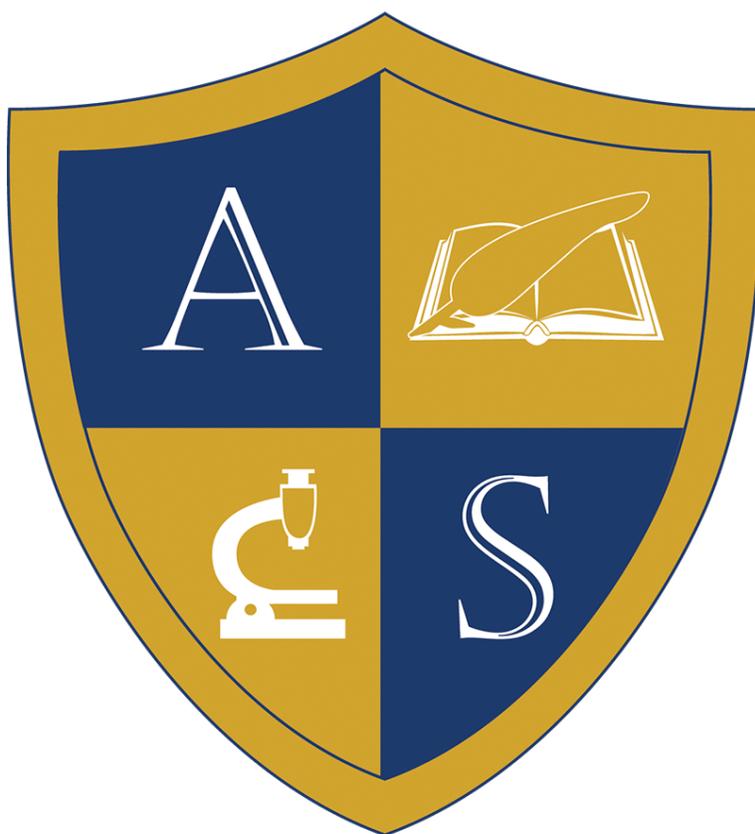


# THE ACADEMY OF SEMINOLE STUDENT HANDBOOK

2020-2021



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# Welcome

Dear Students and Parents,

On behalf of the Head of School, faculty and staff, welcome! We wish this year to be an especially productive experience for each student. For this to happen, we all have to work together: students, parents and staff. This handbook is designed to help us accomplish that goal.

## School Vision and Mission

The vision of The Academy of Seminole is to educate students to understand, contribute to and thrive in an interdependent world. We will foster a spirit of inquiry, service and social responsibility to the environment and to our local, regional and global community. We will instill the traits that are required to succeed in today's global community, those of professionalism, communication, perseverance, self-direction and collaboration.

## Governance Board Statement

All policies and procedures set forth herein are presented only as a matter of information. These policies and procedures may be changed or deleted, and new policies and/or procedures may be adopted at any time. All changes will be promptly communicated to all school stakeholders.

This manual and the policies and procedures set forth herein are not intended to create or constitute a contract or to change the nature of the employment relationship between The Academy of Seminole and the faculty member or administrative staff member, which are at will.

All policies, decisions and directives of the governance board shall be adopted and followed by the administration, faculty, staff, students, parents/guardians of the students and guests.

### GOVERNANCE BOARD DUTIES

The governance board shall serve as the primary governing unit of the school. Its purpose is to ensure that the students' educational needs are met in keeping with the mission and goals of the school. The governance board sets policy and guidelines for the school's day-to-day administration. It employs the Head of School, the Director of Operations and all faculty members. The governance board adopts a budget that manages all State Aid funds. Through its nonprofit corporation, The Academy of Seminole, it also manages all funds that come through grants and donations. The governance board is the final mediator of all disputes and grievances presented by students, faculty, administrative personnel and parents. Governance board bylaws are available for review at the The Academy of Seminole's office.

## Students and Parents

### EQUAL OPPORTUNITY

The Academy of Seminole is an equal opportunity institution and is in compliance with applicable federal statutes and regulations. The Academy of Seminole does not discriminate regarding students, parents or

employees on the basis of race, color, origin, gender, handicap, age or pregnancy status. The Academy of Seminole Head of School is the designated compliance officer. Should anyone choose to seek information or make a complaint regarding this practice, please contact the Head of School.

## FERPA

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty and staff have a working knowledge of FERPA guidelines before releasing educational records.

## EDUCATIONAL RECORDS

FERPA gives students the following rights regarding educational records:

- The right to access educational records kept by the school;
- The right to demand educational records be disclosed only with student consent;
- The right to amend educational records;
- The right to file complaints against the school for disclosing educational records in violation of FERPA.

Students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. Therefore, it is important to understand how educational records are defined under FERPA. Educational records are defined by FERPA as:

“Records that directly relate to a student and that are maintained by an educational agency or institution or by a party acting for the agency or institution.”

For More Information of FERPA see <http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/FERPA-overview.aspx>

## PROGRAM FOR STUDENTS WITH DISABILITIES

The governance board believes that education services for all young people should be provided in the normal environment of the school and in the least restrictive environment appropriate for meeting their educational needs. The administration and faculty will work together to evaluate students referred for testing to determine what is the least restrictive environment that will help that student receive a free and appropriate public education.

*Legal Reference: Individuals with Disabilities Education Act, 20 USCA S 1400 et seq., 34 C.F.R. 300.5 et seq., Oklahoma Statutes 70 S 3-104.*

## PROGRAM FOR GIFTED AND TALENTED STUDENTS

The governance board recognizes that educational programs are necessary for gifted children as defined in Oklahoma Statutes Section 1210.301 of Title 70. Therefore, it is the governance board’s policy to cooperate fully with the State Department of Education to identify gifted children and to implement appropriate educational programs. The parents or guardians of children so identified will be advised in writing of that fact and will be provided an overview of the gifted student educational program offered at The Academy of Seminole. Meetings with the parents/guardians will be no less than once each semester.

## SEVERE WEATHER CLOSURE

In the event of severe weather school closings will be announced through local news, Facebook and Remind.

## AFTER-SCHOOL ACTIVITIES

The governance board believes that all students' educational experience can be enriched and that they can be more fully engaged in the educational process by having access to additional activities after the core day. These voluntary activities should be designed to meet the varying interests of the students and should include such activities as competitive sports, academic competitions, performing and fine arts activities and special interest clubs. The Head of School, with the assistance of parents, shall design and staff after-school activities.

## SCHOOL SOCIAL ACTIVITIES

Adolescent development includes the acquisition of acceptable social skills. The governance board believes that students should have the opportunity to take part in appropriate social activities with adequate parental supervision. The Head of School, with the assistance of staff and parents, shall plan adult-supervised social events for students.

## FIELD TRIPS AND EXCURSIONS

The governance board believes that field trips, designed to stimulate student interest and inquiry and to provide opportunities for social growth and development, are considered appropriate extensions of the classroom. Field trips are authorized to the extent that they provide an effective means for accomplishing the district's general curriculum objectives. Permission for trips shall be obtained from the Head of School.

Students will be required to furnish a parent/guardian-signed permission form before each trip. All students must wear their school uniforms on field trips unless faculty notifies them that they may wear street clothes.

## GRADING PRACTICES

The governance board believes that grades should be awarded based on student achievement. Homework, test scores, class participation and other learning activities all demonstrate student achievement. Grading practices should be administered in a fair, equitable and consistent manner to students. Students' grades should reflect the cumulative achievement demonstrated to acquire knowledge and skills for a subject. It is the sole responsibility of the classroom teacher to assign a grade for a course unless that child is following an IEP. In this event, the classroom teacher and the special education teacher shall assign the grade. The governance board believes that criteria for grading practices should be communicated clearly to students and parents at the beginning of the course of study.

## VALEDICTORIAN/SALUTATORIAN POLICY

Valedictorians and Salutatorians will be selected using the following criteria;

1. Selection will occur in the 4th quarter of a students senior year
2. To be eligible for valedictorian or salutatorian a student must be concurrently enrolled and completed or scheduled to complete at least 45 credit hours prior to graduation.
3. The student/s with the highest cumulative GPA at the time of selection will be considered the Valedictorian.

4. The student/s with the second highest cumulative GPA at the time of selection will be considered the Salutatorian.

## BETA CLUB

The Academy of Seminole in keeping with high academic standards offers students the opportunity to join the Beta Club. Students must fill out an application and meet all requirements found in the Beta Club handbook.

## DAILY SCHEDULE

All students are expected to be on time. All classes will promptly begin at 8:00 am everyday. Students are asked to arrive by 7:55 am to ensure that they will be marked as present and ontime for the class. Students are asked to change classes quickly at the end and beginning of each class throughout the day. Students that continuously arrive late to class will receive a consequence according to the TAOS discipline matrix.

Middle School/High School Schedule (subject to change)

8:00-9:00	1st Hour
9:05-10:05	2nd Hour
10:10-11:10	3rd Hour
11:15-12:05	Lunch
11:40-12:20	4th Hour
12:10-1:10	5th Hour
1:15-2:15	6th Hour
2:20-3:30	7th Hour

Schedule will vary with concurrent courses.

## ATTENDANCE AND TARDY STATUS

School attendance is important to student success. Poor attendance often results in poor achievement. Students are expected and required by Oklahoma law to attend school every day the school is in session, except on those occasions when the school has been notified that the child is ill, that a child has a family emergency or that a child's absence has been pre-arranged with school officials. It is the student's responsibility to make up any work that has been missed because of an absence or tardy. One-day make-up time is allowed for each day of absence unless each teacher has made other arrangements. The school may grant excused absences upon request of the parent/guardian for the following reasons: illness, accident, injury, medical or dental appointments, death in the family, religious holidays and emergency situations. Ten (10) absences that occur in one school semester that are either excused or unexcused may be grounds for non-credit recommendation.

If the student's *cumulative* non-attendance exceeds 10 days in a semester or the student reaches a total of 10 consecutive school days of non-attendance pursuant to school policy, the school may withdraw a student for truancy for failing to regularly attend school. A petition for truancy may be filed in the family's district court of residence. The truancy case may remain open until the student attends school;

or, the school receives either a confirmation of enrollment from another public school district, or the parent completes the Intent to Homeschool form.

### ILLNESS AND EMERGENCY ABSENCES

When a child is absent from school, the parent/guardian shall call the school on the day of the absence, preferably in the morning. Notes excusing a student's absence in lieu of making a personal phone call are discouraged.

### PLANNED ABSENCES

The parent/guardian shall give the attendance secretary written notice as far in advance as possible of absences involving religious holidays, medical or dental appointments or family trips.

### DISCIPLINARY SUSPENSION ABSENCES

Student absences due to an out-of-school suspension as a result of a disciplinary action imposed by the school will be coded as such. The student receiving an out-of-school suspension of any length will be provided an education plan from the school that will allow the student to remain on schedule to receive credits/grades for courses. The student is responsible for completing the education plan provided by the school. These absences alone will not result in a loss of credit for a high school course. Students will receive full credit for all work completed as part of the education plan and will not be penalized for missing in-class credit opportunities.

### TARDY STATUS

Students shall be charged with a tardy if they enter the building at or after 8:00 a.m. or are tardy for a class during class changes. All tardy students will report to the attendance secretary where they will be given admission slips. Three tardies will be counted as one unexcused absence in that class. A pattern of absences/tardies will result in a conference with the student, the parent/guardian and the Head of School to review the problem and to determine a solution. The Head of School has the option to refer the matter to the governance board for review with the parent/guardian present.

### STUDENT RELEASE FROM THE SCHOOL

A request for a student release during the school day will only be honored to persons authorized to seek the student's release. Students are only released to the custodial parent/guardian and the non-custodial parent (with custodial parent's written authorization and presentation of a certified copy of a legal document showing relationship to the student) or the custodial parent's designee. It is the custodial parent's responsibility to notify the school of restrictions related to the child's release. This includes, but is not limited to, divorce decrees that limit or deny access to school information. The non-custodial parent is responsible for providing a mailing address to the school.

### THE ACADEMY OF SEMINOLE STUDENT CODE OF CONDUCT:

Students of TAOS are expected to act with responsibility and integrity at all times. Students who violate the code of trust established between themselves and the faculty of SSC and TAOS, will suffer a consequence according to the TAOS discipline policy or the student will be recommended for behavioral interventions. Parents are often asked to participate in the consequence or intervention process. It is important that the

parents support the rules and policies of TAOS. At all times during which a Student is enrolled in TAOS, engaged in the use of SSC facilities or on SSC property, the student and parent shall comply with all applicable federal, state and local laws and all SSC and TAOS rules, regulations, policies and procedures. The student and parent are aware of the manner in which they can access copies of all SSC and TAOS rules, regulations, policies and procedures, that they have the ability to access the same and that they are responsible for reading and understanding the same during the student's enrolment at TAOS.

## UNIFORM DRESS CODE

The Academy of Seminole Board of Education (TAOS) requires the wearing of student uniforms for all schools within the District in order to promote and to maintain an orderly and safe learning environment, to eliminate distractions while at school so as to increase the focus on instruction, to minimize socio-economic differences so that all students are treated equally, and to encourage and to promote professional and responsible dress for all students. In recognition of the right of students to express themselves in the manner of dress, students have the right to choose their own grooming and clothing styles subject to the requirements of this policy.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

The principal, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the director reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals. The principal may designate days for students to wear particular attire in recognition of school-wide events such as Spirit Days, etc. and may provide for days when the student uniform shall not apply. **On Mondays students will be allowed to wear jeans along with a TAOS t-shirt or other TAOS outerwear.**

No student shall be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the school uniform if such failure is due to financial hardship. *Any student who may not be able to comply with the school's uniform requirements should advise the Head of School that obtaining the required uniform will present a financial burden.* Assistance will be provided in these cases.

Students who violate this policy may be subject to discipline in accordance with the District's Student Code of Conduct. Students enrolling in TAOS for the first time during the school year shall be granted a grace period up to ten (10) school days before being required to comply with the required uniform.

The following guidelines apply to all students while in attendance at school or school-sponsored events:

### General

- Clothing worn to school shall not be torn, cut-up, or slit and must be appropriately sized for the student.
- Students shall not wear any clothing (including outerwear), jewelry, accessories, or display tattoos that contain messages or images that are obscene, vulgar, or related to tobacco, drugs, alcohol, sex, and/or violence.

- TAOS logo top must always be worn and visible during school hours.
- Ties and scarves may be worn but must be school colors.
- No hats allowed on campus at any time unless approved by the Head of School.

Pants/Slacks/Skirts/Shorts/Skorts:

- TAOS has approved pants, slacks, skirts, shorts, and skorts, in blue, grey, black, and khaki. As long as a student has similar pants, slacks, skirts, shorts, and skorts from another place (e.g. same style and colors) they can wear those clothes.
- Pants, slacks, skirts, shorts, and skorts shall be appropriately fastened at the waist. No sagging or “low rise” clothing is allowed.
- Leggings may be worn only as an accessory under skirts, or skorts that meet uniform requirements and may only be white, black, or blue.
- Hemlines must be of modest length defined as At a minimum, shorts/skirts must extend to, or just beyond, the students fingertips.
- No denim except on Monday’s and then must be clean, no rips, cuts, tears, or slits, and must be worn with the approved Monday TAOS t-shirt.
- No athletic pants, sweats, jogger (silky, terry cloth, fuzzy, pajama pants etc). The only joggers allowed are of cotton/Khaki uniform pant material.
- Shirts: TAOS has approved shirts in gray, blue, and white with a TAOS logo. Shirts must be collared and purchased through the school and display the crest on them.
- T-shirts are only allowed on Monday’s and then must be the approved TAOS t-shirt.
- Solid colors of white, black, grey, or blue long sleeves may be worn UNDER TAOS logo shirts when needed.
- No midriff may be showing, no exceptions..
- Shirts/blouses must be appropriately buttoned or zipped.
- Hoodies: Only TAOS uniform approved hoodies allowed in the classroom/building.

Footwear:

- Students shall wear shoes and/or footwear at all times while on school property, and shoes with laces must be tied for safety.
- Students shall not wear open toe, flip-flops, beach, pool wear shoes, or house shoes. Crocs are allowed with the strap on the back of the foot at all times.

#### Outerwear:

- TAOS has approved sweatshirts (both zippered and pullover) in gray, blue, and white with TAOS designs. Students are **NOT** allowed to wear any outer wear in the building besides the approved TAOS outerwear. No hoodies allowed except TAOS logo hoodies (winter outerwear is defined as coats not hoodies)
- Spartans athletic apparel must be approved by TAOS administration and worn on the campus.

#### Hats/Jewelry/Accessories:

- Students may not wear caps, hats, or head coverings of any kind, including but not limited to, scarves, bandanas, and sweat bands on campus except for students with religious beliefs requiring a head covering, for medical reasons, or as approved by the school's administration for a special school activity.
- Jewelry and accessories which pose a safety concern for the student or others are prohibited.
- If a student wears a belt, the belt must be solid color, worn in the belt loops of the clothing, and appropriately fastened with a plain belt buckle.

#### Athletic sDress:

No underwear garments ( including bras) may be showing at any time.

Athletic shorts must be in compliance with the dress code policy defined.

Jerseys only can be worn during school hours on game days.

Students traveling with the team, must be in sports uniform or in compliance with the dress code.

#### "FREE DRESS DAY"

Periodically during the school year, the students will be allowed to deviate from the uniform guidelines and wear their regular clothes. The Head of School and the faculty will determine the dates of these "free clothes days." If there is a question as to the appropriate nature of a student's attire, the Head of School will determine if the student needs to call his or her parents/guardians for a change of clothes. No gang attire will be tolerated.

#### MEDICATIONS (70-1-116.2)

If a student needs to take prescription or any over the counter medications during the school day, a *parent signed medical permission slip, must be completed.* A form is available in the office. The medications will be kept

in the main office, to be administered by authorized school personnel only. All prescription and over the counter medications must be in their original, labeled containers. No more than one month's supply can be kept on hand at a time (20 pills).

Authorized personnel shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, and the type or name of the medicine which was administered.

There are two exceptions: (70-1-116.3)

1. Students wearing insulin pumps. The device must be listed on their medical file in the office and staff personnel notified
2. Students with severe asthma are allowed to carry their inhalers at all times with a parent permission slip on file in the office

If a student needs to call a parent during the school day to ask for medications, the labeled medicine is to be brought to the office for the parent to administer. No prescription or over the counter medicines are allowed on a student's person or in their backpack, purse, or pocket. No student is allowed to administer or distribute any medication to another student.

## AIDS EDUCATION

All Students will receive AIDS Education Training during their 9th grade year as part of their Biology class. The AIDS education program will address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall take into consideration the age and maturity of the students and the subject matter of the course. Development of the program should take into account the instructional needs of all students in the district.

## HEALTHY CHOICES

At The Academy of Seminole healthy choices are considered an integral part of a students education. To educate students about healthy lifestyle choices and encourage healthy eating choices all students must complete a health & wellness course as part of their graduation requirement.

## STUDENT TRANSPORTATION

Transportation to and from school shall be the responsibility of the parent/guardian.

## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

When students are transported to school-sponsored activities they must ride in school provided transportation unless prior arrangements have been made with the administration of The Academy of Seminole.

## STUDENT COMPLAINTS, PARENT COMPLAINTS

The governance board believes that procedures should be established for students' or parents' concerns to be heard in a fair and equitable manner. When registering a complaint or concern, the governance board reminds all concerned that the Code of Conduct for parents, faculty and students shall be enforced.

## STUDENTS

Students should first attempt to discuss their concern in a respectful manner with the faculty member, parent or administrator in question. Students have the option of writing their complaints and will be heard in a fair and professional manner. Complaints shall be handled in accordance with classroom and school policies. Students who have complaints concerning other students should report their issue to either the classroom faculty member, another faculty member or the Head of School. The matter will be dealt with through conflict management guidelines and in as equitable a manner as is practical in keeping with school policies. Students who are aggrieved by any such decision may appeal such a decision to the governance board. The decision of the governance board shall be final.

## PARENTS

Parents or guardians who have a concern or disagreement with a faculty member shall make an appointment with the employee in question. At no time is a parent to interrupt instruction to discuss any matter. The parent or faculty member has the option to request the Head of School be present during the discussion. If the parent is dissatisfied with the outcome of the meeting with the faculty member, that parent may bring his or her concern to the Head of School.

The Head of School shall listen to the parent's concern. They shall investigate the matter with the employee concerned and determine how the matter can be amicably resolved in the best interest of the child and in keeping with the policies of the school. If the parent is not satisfied with this decision, he or she may submit a written complaint to the president of the governance board.

The president shall review the procedure the employee and Head of School used. If the president determines that the procedure was proper and the decision was in keeping with the best interest of the child and with school policies, then he/she shall inform the parent that the decision will stand. The parent may appeal the president's decision to the governance board. The governance board's decision shall be final.

## SCHOOL CALENDAR

The Head of School shall present a calendar each year, which includes the start and end dates of the school year. The calendar will also include the number of instructional hours mandated by state law and the State Department of Education. The Head of School shall seek suggestions from school staff and parents in the calendar's development.

## STUDENT PUBLICATIONS

School-sponsored or funded publications shall be known as student publications and exist as a laboratory tool to teach writing and journalistic skills. Newspapers represent the entire school community and should present various points of view and follow the recommended newspaper code for schools. It shall be the teacher's duty, as the Head of School's representative, to review material and to make editorial decisions regarding the appropriateness of each item.

## MENINGOCOCCAL DISEASE INFORMATION

Oklahoma State Law 70 § 1210.195 requires dissemination of the following information on **Meningococcal Disease**

Source: Communicable Disease Division – Oklahoma State Department of Health

**What is Meningococcal disease?** Meningococcal disease is a disease caused by the bacteria *Neisseria Meningitidis*. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis. In Oklahoma, the number of *Neisseria meningitidis* cases have been on the decline since 2000, with case numbers ranging from 34 in 2000 to ten in 2004.

**How is the disease spread?** Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

**Who is at risk of getting this disease?** Anyone can get meningococcal disease. For some adolescents, such as first year college students living in dormitories, there is an increased risk of meningococcal disease. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal meningitis is more common. These persons should talk to their physician about the meningococcal vaccine.

**What are the symptoms?** People can carry the bacteria in their nose and throat without becoming ill. People ill with septicemia may have fever, nausea, vomiting, and a rash. People that are ill with meningitis will have fever, intense headache, nausea, vomiting, and a stiff neck. It is important to seek care from a physician as soon as possible if these symptoms appear. Meningococcal disease can have a high risk of death if it is not treated promptly.

**How soon do the symptoms appear?** The symptoms may appear two to ten days after infection, but usually within three to four days.

**What is the treatment for meningococcal disease?** Antibiotics, such as penicillin or ceftriaxone are used to treat meningococcal disease.

**Should people who have been around a person infected with meningococcal disease be treated?** Only people who have been in close contact (household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc.) need to be considered for preventive treatment. Such people are usually advised to obtain a prescription for a special antibiotic (either rifampin, ciprofloxacin, or ceftriaxone) from their physician. A public health nurse will work with the family of the patient to identify all family, friends, and contacts that need antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease and do not need treatment with the antibiotic.

**What are the risks from meningococcal vaccines?** Source: Department of Health and Human Services – Center for Disease Control and Prevention A vaccine, like any medicine, could possibly cause serious problems such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

#### **Mild problems**

- Up to about half of people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.
- If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.
- A small percentage of people who receive the vaccine develop a fever.

#### **Severe problems**

- Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.
- A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who got MCV4. There is not enough evidence to tell whether they were caused by the vaccine. This is being investigated by health officials.

For further information call or visit on the World Wide Web: (405) 271-4060

<http://www.health.ok.gov/programs/cdd> (800) 232-2522 <http://www.cdc.gov> Revised: 06/06

## STUDENT ADMISSIONS

The Oklahoma Charter School Act states that “a charter school shall not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measures of achievement, aptitude, or athletic ability. If capacity is insufficient to enroll all eligible students, the charter school shall select students through a lottery selection process.”

Applications will be available at the school or at any other designated location. They must be returned to the address listed on the application. When the application is received, it will be photocopied, given a number and the date and time shall be noted on the application. All applications for admission must be submitted by the deadline to be included in the lottery. Any student who applies after the deadline will be added to the end of the waiting list in the order they apply.

The parent or guardian will be notified when the school receives the application and if any deficiencies exist on the application. The correct priority ranking shall be noted on the application, and all information shall be entered in the school database.

Once a student is enrolled, that student will automatically be enrolled for the next school year, provided he/she has complied with any enrollment requirements.

### SIBLINGS

Siblings to currently enrolled students will be given priority enrollment until the lottery is drawn. Siblings of students drawn in the lottery will be admitted after the lottery is drawn. Siblings that apply after the lottery will be added to the waiting list in the order they apply. Siblings shall be defined as children who share at least one common biological or legal parent whether through natural or adoptive means

### LOTTERY PROCESS

Should a lottery be necessary, it will take place on or about the 15th of March each year. The location, date and time of any lottery shall be announced at the appropriate time.

Each grade level shall be limited to a specific number of students as determined by the Head of School.

Any necessary lottery will be conducted as follows:

- There will be three pools of lottery numbers:
  - Applicants with siblings currently enrolled in The Academy of Seminole will be drawn first.
  - Students residing within the Seminole Public School District will be drawn second.
  - Students residing outside The Seminole Public School District will be drawn third.
- The index cards will be drawn by a neutral individual.
- All applications will be drawn and given a numerical ranking so that a waiting list may be established.

Any necessary lottery will be open to the public. The governance board will designate up to 2 members of the board to oversee the drawing.

### ACCEPTANCE LETTER

An acceptance letter will be sent to the parents/guardians of all children whose lottery numbers have been selected. Parents/guardians who receive an acceptance letter for their children will have until April 15th of the current school term to accept or reject a seat and complete enrollment in the appropriate grade level. After this date, the seat will be declared as forfeited, and the next child in the lottery will be selected. The school will notify that child's parent/guardian who will then decide to accept or reject the seat and continue in this manner until all seats are filled.

If a lottery is not in place, an acceptance letter will likewise be sent out and the same deadlines and requirements will apply for the parent/guardian to accept or reject the seat.

After students have accepted their position in the school, the family will be contacted to begin the enrollment process.

## COMPETITIVE SPORTS AND ACTIVITIES

### SPORTS AND ACTIVITIES

The governance board recognizes the role that competitive sports and activities play in students' physical and social development. To foster school spirit, physical development, self-esteem, a competitive and team spirit as well as positive attitudes toward healthy lifestyles, The Academy of Seminole students are encouraged to take part in the activities the school offers.

All coaching staff shall follow OSSAA guidelines. Although we seek to participate in OSSAA competitions, we recognize that some games for some sports may have to be scheduled outside of OSSAA member schools. The Academy of Seminole shall not be liable because of these activities.

- Dates for practices and games shall be set in accordance with OSSAA guidelines.
- All students participating in these sports or activities shall have a permission form, signed by their parents/guardians, and a current physical evaluation form on file.
- Students who wish to participate in any sport or activity shall submit to a grade check on a weekly basis pursuant to OSSAA guidelines. If the faculty and Head of School deem the student ineligible to play or participate, the student is held out for the game/activity in question. The student will be readmitted to participate in the next game or activity if the Head of School determines that the student has improved his/her grades to a satisfactory level.
- Students on academic or behavior probation shall not participate in games or activities while on probation.
- Parents agree to bear the additional costs of equipment and/or uniforms or other costs that the activity may require.
- Faculty may receive additional compensation for coaching in accordance with OSSAA rules.

## PRACTICE SCHEDULING

Practices for various sports or activities should be scheduled so as not to interfere or disrupt the learning process.

- Students who are involved in tutoring or other after-school educational counseling shall not be penalized for missing or being late to practice. However, students are required to notify the coach/faculty of their absence in advance.
- Parents are responsible for student transportation to practices off campus and to pick students up immediately after each practice.
- A schedule of practices shall be posted as soon as possible by the coach/faculty.

## TRANSPORTATION TO PRACTICES AND GAMES

The governance board reminds parents of their obligation to provide transportation for their child both to and from practices and games.

- Parents may form carpools to provide transportation to and from practices and games.
- The Academy of Seminole shall not be held liable for the welfare of students while being transported to and from practices and games in private vehicles.
- Consistent failure to pick up a student immediately after a practice may result in that child being declared ineligible for play or practice.

## OSSAA CO-ED POLICY

CO-ED PARTICIPATION If a school maintains separate teams in comparable sports for girls and boys, girls may not participate on boys' teams and boys may not participate on girls' teams. If a school does not sponsor separate teams in comparable sports then boys and girls may participate on the same team but must participate in the boys division.

Co-ed teams shall be defined as any team having one or more members of the opposite gender and all co-ed teams must participate in the boys' games, tournaments, meets etc. (Note: This policy permits girls to participate on the boys' baseball and football teams and to wrestle. Boys are not permitted to participate on girls' teams unless a co-ed division is sponsored by the OSSAA.)

Taken from OSSAA Board of Directors' Policies 2017-2018

## CONCUSSIONS

The Academy of Seminole's policy dictates that a referee or member of the coaching staff may remove a student athlete from a sporting competition or event (including practices) due to a head trauma, which may result in a possible concussion. The student athlete must obtain a medical doctor's release before being allowed to participate in any practices or games, including the game from which he/she was removed. The exception to this policy is if a licensed medical practitioner, such as a nurse, trainer or doctor, is present at said sporting event and can clear (which shall be in writing) the player during the contest.

## BUS USE POLICY

The individual who will be driving the bus must be an employee or recognized coach of the Academy of Seminole with a current CDL license with P&S endorsement and who is listed on the school's insurance as a designated driver.

Any school activity that seeks to use the Academy of Seminole bus must complete the Bus Use form. Priority for use will be given by the date and time that the Bus Use form is returned to the Academy of Seminole office. A separate calendar will be posted in the office for bus use. The Head of School/principal is the only person authorized to permit bus use. The parties who check out the bus will be responsible for following the Academy of Seminole's bus checklist posted inside of the bus before and after use. It is understood that the fuel tank will always be full, and each party checking it out is responsible to return with a full tank. Students and all persons using the bus are expected to follow the Academy of Seminole's Code of Conduct while in transit.

## SAFETY AND SECURITY

### SAFETY

It is The Academy of Seminole's policy to provide the students and staff with a safe and worry-free environment. Safety awareness and the prevention of accidents are important Academy of Seminole goals.

Attention will be given to the following areas:

- Supervision of students in school building(s) and grounds.
- A safe school environment.
- Observation of safe practices by The Academy of Seminole faculty, administration and staff, including activities which may include special hazards.
- Faculty and staff will monitor students for a safe and secure school atmosphere. Students will follow the rules and procedures that specifically address their and others' safety.

### INJURY OR ILLNESS DURING THE DAY

In case of an illness or injury at school there should be several emergency numbers where parents can be contacted during the school day. Should the emergency numbers change during the school year, the office should be contacted so that the information is current. If a child develops a fever over 100 or is vomiting, parents will be contacted to pick their child up from school. If a child is ill, please keep them home in order to prevent the spread of the illness to other students. A student must be fever free and vomit free for 24 hours before returning to school.

If a child is injured during the school day

### CLOSED CAMPUS

Students may *not* leave the campus once they arrive unless concurrently enrolled in a program. Students will bring their own lunch or eat from a lunch program provided at the school. Students *may not* go to their cars at any time during the day without permission. *Students may not leave school during the day to go home to pick up forgotten work.*

### USE OF TOBACCO PRODUCTS

The governance board recognizes that tobacco use is harmful to health. All students and employees have the right to freedom from tobacco and its use. To provide a safer school environment for students and employees, effective immediately, use of tobacco is prohibited on all school grounds at all times (70 O.S – 1-15).

## STUDENTS WHO APPEAR TO BE UNDER THE INFLUENCE

Teachers or staff who observe students who appear to be under the influence of intoxicating substances, alcoholic beverages, or controlled substances need to -report this information to a Principal or Executive Director as soon as possible.

## MEDICAL EMERGENCIES

Any medical emergency that may occur on school property will be dealt with in the most sensitive manner and with the welfare of students in mind. Outside emergency treatment will be summoned if necessary, and parental notification will be immediate using the emergency numbers the parents/guardians provide.

Parents are required to provide three (3) emergency telephone numbers in case a student becomes ill or has an accident at school. The nurse or designated person will provide first aid and attempt to notify the parent/guardian as soon as possible. If the school cannot reach the parent/guardian in an extreme medical emergency, emergency medical services shall be called. Expenses for the emergency care will be the responsibility of the parent/guardian. The governance board strongly urges all parents to immediately update all notification numbers when a change occurs.

## DISASTER / CRISIS PLANS

To maintain a calm and secure environment for students and employees when faced with a crisis or disaster, The Academy of Seminole high school will follow the Seminole State College police department's plans.

## MAJOR CRISIS

A major crisis involves multiple people and affects students' welfare. The crisis intervention team will manage a major crisis with school personnel in conjunction with community agency volunteers. The crisis intervention team shall be composed of school staff, which includes administrators, designated faculty, the school nurse or designee and city emergency personnel. The school will distribute any information to the media.

## MINOR CRISIS

A minor crisis involves few people and does not present an immediate threat to the students. Appropriate members of the crisis intervention team will manage a minor crisis. If deemed necessary, school personnel will be called for assistance.

## HANDLING OF HAZARDOUS MATERIALS

The Academy of Seminole complies with the OSHA Hazard Communication Standard.

## VANDALISM

The Head of School is authorized to sign a criminal complaint and to press charges against parents or guardians of vandals who damage, deface or destroy school property. In addition, he/she is authorized to pursue legal action against parents or guardians of perpetrators to recover expenses incurred in the repair, renovation or replacement of vandalized property.

## HARASSMENT, INTIMIDATION, AND BULLYING

The Academy of Seminole specifically prohibits harassment, intimidation, and bullying of or by any student on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events. "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 that 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, gestures or written, electronic, verbal, or physical acts.

Harassment, intimidation and bullying through Electronic communication are likewise prohibited. "Electronic communication" is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer. A specific electronic communication does not need to originate at a school or with school equipment to be included under this policy if it is specifically directed at students or school personnel and contains harassment, intimidation or bullying.

Student behavior which is serious enough to be considered assault or relates to weapons, and which can be classified as "harassment, intimidation, and bullying," will be dealt with as outlined in the Alcohol, Tobacco, Drug, Assault Behavior, and Weapons Policy. Otherwise, bullying behavior will be dealt with as directed by the Academy of Seminole Administration.

Copies of this policy will be made available upon request to parents, students or other interested parties.

#### **SEARCH OF STUDENTS, STUDENT LOCKERS, STUDENT PROPERTY AND SCHOOL-WIDE SEARCHES**

The governance board recognizes its responsibility for the safety and welfare of the students and faculty. A search of an individual student, student property, lockers or school-wide searches may be conducted to safeguard the educational process, preserve discipline and order and promote the safety and security of persons and their property. A student or student's property may be searched when the student is reasonably suspected of having violated a school policy or a state criminal statute.

The Head of School may authorize school-wide searches, including the use of metal detection devices, after making the determination that school-wide searches are necessary to detect the presence of dangerous weapons, contraband or to deter potential school violence. School officials may search school property, including desks and lockers, at any time. Because students do not have privacy rights on school property, lockers, desks and book bags may be searched when there exists reasonable suspicion that a violation of state law or school policy has occurred.

Items that violate state law or school policy shall not be stored in lockers or desks or backpacks. At least one witness must be present during the search of student property, locker or desk. Group or individual student searches may be made when a student is on school premises, upon entering a district property, while in transit under the authority of the school or while in attendance of any function that The Academy of Seminole sponsors or authorizes.

Conducting a search of the student's person:

- A person of the same gender as the person being searched shall conduct the search.
- Another authorized person of the same gender will be present as a witness, if practicable.
- No student's clothing, except cold-weather outerwear, may be removed prior to or during the search.
- Students may be required to empty their pockets. Strip searches are prohibited.

## PERSONAL SAFETY

The governance board recognizes the need to maintain a safe work and educational environment for employees and students as well as their parents. Threats of violence to any person by any person will not be tolerated. The Head of School will immediately act on any threat, whether by electronic means, through social networking sites, verbal, written or physical, including hazing or bullying, by a student. The Head of School will file a police report if necessary and will enact disciplinary measures that may include suspension and/or release from the school. Any employee threat of violence to another employee or by an employee to a student shall be grounds for immediate disciplinary action as the governance board determines and may result in suspension without pay and/or employment termination

## FIRE AND TORNADO DRILLS

Both drills will be executed in the safest manner possible.

### FIRE DRILLS

- Will be held at minimum once per semester.
- Students will practice within each classroom as to the safest and quickest exit path.
- When the fire warning sounds, faculty will direct students to the identified exit(s) in a safe and orderly manner. Each classroom will have a designated area outside the building.
- Students will exit in a quiet, orderly manner.
- Faculty will take roll upon reaching the outside destination.

### TORNADO DRILLS

- Will be held at minimum once per semester.
- Students will practice within each classroom as to where to proceed during a tornado. Students will also be taught the best position for overall protection that they must assume on the floor.
- Upon arrival to the designated locations, students will kneel on the floor, assume a protective posture and remain quiet until the administrator has given the “all clear” signal.

The faculty and staff will always project an air of calm and control. Faculty is to maintain contact with and keep track of all students’ whereabouts who are in their charge.

## REPORTING CHILD ABUSE

State law (Title 10A, Section 1-2-101) requires EVERY PERSON who has reason to believe that a child under 18 is a victim of abuse to report the suspicion of abuse immediately to the Oklahoma Department of Human Services (DHS).

A report of suspected child abuse is a request for an investigation to gather facts and protect the child from further harm. The person reporting the abuse does not need to prove abuse prior to reporting. Investigation and determination of abuse are the responsibility of DHS, law enforcement, and the judicial system. Persons who knowingly and willfully fail to report any incident to the Department of Human Services shall be guilty of a misdemeanor. Any individual who reports an incident in good faith and exercises due care shall be immune from any civil or criminal liability.

If you have any questions, a specialist from the Child Abuse Network (CAN) will help you through the reporting process and explain what happens next. Call a child specialist at (918) 624-0200.

## To report abuse

- Oklahoma hotline (800) 522-3511
- National hotline (800) 4ACHILD [(800) 422-4453]

The person making the oral report to the Department of Human Services is also responsible for submitting a written report to the Department of Human Services. The written report must follow the oral report and be made within twenty-four (24) hours of the contact. A copy of the written report shall be given to the Head of School. The employee shall also contact the local law enforcement agency where physical or sexual abuse is suspected. Employees will not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. School officials or employees shall not reveal any information regarding the suspected abuse or neglect to any parties other than supervisory personnel, the Department of Human Services and the appropriate law enforcement personnel. It is not the school official's or employee's responsibility to prove the child has been abused or neglected. The Head of School will prepare and implement such procedures as are necessary to provide employees with the training necessary to properly identify abused or neglected students and to properly report such abuse and/or neglect.

All parties concerned shall treat the reports in a confidential manner. Employees may initially question the child to determine the child's state of neglect or injuries. However, in no case should the child be subject to undue pressure to validate the suspicion of abuse. Validation of suspected child abuse is the Department of Human Services' responsibility, assisted by the police. In suspected cases of physical and sexual abuse, the police or social worker at the school may question the suspected victim without the Head of School obtaining permission from the victim's parent or guardian. Employees will not contact the parent/guardian concerning suspected child abuse.

## DANGEROUS WEAPONS

The governance board recognizes its responsibility for the students' and staff's safety; therefore, they prohibit the possession and/or the carrying of dangerous weapons by students, employees, parents or others either in a vehicle or about the person while on district property, at a school sponsored activity or on a school bus. This dangerous weapons policy covers all weapons, including any object that is considered dangerous or capable of inflicting bodily harm. Dangerous weapons also include all instruments that are not considered dangerous weapons when used in the manner intended by the manufacturer but that can be used by an employee or student in a dangerous manner, capable of inflicting serious bodily harm.

## STUDENTS

If a faculty member or other school employee should find a student in possession of a dangerous weapon, he/she shall immediately secure the safety of the other students and notify the Head of School. If safety permits, the weapon should be confiscated. The Head of School or an appropriate supervisor shall immediately notify the police department. If it is not possible to confiscate the weapon, then all students and employees should be evacuated to a safe area as quickly as possible. Any student possessing a firearm on school property shall be subject to immediate dismissal from the school. Any student possessing any other device or instrument judged to be a dangerous weapon shall be subject to immediate suspension and will be referred to the governance board for disciplinary action. Disciplinary action may include short- or long-term suspension or dismissal from the school. The governance board's decision is final. If a student wishes to display or demonstrate an antique or historic firearm for a classroom project, he/she must first secure permission from his/her

classroom teacher and from the Head of School for the demonstration. It is highly recommended that the parent/guardian accompany the student and assist in the handling of the firearm during the demonstration. The school will notify the parents/guardians of any student violating this policy.

## TECHNOLOGY PROGRAM

The governance board believes that access to technology for learning at The Academy of Seminole will be equal for all learners, regardless of learning styles, differences or capabilities and that training in the use of technology as a learning tool is integral to our learning environment. The board further believes that technology will be used to design learning environments that enhance and challenge each student's approach to learning. The governance board directs the Head of School to work in a collaborative manner with the faculty in designing, implementing and maintaining a technology plan for The Academy of Seminole students.

### **Electronic Device Policy - Cell phones, electronic paging device, smart watches, I-Pods, etc.**

TAOS is not responsible for lost, damaged or stolen cell phones or electronic devices.

Cell phones and/or other wireless devices are a frequent distraction to students and a significant contributing factor to student academic struggles. Cell phone use by students also contributes to behavioral and classroom challenges, and to the erosion of peer relationships and a healthy school culture of respect.

Students at the Academy of Seminole are not permitted to use their cell phone, smart watch, any other device during class hours, without teacher permission for specific activities in class. Students shall not carry their cell phones on their person. Instead, cell phones should be securely stored in the student lockers, backpacks, or in classroom cell phone storage receptacles, with the power turned off. Cell phones are not permitted from the time of drop off til pick up times. Students may un silence their cell phones at 3:20 to check for messages from parents. If a student is in an after school club or tutoring session it is the teacher in charge of discretion as to if the cell phone is to be switched off or silenced during class. Students in afterschool detention or any other disciplinary requirement will not be allowed to have his/her electronic device on. If parents need to reach the student they shall contact the office.

Parents are requested to refrain from calling or texting students cell phones during school hours, with the exception of the students lunch period and after school. If a student needs to be reached, call the school and a message will be delivered to the student during class.

### **Cell Phones/Electronic Device Privileges will be tiered by grade levels-**

Pre-K -5th grade students are NOT allowed to bring a cell phone to school. Parents must contact the student if necessary during the school day through the office.

6th-8th grade students will ONLY be allowed to have their cell phone/devices during recess time or with the teachers permission for an academic activity.

9th-12th grade students may have their cell phones between classes, during lunch period, and recess time. Teachers may give 9th-12th grade students privileges to use their phones during certain academic activities, and/or for rewards in the classroom. Students must power cell phones off before entering the classroom and put the phone back in his/her backpack, locker, or classroom cell phone receptacle. Failure to follow these rules will result in the following disciplinary measures.

**Disciplinary measures: Any cell phone used during class time without permission will result in restrictive procedures.**

- First offence- the phone/device will be confiscated and returned to the student at the end of the school day following a conversation with the teacher regarding the phone policy and a clarification of the ways in which cell phones interfere with academic success. The teacher will fill out a cell phone infraction report. Parents will be notified.
- Second offense- the phone/device will be confiscated by the teacher and placed in the Principal's office. The student's parents will be notified to pick up the phone at the end of the day from the Principal.
- Third offense- the phone/device will be confiscated and sent to the Principal. Parents will be notified to pick up the phone/device and the student will be prohibited from bringing a phone/device to school for the remainder of the school year.

No student shall use a cell phone or electronic device to violate any Student Code of Conduct, Including computer usage agreements, and/or Bullying Policies.

Examples of unacceptable usage can include but are not limited to : in restrooms or hallways during instructional time, cheating, cyber bullying, sexting, taking pictures or videos.

Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that may have been used in an activity prohibited by the Code of Conduct.

The use of a cell phone/electronic device in any inappropriate ways listed above could result in cell phone privileges revoked and/or suspension from the school.

#### **INTERNET POLICY**

The governance board recognizes the vast opportunities for research, cultural appreciation and communication afforded by the internet. The governance board also recognizes the potential for students to view inappropriate material that has been added online. Students will be always supervised during their internet use on school-owned computers or any other internet-accessible device, whether school provided, personally or owned by another. Using school-owned computers or other internet-accessible devices to view inappropriate online material is unacceptable and may lead to immediate removal of the student or staff termination. The Head of School shall determine if a student or a staff member has viewed inappropriate content and shall report it to the governance board.

Students are required to have an internet agreement form on file signed by a parent or guardian. Students are also required to show their student ID and sign in before beginning research online.

#### EMAIL POLICY

All school computers and all content electronically transmitted on school-owned computers is The Academy of Seminole property. Using school-owned computers to send or receive obscene or inappropriate material is unacceptable and may lead to immediate removal of the student or staff termination.

### COMMUNITY & PUBLIC RELATIONS

#### ADVERTISING IN THE SCHOOL

Advertising or otherwise promoting the interests of any commercial or non-school agency or organization within the school facilities must have the Head of School's or his/her designee's approval. Commercial firms and non-school agencies or organizations may purchase advertising space in school-sponsored papers, programs or other publications. Inadvertent advertising such as the use of a business name, logo or other identification is permissible if it is in conjunction with sanctioned school-business partnership activities.

#### SCHOOL VISITORS

All school visitors must immediately check in with the office upon their arrival.

#### USE OF SCHOOL-OWNED PROPERTY

In compliance with governance board policies, except when rented, district and school property may not be used for anything other than school purposes and other purposes of general public interest.

The governance board shall permit staff members to use school property when such use is to conduct school business. The governance board shall permit students to use school property when the property is to be used in connection with their studies or extracurricular activities. Proper controls shall be established to reinforce the lender's and/or borrower's responsibility for all such property. Individuals not associated with the school district will not loan district property for use.

## **Student Handbook Acknowledgement Form**

I have received a copy of the TAOS student handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the manual.

Policies outlined in the Student/Parent Handbook are subject to change at the schools discretion.

I state that I have read and fully understand the TAOS handbook and agree to all terms and conditions.

Student's Printed Names

(s): \_\_\_\_\_

—

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Families with more than one student may list all student's in one household above.

Student's

Signature(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian's Printed

Name: \_\_\_\_\_

Parent/Guardian's

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This signed sheet must be returned within one week of distribution of this document.

**LAST UPDATE: 07/31/20**

Updates: Equal opportunity, Disciplinary Absences