINE

The teacher shall deal with any disciplinary action taken in the classroom or on the grounds. Let it be understood by all that every teacher has the authority and responsibility to correct, discipline or assist any student anywhere on campus or at any school-sponsored function. Actions which may be taken by the teachers are: (not necessarily in this order) counseling, extra work, detention, parent conference, keeping student after school or other logical means. If these measures fail in getting acceptable behavior, teachers should refer the student to the principal.

Policy shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary policy.

School Community Service – Students are required to assist or perform tasks that include the overall maintenance of the school. School Community Services require a student to work from 3:10 until 5:00 for the number of days assigned by the principal. Failure to report to School Community Service will result in one day of In-school Suspension.

SPECIAL INFRACTIONS

(Junior High and High School only)

Profanity/Vulgar Language

1st Infraction: 2 swats or 1 day of In-school Suspension

2nd Infraction: 3 swats or 2 days of In-school Suspension

3rd Infraction: 3 days Suspension

Fighting

1st Infraction: 3 swats or 3 days of In-school Suspension

(If student had previously been warned concerning fighting then a 3 day suspension will be assigned)

2nd Infraction: 3 day Suspension

3rd Infraction: 5 day Suspension

4th Infraction: Suspension for the remainder of the semester and the following semester

Cell Phones- Not to be seen, on, or in use during school hours.

1st Infraction: 1 day of Wednesday 7:30 a.m. detention and student picks up the phone at the end of the school day

2nd Infraction: 1 day of In-school Suspension and the parents of the student must pick up the phone

3rd Infraction: 3 days of In-school Suspension and the parents of the student must pick up the phone

4th Infraction: 3 days of Out of School Suspension and the parents of the student must pick up the phone

Verbal or Written Threats

1st Infraction: 2 swats or 2 days In-school Suspension

2nd Infraction: 3 day Suspension

3rd Infraction: 5 day Suspension

4th Infraction: Suspension for the remainder of the semester and the following semester

Leaving Campus Without Permission

1st Infraction: 2 swats or 1 day In-school Suspension

2nd Infraction: 3 swats or 2 days In-school Suspension

3rd Infraction: 3 day Suspension

Disrespect for Teachers (talking back, discrediting teacher, refusing to do as the teacher assigns in regards to punishment)

1st Infraction: 3 swats or 3 day In-school Suspension

2nd Infraction: 3 day Suspension

3rd Infraction: 5 day Suspension

4th Infraction: Suspension for the remainder of the semester and the following semester

Tobacco Use

1st Infraction: 3 swats or 2 days In-school Suspension

2nd Infraction: 3 day Suspension

3rd Infraction: 5 day Suspension

AFTER SCHOOL DETENTION

Detention will be served after school on the Wednesday following the week in which the detention was received. Detention will begin at 3:20. A student will serve 20 minutes for each detention received up to a maximum of 60 minutes. The first time a student is tardy to detention, one extra hour will be added. The second time a student is tardy for detention, one day of In-School Detention will be assigned. The principal will make appropriate decisions regarding any further tardies. The first time a student skips detention, one day of In-School Detention will be assigned in addition to serving the detention the following week. The second time a student skips detention, three days of In-School

Detention will be assigned in addition to serving all detentions already given. The principal will make appropriate decisions regarding any student skipping detention more than two times. There is a difference between skipping detention and making prior arrangements with the principal in which missing detention may be unavoidable. Illness, funerals or other similar circumstances will be the only absences from detention that will not result in added punishment. Stock shows, ballgames, etceteras will not be acceptable excuses for missing detention.

HARASSMENT

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, prejudice, or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, size, or disabilities.

Harassment may include, but is not limited to the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievement, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

HAZING

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

For purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

WEAPON'S FREE SCHOOL

Students shall not bring any type of instrument to school that is likely to be used as a weapon or tool with which to deface or vandalize school property. Instruments such as the following may be considered weapons: Knives, firearms, explosives, metal objects (chains, brass knuckles, etc.), clubs, and sharp pointed instruments.

PERSONAL TRANSPORTATION

Students may drive and park motorized vehicles on school property when permission has been received from the principal. The principal will not give this permission unless written permission has been received from the student's parents. All vehicles driven to school by students and parked in the parking facilities provided by the school will remain in the parking facilities until that student leaves for the day. Students will not sit in or on cars during school hours or during lunch period. If a situation arises where a student vehicle must be moved before school is out, the student must get permission from the principal first. Vehicles must be driven in a safe manner and at a speed of not more than fifteen miles per hour in the vicinity of the school. Students who break the transportation rules will lose the privilege of parking on campus. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR VEHICLES ON CAMPUS.**

STUDENT DIRECTORY INFORMATION

The following student directory information may be released by any school official without violating the FERPA or the Oklahoma Open Records Act (51 O.S. 24A.16):

1. Student name and address
2. Telephone number
3. Date and place of birth
4. Major field of study
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. Dates of attendance
8. Degrees and awards received
9. The public or private school most recently attended by the student
10. Published pictures of students.

Parents or students who do not want this information released must submit a request in writing to the principal within 10 days of the time the handbook is issued to the student.

TESTING

Teachers will administer tests to students at their discretion as appropriate for the course of study. A student must take a pre-announced test on the first day the student returns to the class, or the day following the student's return to the class at the discretion of the teacher. Otherwise, the student will receive a grade of zero (0) on the pre-announced test.

VISITORS

All visitors (including parents/legal guardians) must check in at the principal's office immediately upon entering the building. Students must receive prior permission from the principal before inviting a guest to school.

CHEERLEADING

Junior High and High School cheerleading squads are selected each year at open try-outs. Participation is subject to academic and attendance eligibility. Members must comply with squad rules promulgated by the coach as approved by the board of education. Uniforms are not provided by the school.

CONCURRENT ENROLLMENT

Students in the 11th and 12th grades may concurrently enroll at Sterling High School and a college or university in the Oklahoma State System of Higher Education as a special student if the student meets the required criteria. Information about concurrent enrollment may be received from the counselor.

GRADUATION REQUIREMENTS FOR THE GRADUATION CLASS OF 2011-2012

23 Units must be completed as required by the state . These should include:

Language Arts – 4 units

Mathematics – 3 units

Science – 3 units

Social Studies – 3 units (must include American History, Oklahoma History, & Government)

The Arts – 2 units

VALEDICTORIAN AND SALUTATORIAN POLICY (EIC-R1)

The following procedures will be used to determine the Valedictorian and Salutatorian at Sterling High School. This policy will be effective with the Junior Class of 2011-2012.

A student must have been enrolled as a full time student in regular attendance at Sterling High School for their entire 12th grade year to be eligible. Early graduates cannot bump a senior in ranking. Foreign exchange students are not eligible.

The Valedictorian(s) will be the student(s) who:

1. Has completed or is currently enrolled in a minimum of two honors classes during grades 10, 11, 12.
2. Has attained a 4.0 GPA in seven semesters (grades cumulatively 9, 10,11 and first half of 12). If no student has achieved a 4.0, then the highest GPA will be awarded the Valedictorian status.
3. All classes that issue numerical grades will be counted.

The Salutatorian(s) will be the student(s) who:

1. Has completed or is currently enrolled in a minimum of two honors classes during grades 10, 11,12.
2. Has attained the highest GPA following the Valedictorian(s)' in seven semesters (grades cumulatively 9, 10, 11 and the first half of 12).
3. All classes that issue numerical grades will be counted.

The two students with the highest numerical average will address the Commencement audience.

JUNIOR HIGH

VALEDICTORIAN AND SALUTATORIAN POLICY

The Valedictorian will be the student who has the highest GPA for grades 7, 8 and the first half of 9. All classes that issue number grades will be counted.

The Salutatorian will be the student who has the highest GPA following the Valedictorian for grades 7, 8 and the first half of 9. All classes that issue number grades will be counted.

HONORS CLASSES

AP Language

AP Literature

Chemistry

Trigonometry

The following Pre-Engineering and Bio-Med classes from Great Plains Technology Center are considered Honors' classes:

Pre-Calculus

AP Calculus

Anatomy/Physiology

AP Physics

Pre-AP Physics

Honors Chemistry

Human Body Systems

Aerospace Engineering

Civil Engineering and Architecture

Principles of Engineering

Computer Integrated Manufacturing

Engineering Design and Development

Intro to Engineering Design

Principles of Biomedical Science

Students will receive additional points for each semester they are enrolled in any Honors Classes. Five points will be added to the final semester grade for each Honors Class.

GRADES

No grade above 100 points shall be given for a 9 weeks grade. Each 9 weeks grade is final. All grades shall be calculated to the nearest one-hundredth place. (Ex: 3.99) GPA's will be calculated using 100 point grade scale below for honors (Honor rolls and societies.) Numerical grades will be used for class rankings and graduation purposes.

Grading Scale

- A – 100-90
- B – 89-80
- C – 79-70
- D – 69-60
- F – Below 60
- I – Incomplete

SEMESTER TEST GENERAL INFORMATION

1. Test will not be given early.
2. Students will be required to remain in class the full allotted time for each exam.
3. Once a student arrives on campus for semester exams they must remain until their last scheduled exam has been taken. Those students will be allowed to leave school at that time.
4. If there is a class period in which the student is not testing, they will report to the designated study room.

EXEMPTION POLICY

(Junior High and High School only)

All students will take comprehensive 9-week exams during the last week of the first and third 9-week periods. “Students will take a comprehensive 9 week test at the end of the 1st and 3rd 9 weeks. Students who are exempt will not have to take a semester test at the end of the 2nd and 4th 9 week periods. Semester tests will be given over a two day period. If a student meets the guidelines of the school exemption policy, said students will be excused from those semester tests under which they qualify.

Exemption Formula

- Absence not exceeding three times with “A” average
- Absence not exceeding two times with “B” average
- Absence not exceeding one time with “C” average
- No absences with “D” average
- Detention not exceeding four times
- In-house detention not exceeding one day
- No full suspensions
- No truancy

REPORT CARDS

Report cards are issued every nine weeks. They will be handed out on the Wednesday following the week of nine week tests.

MAKE-UP WORK

The teacher may allow work to be turned in after a due date for legitimate reasons as determined by the teacher and the principal. The late work may receive less credit. However, no work may be turned in for credit purposes after

the final school day for each 9 week grading period (3:30 p.m.). (Ex: Late work for the 1st 9 week grading period may not be turned in during the 2nd 9 week grading period.)

TEXTBOOKS

Books will be numbered when issued. The same textbooks shall be returned as issued. Normal wear and tear is expected, but undue abuse will be charged to the student. The price of lost books will be determined by the condition of the textbook when issued. Please help take care of school textbooks. Textbooks are the responsibility of the student until turned in at the end of school.

TUTORIAL SERVICE

A tutorial service may be provided through the counselor's office. Parents can hire selected students to tutor a student who may be having difficulty with course work. Those interested should contact the school counselor.

CALENDAR

The official calendar is in the principal's office. All those responsible for setting dates should work closely with the principal as early as possible to set calendar dates for events. The calendar of events for the community center is kept in the superintendent's office, scheduling of events for that building should be handled through his office.

CLASS PARTIES

The school sponsors one class party each year for grades 7 through 12. Grades 7, 9, and 11 will have their class party in October. Grades 8, 10, and 12 will have their class party in April. Impromptu or surprise parties are not permitted during class time. Any group of students who represent a school organization and wish to have a party must receive permission from the principal if said party is to be held during school hours.

ATHLETIC PHYSICALS

Before participating in any athletic contest Oklahoma Junior/Senior High School students are required to have a physical examination. Forms for these physicals can be obtained from your coach. Students will not be allowed to participate until their completed physical form has been turned in.

IMMUNIZATION

All students must, upon enrollment for the first time in Sterling School, present a certified immunization record indicating the date and type of immunization received. The record must be signed by a licensed physician or authorized public health representative. Minimum immunization requirements are: three doses of DPT or DT vaccine, four doses of Polio vaccine, one dose of rubella

given after 15th birthday, one dose of rubella given after 1st birthday (females over 12 years of age are exempt from the requirements for rubella vaccine). Beginning in the fall of 1997 all students entering the 7th grade must provide documentation of having received 3 doses of hepatitis B vaccine. Beginning with the fall 1998 semester, all students entering kindergarten, or first grade without attending kindergarten, must provide documentation of having received three doses of hepatitis B vaccine. Every subsequent year, the hepatitis B requirements will be extended by one additional grade level.

Beginning with the fall of 1998 semester, all students entering the seventh grade must provide documentation of having received hepatitis A vaccine. Beginning with the fall 1998 semester, all students entering kindergarten must provide documentation of having received hepatitis A vaccine and chicken pox vaccine. Every subsequent year, these requirements will be extended by one additional grade level. The State Department of Public Health has granted a 12-day grace period for the hepatitis A vaccine with all students entering kindergarten, first grade, seventh grade, and eighth grade in the fall 1999 semester required to provide documentation of vaccination.

PUBLIC PETTING

There will be no kissing, hand holding, or other such shows of affection at any time, and at any place on campus.

OKLAHOMA HONOR SOCIETY

Students in the top 10% GPA of Sterling High School (9-12) are eligible for membership in the Oklahoma Honor Society. The GPA is determined for the second semester of the preceding school year and the first semester of the current school year.

PRINCIPAL'S HONOR ROLL

A student must receive no grade lower than a "B" in all courses for the 9 week grading period. (If the course offers Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory.)

SUPERINTENDENT'S HONOR ROLL

A student must receive no grade lower than an "A" in all courses for the 9 week grading period. (If the course offers Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory.)

CHEATING/PLAGIARISM

A grade of zero (0) will be given for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat.

ELECTRONIC TELECOMMUNICATION DEVICES

Use of cell phones, pagers, etc., are prohibited during school. Cell phones are not to be seen, on, or used during school hours.

MISINFORMATION

Willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent) may result in disciplinary action being taken.

OBSCENITY/PROFANITY

Obscene materials including, but not limited to: illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes, CDs, videos, etc.) which are commercially or student produced are prohibited. Profanity, including but not limited to: gestures, symbols, verbal, written, etc.

SEARCH AND SEIZURE

Student searches may be made based on a reasonable suspicion of a violation of school rules and/or state or federal law by a student. The search will be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student will be justified at its inception, based on reasonable suspicion and reasonable in scope in light of the age and sex of the student and the nature of the infraction. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing.

DRESS CODE

Please remember the self-image you present to others is exhibited in your dress. Students are expected to be neat, clean, and orderly in their dress and appearance. The administration reserves the right to make any changes necessary at any time. All students not dressed appropriately or considered to be dressed in bad taste will be asked to put on proper clothing from the office. School is a place for concentrated effort toward learning free from interference or distractions. Therefore, any extremes in mode of dress, hairstyles, make-up, etc., which would cause distractions are prohibited. Listed below are some specific dress regulations which Sterling students are expected to observe.

1. Shorts may be worn only during the time of year set by the principal. Shorts must be long enough to insure modesty. Shorts must be no shorter than 6 inches from the top of the knee
2. Boys may not wear sleeveless shirts.
3. Girls' dresses and skirts must be no shorter than 6 inches from the top of the knee.
4. All shirts must be long enough to cover the midriff.
5. Tank top shirts are not allowed. Elementary students Pk-4th grade will be permitted to wear tank tops, but no open back or string tied shoulder tops.

6. Students must wear undergarments.
 7. Students must wear shoes.
 8. Hats, caps, and clothing with lettering may be worn on campus as long as there are no vulgar or suggestive expressions, signs, words or symbols pertaining to drugs, alcohol, satanism, etc.
 9. Hats and caps will not be worn inside any school building except the gymnasium, stock show facility, and recreation hall. This includes after school functions.
 10. No pajama pants may be worn at school.
- If the student returns home upon parental consent to change clothes, the school time missed will be unexcused and no make-up work will be allowed.

STUDENT LUNCH POLICY – LUNCH TICKETS

Each student will have his or her individual child nutrition account. Money may be deposited by the week, month, semester, or year. Notices will be sent home at the first of the month with each student to inform parents of balances of accounts.

Students with a negative balance of \$15.00 or more will be notified weekly. If not paid in full after 2 mailings, the principal will contact the parent as to when the student may no longer purchase breakfast or lunch. Students with outstanding bills will not be allowed charges for the second semester or the following year until charges are paid in full.

Prices for meals:	Breakfast – Full \$.75	Reduced \$.30
	Lunch K-12 – Full \$1.65	Reduced \$.40

Adult and visitor lunches and breakfast will be based on State Department formula.

No second meals are served, but student may buy from ala carte line. This is a requirement of the healthy schools reform act.

No food or drinks will be allowed in the classrooms or lockers at any time. The exception is in the Home Economics room or at special times (approved parties, etc. and areas approved by the principal.)

IN-SCHOOL DETENTION (ISD)

ISD is an alternative form of discipline for breach of more serious issues for which the student is removed from the regular educational environment, yet continues to attend school and receive instruction.

ISD is during the regular school day in the ISD room. A student must serve the ISD on consecutive school days. A student in ISD may participate in extra-curricular activities that occur outside the regular school day at the discretion of the extra-curricular coach or sponsor.

Teachers will turn in ISD assignments to the office or to the student on the day the student is to begin ISD. Those assignments will be graded as in the regular classroom. Students are not penalized academically in ISD.

ISD Rules

1. Remain in assigned seat.
2. No talking/communicating with others.
3. No sleeping.
4. Work on assignments.
5. Students will take drink/restroom breaks.

Failure to comply with these rules will result in additional ISD or out-of-school suspension.

SATURDAY SCHOOL

Saturday School will be held at the discretion of the Principal. Only the Principal will assign students to Saturday School, although recommendations may come from the teachers. Students not attending assigned Saturday School will receive 3 days In-School Suspension.

1. Students assigned to Saturday School may not be excused for work or activities; however, the session may be delayed until the next weekend providing the student/parent makes arrangements with the administrator in charge of the program. The session may then be made up the next week of Saturday School. Students refusing to attend the session will be subject to a suspension from school.
2. The session will be conducted on Saturday mornings from 8:30 to 11:30 A.M.
3. Supervision will be provided by professional staff members or the administration.
4. Each student must come prepared to work for their assigned time. Music, card playing, or other activities that are not academic in nature will not be permitted. Any student not prepared to work the entire time will be assigned another session.
5. Transportation to the session will not be provided by the district.
6. The length of a student's stay in Saturday School will be determined by the administrator.
7. Students will be under supervision from the time they arrive on school property until they leave.
8. Reporting on time is mandatory. Students who are tardy will not be admitted and will be reported to the administration as absent.
9. Absence from Saturday School will be addressed by the administration.
10. Breaks for students will be given at the discretion of the director.
11. Talking and socializing are not permitted at any time.
12. Seats are assigned by the Saturday School director.

13. Students who will not comply with the guidelines of Saturday School will be dismissed and are subject to suspension from the school.
14. Students are not allowed to sleep at any time.

OUT OF SCHOOL SUSPENSION

The principal has authority to suspend a student from school. A student can be suspended from school for serious offenses and/or for multiple infractions of lesser offenses. No student suspended from school shall participate in nor attend extra-curricular activities on school property or other sites where school activities occur during the period of suspension. A student shall serve the assigned suspension period on consecutive school days.

Some causes for the temporary suspension of a student are: willful disobedience, damaging or defacing school property, repeated truancy, profanity or vulgarity, stealing, immoral conduct, gambling or bringing alcoholic beverages, narcotics, drugs, etc. onto the school premises, or being under the influence of alcohol or drugs when in attendance at school or school activities, fighting, refusing in-house suspension.

A student shall receive a grade of zero (0) on all work, during the period of out-of-school suspension for which the student would have normally received a grade for out-of-school suspensions for 5 days or less. A student will not be allowed to make up work for academic credit that was assigned during the period of suspension nor will the student be allowed to complete additional work to compensate for the work for which the student received a grade of zero (0). A student may complete the work for the student's own benefit but no credit, other than zero (0), may be given for that work. The grade of zero (0) will be computed with the other grades of the student. It is the principal's discretion to offer a percentage of credit.

A student shall receive an educational plan of the core curriculum for days suspended beyond 5 days. The parents shall be responsible for monitoring the student's progress until the student is readmitted into school. Credit may be granted for academic work completed beyond 5 days.

STUDENT DUE PROCESS

Initial responsibility, authority, and determination are as follows: the principal of a school shall have the initial responsibility and authority to order a student suspended from a class or school. The principal shall not order a student suspended until he has made an investigation and has satisfied himself that the student is guilty of misconduct justifying suspension. In each case the student shall be informed of the misconduct for which the suspension is being made, and the duration of the suspension. In each case the principal shall make every effort to make immediate contact, either by telephone or in person, with the parent or guardian of the cause and duration of the suspension.

PROFICIENCY BASED PROMOTION (PBP)

PBP tests may be taken in December and May each year. The student must notify the principal at least 30 days in advance of the test of the request to take the PBP test. PBP tests may be taken in Social Studies, Language Arts, the Arts, Languages, Mathematics, and Sciences. The student must score a minimum 90% on the test to receive credit. Limit 2 tests per semester. The student should contact the counselor for additional information.

SPECIAL EDUCATION

Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Act (IDEA), P.L. 101-476. Sterling Schools has a comprehensive child identification district plan to identify, locate and evaluate those children with disabilities, birth through 21 years of age, who are in need of special education and related services.

CAREER-TECH - (HIGH SCHOOL)

Career-Tech education is available for students in the 11th and 12th grades. Contact the high school principal for information.

CLUBS AND ORGANIZATIONS

	<u>Mission</u>	<u>Advisor</u>
FFA	To develop premier leadership, personal growth, and career success through Agriculture education.	Jeff Davis
FCCLA	To promote personal growth and leadership qualities through family and consumer sciences.	Ginger Seibold
4-H	Empowers youth to reach their full potential working and learning in partnership with caring adults.	Ginger Seibold
TSA	To foster growth, leadership and opportunities in technology, innovation, design, and engineering.	Sherri Curry
Student Council	To promote growth and leadership through student involvement.	Katie Burk

ENCORE/REMEDIATION

Starting in the year 2009-2010, a 15 minute encore/remediation session will be implemented. This will be used to remediate students who scored limited knowledge or below on their EOI or criterion based test. Students who are

on the probation or ineligible list will be sent to the teachers' encore of which they are failing. Those students who scored proficient or advanced on their test will also be in a 15 minute encore session which can be used for enrichment, homework, or study period depending on what the encore teacher feels is best for each session. The encore/remediation session is meant to be used as a tool for enhancement and enrichment of educational skills that must be possessed by a graduate of Sterling High School.

STERLING HIGH SCHOOL CLASS SCHEDULE

1st hour:	8:20-9:10
2nd hour:	9:15-10:05
3rd hour:	10:10-11:00
Encore/Remediation	11:05-11:20
4th hour:	11:25-12:10
Lunch	12:10-12:40
5th hour:	12:45-1:35
6th hour:	1:40-2:25
7th hour:	2:30-3:15

STERLING JUNIOR-SENIOR PROM RULES AND REGULATIONS

1. Students in the 9th thru the 12th grade may attend the prom as a date.
2. Dates must not be 21 years old unless married to a Sterling student.
3. All dates that are from another school or who have graduated must be approved by the Principal or Dean of Students at Sterling High School. All dates from Sterling High School that are not a junior or senior must also be approved.
4. Approval forms for out of town dates are in the office and must be returned at least two weeks prior to the prom.
5. Students who leave the prom will not re-enter.
6. Formal dress is required.
7. All school rules and policies will apply.
8. Parents will be allowed to take pictures at the prom from 8:00-9:00PM
9. At 9:00PM all parents must leave and the Jr. and Sr. sponsors, class parents, and administration will chaperone the prom from 9:00-12:00.
10. After prom activities will be the responsibility of the parents.
11. All students must be academically eligible to attend the prom.

EMPLOYEE/PARENT NOTIFICATION

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules reinspection of all asbestos present in the school. The management plan may be reviewed at your child's school during normal working hours.

DIRECTORY INFORMATION

Directory Information for Sterling Public Schools for the 2010-2011 school year includes the following: Name, participation in activities and sports, awards, pictures (etc). If the parent/legal guardian or student does not want directory information released regarding the student, notification must be given to the principal's office by 8-22-2010 by the parent/legal guardian or student making the request.

TRANSFER OF EDUCATION RECORDS

Finally, under FERPA, school officials may disclose any and all education records, including disciplinary records that were created as a result of a student receiving special education services under Part B of the Individuals with Disabilities Education Act, to another school or post secondary institution at which the student seeks or intends to enroll. While parental consent is not required for transferring education records, the school's annual FERPA notification should indicate that such disclosures are made. In the absence of information about disclosures in the annual FERPA notification, school officials must make a reasonable attempt to notify the parent about the disclosure, unless the parent initiated the disclosure. Additionally, upon request, schools must provide a copy of the information disclosed and an opportunity for a hearing.

BULLYING POLICY

Harassment, Intimidation, and Bullying Prohibited

"Harassment, intimidation, and bullying" as defined by the Oklahoma Statutes at 70 O.S. 24-100.2, 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 education mission or the education of any student.

- A) "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.

- B) “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Report, Investigation, and Sanctions

- A) It is the express policy of the Board of Education to encourage students who are victims of harassment, intimidation, or bullying to come forward with such claims. This may be done in the following manner:
 - 1. Students who feel administrators, supervisors, support personnel, teachers, or other students are subjecting them to harassment, intimidation, or bullying are encouraged to report these conditions to the appropriate administrator or teacher. If the student’s immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
 - 2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith report of charges of harassment, intimidation, or bullying.
- B) In determining whether alleged conduct constitutes harassment, intimidation, or bullying, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent or the principal has the responsibility of investigation and resolving complaints of harassment, intimidation, or bullying.
- C) Any employee found to have engaged in harassment, intimidation, or bullying of students shall be subject to sanction, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.
- D) Any student to have engaged in harassment, intimidation, or bullying of other students shall be subject to sanctions, including, but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

HARASSMENT

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatsoever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, “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 written, verbal, or physical act. Such behavior is strictly prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one’s grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment;
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students

A copy of this policy will be furnished to each student and teacher in this school district.

FERPA PLAN

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act:

1. The right to inspect and review the student’s education record.
2. The right to exercise a limited control over other people’s access to the student’s education record.

3. The right to report violations of the FERPA to the Department of Health, Education, and Welfare.
4. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches the age of 18 or enrolls in a post secondary school. The student then becomes an “eligible student”.

In case a parent of a student, an eligible student, or a citizen of the Sterling School District believes that the district is violating the FERPA, that person has a right to file a complaint with the Department of Health, Education, and Welfare. The address is:

The Family Education Rights & Privacy Act Office
U.S. Department of Education
Rm. 4511 Switzer Building
Washington, D.C. 20202

DRUG ABUSE

Any student found on school premises or at school-sponsored activities in possession of or under the influence of marijuana, narcotic, hallucinatory, hypnotic or sedative drugs or any dangerous chemical, alcohol, or stimulant not prescribed by a licensed physician may be suspended from classes and all the school premises for the remainder of the school term.

Students’ cars or personal effects may be searched in the presence of the student by school personnel and/or police to determine the presence of drugs. School lockers, desks, and other school property and their contents may be searched by school personnel at any time.

Section 492 of School Laws of Oklahoma allows teachers or security personnel to search property in the possession of a student for dangerous weapons, controlled dangerous substances, intoxicating and non intoxicating beverages, missing or stolen property, or electronic paging devices, upon reasonable suspicion.

VANDALISM AND RELATED ACTIONS

Any student committing an act of vandalism, theft, gambling, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student.

Repeated offenses of the above may result in more severe penalties of suspension and/or appropriate civil action.

The school plant attractiveness plays a great part in the educational process and public relations. The total school should be involved in the beautification of buildings and grounds.

SEXUAL HARASSMENT OF STUDENTS

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

1. Sexual Harassment

For the purpose of this policy, sexual harassment includes:

- A. 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.
- B. 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 may constitute sexual harassment.
- C. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- D. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
3. The school district is not concerned with the “off-duty” conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may

result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

3. Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
 2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

- E. A copy of this Sexual Harassment policy will be provided to students and parents each year.
- F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

Reference: Title VII of the Civil Rights Act of 1964
42 U.S.C. 2000e-2
29 C.F.R. 1604.1 et seq.

