

**ALEX PUBLIC SCHOOLS
ALEX, OKLAHOMA**

**Student Handbook
2017-2018**

A CONTENTS

- Welcome message..... 5
- Mission statement..... 6
- Goals 6
- Exit outcomes..... 7
- Safety drills and hazardous materials..... 7
- Inclement weather..... 7
- Alex Secondary School Graduation regulations 8
- Unit of work..... 8
- Valedictorian, Salutatorian and Class Rank..... 8
- Enrollment..... 9
- Determining grade level status 9
- Required immunizations 9
- Withdrawal from Alex Schools 10
- Lockers..... 10
- Lost or stolen items..... 10
- Breakfast and lunch 10
- Charges and fines 11
- Checking in or out of school during the school day..... 11
- Checking elementary students out of school early 11
- Proficiency-based promotion..... 11
- Reading Sufficiency Act..... 12
- Progress reports / Report cards..... 12
- Grading..... 12
- Incomplete grades 12
- Semester grading scale for High School and Middle School students 12
- Attendance policy 13
- Absence due to participation in school sponsored activities..... 13
- Truancy 15
- Tardiness..... 15
- Appeal rights 15
- Academic eligibility for extracurricular activities..... 16
- Semester eligibility..... 16
- Student eligibility during the semester 16
- Special eligibility provisions 16

ALEX PUBLIC SCHOOLS STUDENT HANDBOOK

• Drug Testing	17
• Freshman participation in high school athletics.....	17
• Physical education classes.....	17
• Participation in school-sponsored activities	18
• Class-time protection	18
Class interruptions	19
Classroom visitation	19
• Dress code.....	20
• Junior-Senior Prom	20
• Homecoming	21
General rules for both Football and Basketball Homecomings	21
General Homecoming selection criteria:	21
Homecoming selection criteria specific to Football	21
Homecoming selection criteria specific to Basketball	22
Homecoming attire.....	22
• Student conduct and discipline	22
Other policies available for review.....	24
• Sexual harassment.....	24
• Public display of affection.....	24
• Search of lockers, desks and vehicles.....	25
• Suspension of students.....	25
Non-violent acts.....	25
Violent acts.....	25
• Involvement by parents in school activities	26
• School bus regulations.....	26
Bus Rider Rules	27
• Student drivers.....	29
Penalties for violation of driving rules	29
• Contagious disease	29
• Procedures regarding head lice	29
• First aid and medications.....	30
• Safe School Hotline.....	30
• Cell phone / Electronic device policy	30
• Telephone usage.....	30
• Internet usage agreement.....	31

ALEX PUBLIC SCHOOLS STUDENT HANDBOOK

- Gymnasium use 31
- School keys 31
- Elementary classroom parties 31
- Teacher workroom rules 31
- Library policies 32
- Library circulation policy 32
- Family Education Rights and Privacy Act (FERPA) 32
- Complaint procedures 34



A WELCOME MESSAGE

Welcome to Alex Public Schools Student Handbook. This document is meant to provide students and parents a working guide to the procedures at APS. Please note that situations not specifically covered by the handbook or Alex School Board Policy will be left up to the discretion of the administration. Furthermore, Alex Student Handbook may be changed at any time and is at the discretion of the school board.

Dr. Jason James
Superintendent of Schools

Mr. Douglas C. Tolson
Alex High School Principal

Ms. Nicole Bauman
Alex Elementary Principal

Ms. Amy Loggins
Assistant Principal

A MISSION STATEMENT

The mission of Alex Public Schools is to provide an education that enables all students to be productive and successful citizens of our complex global society.

A GOALS

Alex Public Schools will:

- Provide students the opportunity for the best curriculum and instructional programs possible.
- Assure all students equity in educational opportunities.
- Provide all students and employees with a safe, healthy and orderly environment.
- Afford all employees an opportunity to influence their working environment.
- Involve citizens and parents of our school district in planning and implementing excellence.
- School day will start at 8:15 a.m. with pledges to the American and Oklahoma flags and a **moment of silence**. The school day will end at 3:35 p.m.

“Pledge of Allegiance of the United States”

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands: one Nation under **God**, indivisible, with Liberty and Justice for all.

“Oklahoma State Flag Salute”

I salute the flag of the State of Oklahoma.
Its symbols of peace unite all people.

“Alex Longhorn Creed”

I am proud to be an Alex Longhorn. I will act in such a way that I will be proud of myself and others will be proud of me too. I came to school to learn and I will learn. I will have a good day!

“Longhorn Language of Diplomacy”

We promise to:

Say and do the right things
Handle difficult situations without offending anyone
Respond with “yes” or “no”, “please” and “thank you”
Disagree with someone’s ideas - not act disagreeably toward that person

★ EXIT OUTCOMES

Alex Public Schools will know their mission and goals have been achieved when all students are:

- Self-directed, lifetime learners
- Cooperative workers
- Complex thinkers
- Involved citizens
- Quality producers
- Effective communicators

★ SAFETY DRILLS AND HAZARDOUS MATERIALS

There will be **six** types of safety drills each school year:

- Fire: One fire drill per semester will be conducted for a total of two fire drills each school year. The fire drills will be conducted during the first two weeks of each semester. A fire drill or actual urgent fire situation will be signaled by sounding the school bell in the following pattern: Short ring – pause; Short ring – pause; Short ring – pause; etc.
- Tornado: Two tornado drills per year will be conducted, one during September and one during March. A tornado drill or actual urgent weather situation will be signaled by sounding the school bell in the following pattern: One long ring
- School lockdown: To prepare for a threat outside the school area, two lockdown drills will occur, one during each semester.
- Intruder: To prepare for a threat inside the school, two intruder drills will be conducted, one during each semester.
- Bus Evacuation Drill: One drill per semester during the first two weeks for a total of 2 drill per year.
- Additional Drills: (Drills the administration finds necessary) Two drills will be conducted, one during each semester.

Asbestos: Alex Public School district in compliance with the Asbestos Hazard Emergency Response Act has a management plan on file in the Superintendent's office. We have updated our plan with current inspection of all buildings and there are no problems at this time. If any person would like to view the plan, they can do so at the office during regular school hours.

★ INCLEMENT WEATHER

When adverse weather conditions cause school to be canceled, tuning to the following television or radio stations will make calling the school or school officials unnecessary:

KWCO Radio – 105.5 FM
KWTW – Channel 9
KOCO – Channel 5
KFOR – Channel 4
KTOK – Channel 25

Remind App and Facebook will also be used.

A ALEX SECONDARY SCHOOL GRADUATION REGULATIONS

A complete list of Oklahoma High School Graduation requirements may be found on the Oklahoma State Department of Education website. [Click here for more details.](#)

Unit of work

A high school unit of work represents the amount of credit earned by a regularly enrolled student for successfully completing a course of study covering an academic year. However, some classes such as Teacher Aides, Physical Education and Competitive Athletics provide only ½ unit of work.

Valedictorian, Salutatorian and Class Rank

The selection of valedictorian and salutatorian will be selected by the principal, according to board policy, based on students' seven semester grade point average.

A ENROLLMENT

Alex Elementary School consists of Pre-K through grade 4. Grades 5 through 12 comprise Alex High School. On enrollment days in August, each grade level will enroll at a designated place in the school cafeteria where the principal, counselor and teachers will be available to assist students and parents with the enrollment/ schedule pickup process. All students will need to bring proof of residency in the school district.

Students new to Alex Schools should be referred to the principal's office and must furnish copies of the following: Birth Certificate, immunization records, social security card, grades from the last school attended (including proof of withdrawal from the previous school if enrolling at Alex after the start of the school year), and proof of residency in Alex Public Schools district.

Student insurance packets will be made available upon request. Parents may purchase insurance at any time during the school year. The student's insurance will become effective on the day the insurance company receives payment and enrollment information.

Determining grade level status

A student's grade level status at time of enrollment will be based on the following scale:

9th Grade – Student earning five (5) or fewer units of high school credits the previous school year.

10th Grade – Student earning more than five (5) units of high school credit and less than eleven (11) units of high school credits at the time of enrollment.

11th Grade – Student earning at least eleven (11) units of high school credits and not more than sixteen (16) units of high school credits at the time of enrollment.

12th Grade – Student earning more than sixteen (16) units of high school credits at the time of enrollment.

Exceptions may be made by the administration on a case-by-case basis.

A REQUIRED IMMUNIZATIONS

All students must have received four (4) doses of polio vaccine, two (2) doses of Measles, Mumps and Rubella (MMR) vaccine, and five (5) vaccinations for Diphtheria, Pertussis (whooping cough) and Tetanus (DTP) or Tetanus and Diphtheria (TD). In addition to these, students entering kindergarten must have received three (3) Hepatitis B vaccinations, two (2) Hepatitis A vaccinations and must have either had the chicken pox illness or have received the Varicella vaccine.

A WITHDRAWAL FROM ALEX SCHOOLS

Students intending to withdraw from Alex School may obtain a withdrawal report from the principal. This report is to be signed by each teacher as the student turns in books and equipment and is cleared with the lunch clerk and librarian. A parent/guardian must be present to sign the report. Upon completion of the report, the principal will also sign the form and give the student a copy to use when enrolling in their next school.

A LOCKERS

Lockers will be assigned to students and cannot be changed without permission from school authorities. Books and bags will not be left on the floor, and classrooms will not be used as lockers.

A LOST OR STOLEN ITEMS

Alex School is not responsible for money or property stolen from lockers or desks. Lockers may be secured with a student's personal lock and an extra key or the lock combination may be left in the school office.

Students are provided lockers for use during physical education (PE) classes. If students tell others their lock combinations, they may expect to have their locks opened. Students are urged to keep all gym clothes in the lockers and not on the floor or benches. Money should not be left in the locker rooms at any time.

A BREAKFAST AND LUNCH

Alex Schools has a **closed campus**. Students will not check out of school for the lunch period unless a parent/guardian comes to the school and signs the student out.

The school cafeteria provides students with balanced breakfasts and lunches at no charge to all students with completed paperwork. Students will be courteous in the cafeteria, will eat and visit quietly and will leave their tables clean. When high school students are finished eating, they will remain in the cafeteria or in the school yard between the cafeteria and the high school building. **Students will not go to the parking lot or into other buildings unless under the direct supervision of a faculty member.**

A CHARGES AND FINES

- Breakfast and lunches will be provided free of charge to all students with completed paperwork.
- Students who do not return library books or pay library fines will not be allowed to use the library.
- Students who damage or lose textbooks will be charged the replacement cost of the book. Teachers will keep a record of book condition.
- Students who do not return sports equipment will not receive their report cards until the equipment is returned. All equipment must be accounted for before the student will be allowed to play additional sports.

A CHECKING IN OR OUT OF SCHOOL DURING THE SCHOOL DAY

Students who leave school at any time during the day must **sign out** on the register in the office and do so with parental notification sent to the office. When a student leaves school and returns later the same day, the student must **sign out** before leaving school and **sign in** when returning.

After a student has arrived at school, the student must either be picked up by a parent/guardian or the parent/guardian must write a note or call the school to give permission for the student to leave school grounds. No student will be allowed to check out of school for any reason without permission.

A CHECKING ELEMENTARY STUDENTS OUT OF SCHOOL EARLY

Parents/guardians who must check their child(ren) out of school before the end of the school day are required to sign the child(ren) out at the school office. The need for strict security for children requires that parents/guardians not remove the child from school before regular dismissal time (3:35 pm) without notifying the office. After school, students will be allowed to go only to those locations authorized by their parent/guardian unless the parent/guardian sends a note to school or calls the office specifying otherwise. **Any calls to the school regarding after school instructions for students must be made before 3:00 p.m.**

A PROFICIENCY-BASED PROMOTION

It is the policy of the Alex School District to provide the opportunity for promotion based on the demonstration of proficiency in the core areas of Social Studies, Language Arts, Language, Mathematics, Science and the Arts.

Proficiency will be demonstrated through assessment by a criterion-referenced test chosen by Alex Public Schools. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% on the assessment.

The opportunity for proficiency assessment will be provided twice per year. The first assessment opportunity will be held one week prior to the beginning of school in August and the second

opportunity will be held during the first week of January. Parents and students must request an application for assessment from the principal at least one week prior to the assessment.

A READING SUFFICIENCY ACT

Alex Public Schools will abide by all requirements set forth under the Reading Sufficiency Act. Legislation regarding this act can be found at sde.ok.gov/sde/rsa-legislation.

A PROGRESS REPORTS / REPORT CARDS

Progress Reports will be distributed during each 3 times during each semester. Report Cards will be mailed following the completion of each semester. Parents may request from the office access code which allows for on demand monitoring of their child's grades.

Parent/Teacher Conferences will be scheduled throughout the year. All parents are encouraged to confer with teachers at his time to address any concerns. Parents with questions about their child's progress may request a meeting with a teacher to be scheduled before or after school.

A GRADING

The grading scale will be as follows:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59

Incomplete grades

A grade of Incomplete (I) will become Failing (F) if the required work is not completed during the two-week period immediately following the semester in which the (I) was given. The teacher who gave the (I) must assume responsibility for notifying the registrar when the required work is completed.

Semester grading scale for High School and Middle School students

Semester letter grades shall be determined by a combination of Daily Work, Test Grades, and a Semester Test. All teachers will administer a semester test. The semester grade will be calculated in the following manner:

Daily Work	40%
Test Grades	50%
Semester Test	10%

Zero Hour

Alex Public Schools desires to ensure all students are provided with every opportunity to achieve success. Zero Hour will be utilized by students in grades 5-12.

Students may be scheduled Zero Hour for the following reasons:

1. Missing work: Any student not handing in a completed assignment, will fill out a red sheet and be scheduled Zero Hour.
2. Any student who fails a test will be scheduled Zero Hour and provided means of raising the test grade to a 60%.
3. Any student who is failing a class will automatically be scheduled Zero Hour. Classroom teacher must notify the student that they are in Zero Hour due to their class average.
4. A student may schedule their own Zero Hour if they feel they need extra assistance.

Student will continue to attend Zero Hour until success is achieved. Students refusing to attend assigned Zero Hour will be declared ineligible by the principal.

ZERO HOUR will NOT be used for Discipline!

A ATTENDANCE POLICY

The Alex Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The Board recognizes, however, that the co-curricular program of the school also has educational benefit. Because of this, it is the policy of the Alex School Board to minimize absenteeism from regular classes while still providing students the opportunity to participate in extracurricular activities.

In accordance with the policy of the Alex Board of Education, all students are required to attend each class a minimum of 90% of the time in order to receive credit for that class. A student may be absent from classes for a maximum of only **eight (8) days per semester**. Students who miss more than 8 days during a semester will be ineligible for extracurricular activities for the remainder of the semester.

- Parents or guardians are responsible for notifying the school by 9:00 a.m. if a student will be absent. If the school is not notified of a student's absence, school officials may call the parent/guardian of the absent student. Although there are valid reasons for student absences, each absence will count against the 8-day maximum. A student will be extended the same number of days to complete assignments as number of days missed. Work assigned before the absence will be due 1 day after the student returns to school. On the day of the student's return to school, the student is responsible for making arrangements to complete make-up work.

Absence due to participation in school sponsored activities

ALEX PUBLIC SCHOOLS STUDENT HANDBOOK

- The maximum allowed absences of ten (10) days per semester includes school-sponsored activities.
- A student will be allowed to make up any work missed while participating in school-sponsored activities.
- A student will be extended the same number of days to complete assignments as number of days missed. Work assigned before the absence will be due 1 day after the students return to school.

State and national contests in which a student has earned the right to compete are excluded from the number of allowed absences.

Exceptions to the 10-day rule may be granted by the administration, but must be requested by the student/parent within 24 hours of being notified of meeting the maximum days absent, and all decisions made will be considered final. Students must have a good school attendance record and be in good academic standing for an exception to be considered.

Requests for absences in excess of the allowed 10 days to participate in non-school sponsored activities such as non-school sponsored jackpot competitions, non-FFA tryouts, etc. will be reviewed on an individual basis.

Only students who are a part of an activity scheduled during a school day will be excused from school to participate in the activity. Students not a part of the team or organization participating in the activity will not be excused from classes and will be considered truant from school unless excused from school by the principal. [See Participation in School-Sponsored Activities.](#)

Absence by arrangement

Parents/Guardians sometime require a student to be absent from school for reasons other than those considered excused absences. When a parent/guardian makes advance arrangements for these absences, a student is considered “absent by arrangement” and the following rules apply:

- A student may be “absent by arrangement” for a maximum of two (2) days per semester.
- A student may make up, without penalty, work missed during absences by arrangement. On the day of return, the student is responsible for making arrangements for making up missed work.
- A parent/guardian may request an absence(s) by arrangement for a student by submitting this request in writing at least two (2) days prior to the absence. If the request is not made as required, the absence will be treated as an unexcused absence.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the student’s parent/guardian. A truant student may be subject to further disciplinary action. The student will not be allowed to make up work and will not receive credit for school work missed while truant.

Tardiness

- A student is considered tardy when that student is not in his or her seat when the bell to begin the class period sounds.
- A student who is more than 20 minutes late for any class will be counted absent for the entire period.
- Three (3) tardies will constitute one absence from class. Tardies will start over each semester.

Appeal rights

Any student who exceeds the 8-day limit on per-semester absences may appeal to the administration in writing within 24 hours of being notified. Consideration will be given to the reason for the absences as well as to the attempts made by the parent/guardian to minimize the absenteeism.

A ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The following rules are from the Oklahoma Secondary School Activities Association and apply to both athletic and non-athletic activities. All students are subject to the provisions of this policy.

- To be eligible to participate in an activity, a student must attend school the day prior to the scheduled activity and must attend school at least three hours on the day of the scheduled activity.
- If a student misses all classes on a given day except for the class associated with the activity, the student will not be allowed to practice the activity. [See Participation in School-Sponsored Activities.](#)

Semester eligibility

- A student must have received a passing grade in any five subjects counted toward graduation that the student was enrolled in during the previous semester. (Five school credits for 7th or 8th grade students.)
- If a student does not meet the minimum scholastic standard defined above, the student will not be eligible to participate in extracurricular activities during the first six weeks of the next school semester the student attends.
- A student who does not meet the minimum scholastic standard may regain his or her eligibility by achieving passing grades in all subjects the student is enrolled in at the end of the six-week period.

Student eligibility during the semester

- Each student's scholastic eligibility to participate in extracurricular activities will be checked at the end of the third week of a semester and each succeeding week thereafter.
- A student must have a passing grade in all subjects he or she is enrolled in during a semester. (Grades will be checked on a cumulative basis, not just for a particular week.) If a student is not passing all subjects, that student will be placed on probation for the next one-week period. (Students on probation will be allowed to participate in activities.) If a student is still failing one or more classes at the end of the one-week probationary period, the student will be ineligible to participate in activities until that grade is passing. Periods of ineligibility will begin on Monday and end on Sunday. Eligibility will be checked on Thursdays for the following week.

Special eligibility provisions

- Incomplete grades will be considered the same as failing grades in determining scholastic eligibility. The principal is authorized to grant exceptions to this provision if the incomplete grade was caused by an unavoidable hardship, such as illness, injury, death in the family or natural disaster. A student granted an exception is allowed a maximum of two weeks to make up incomplete grades.
- An ineligible student who changes schools or classes during a semester will not be eligible for a minimum of three weeks. A student may regain his or her eligibility by achieving passing grades in all subjects enrolled in at the end of the three-week period.

A DRUG TESTING

All extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. All extracurricular participants will have to undergo a drug test before they will be eligible for participation.

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

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for two weeks. The student must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the Alex Public Schools counselor and a session with a counseling service provided by the school. Follow-up sessions may be with one or both counselors.
2. **Second positive test.** The student will be suspended from participation in any extracurricular activity for 18 school weeks or the equivalent of 1 full semester.
3. **Third positive test.** The student will be suspended from participation in any extracurricular activity for 1 calendar year.

A FRESHMAN PARTICIPATION IN HIGH SCHOOL ATHLETICS

Freshmen (9th grade) students may be permitted to participate in high school athletics if they meet the required Oklahoma Secondary Schools Activities Association (OSSAA) academic eligibility requirements.

A PHYSICAL EDUCATION CLASSES

Parents/Guardians who do not wish their student(s) to attend physical education classes shall submit a doctor's statement to school officials stating that the student is physically unable to participate.

No dodge ball will be played at any time during school hours.

A PARTICIPATION IN SCHOOL-SPONSORED ACTIVITIES

When scheduled to participate in a school activity, **all students must ride the bus** to the place of the activity. **All students will return to school on the bus** with the following exceptions:

- The parent/guardian has **personally** advised the coach or activity sponsor that the student is leaving at the conclusion of the activity with the parent or guardian.
- If the student is to leave at the conclusion of the activity with someone other than the parent/guardian, the school must be released from legal responsibility for the student by the parent/guardian signing a separate release form for **each** activity in the presence of the coach or sponsor.

A field trip permission slip must be signed for all Elementary students Pre-K thru 4 grades.

Only students who are part of an activity conducted during the school day are excused to participate in the activity. Students who are not a part of the team or organization participating in the activity are not excused from class and will be considered truant from school unless excused by the principal. [See Attendance policy.](#)

Students must be academically eligible to participate in school-sponsored activities. A student must attend school at least a half-day on the day of the scheduled activity. If the activity requires absence for an entire school day or occurs on a non-school day, the student must attend school all day prior to the activity to be eligible to participate. [See Academic Eligibility policy.](#)

Participation in a school-sponsored activity during school hours **does not** excuse the student from completing all school work assigned that day.

Students participating in activities will remember that they represent Alex School and the Alex community. Embarrassing conduct will not be tolerated. Inappropriate behavior could lead to suspension from any or all extracurricular activities and/or school.

A CLASS-TIME PROTECTION

Students are not permitted to bring food and/or drink into classrooms or into the auditorium during programs, assemblies or other activities unless this is approved by school officials. Bottled water may be allowed in certain circumstances. **Absolutely** no food and/or drink is allowed near any school computer.

Extracurricular activities will not be scheduled during class time if reasonably possible.

All activities will be approved by the principal and listed on the school activities calendar in order to reduce conflicts between activities.

All class meetings or club meetings should be scheduled before or after school or during lunch time and must be approved by the principal. The principal will not allow club or class meetings to be conducted during class time unless the principal determines that an emergency exists.

All meetings regarding non-school activities, such as senior class trips, will be held outside of school hours. Notice of such meetings may be posted on the school bulletin board or personally distributed to students involved but may not be posted on lockers, school walls, etc.

All fundraising activities will be approved by the Board of Education and will be scheduled by the principal on the school calendar. Each organization may conduct one fundraiser per semester. Funds raised by parent groups will not be deposited into activity accounts. No class time will be used for fundraising (this includes selling fundraising items, collecting money for such items and/or distributing such items).

At the beginning of each fiscal year and as needed during each fiscal year, the Alex Board of Education shall approve:

- All school activity sub-accounts.
- All sub-account fundraising activities.
- All purposes for which monies collected in each sub-account can be expended.

All sources from which monies are received into an activity sub-account must now be approved by the Board of Education. After approval, it is the sole responsibility of the principal to schedule various fundraising activities.

Class interruptions

No one will be allowed to interrupt any class without permission from the principal allowing an interruption.

Classroom visitation

The Alex Public Schools Board of Education, as a part of its efforts to appropriately serve the community, encourages parents/guardians to visit the school to discuss their child's school program, attitude, aptitude and conduct, and to relate to school personnel their opinions regarding areas of their child's educational experience that require attention or improvement.

The Board of Education believes the Alex school district can best maximize services to each student when parents/guardians act as partners with the school.

The school district believes its mission is best furthered when students and teachers function in an educational environment free from unnecessary, excessive, inappropriate or oppressive interruptions and interference. Frequent visitation distracts students and may take valuable time from teachers and other service providers that could otherwise be devoted to student needs. Teachers are not expected to furnish reports to parents on a daily basis or to accommodate excessive classroom visits by any parent or other observer.

Classroom visitation for observation purposes or to meet with a teacher or other service provider will be scheduled through the principal at least 24 hours in advance of the requested visitation. The principal retains the authority to waive the 24-hour advance notice requirement when the principal determines that immediate or emergency visitation is necessary.

Classroom visitation should be reasonable in nature and generally should not exceed one (1) visit per semester. The principal may grant prior approval for additional visits under certain circumstances, such as when a teacher and parent agree to more extensively monitor a student's behavior or learning environment.

Classroom visitation by student visitors is not permitted at Alex Schools.

A DRESS CODE

Students are expected to be well groomed and neatly dressed at all times. Any form of dress or hairstyle contrary to good hygiene or disruptive to the purpose of school will not be permitted. The following are dress guidelines:

- Students will not be permitted to wear clothing with pictures or words considered objectionable by the administration.
- Distressed jeans are allowed but must not have holes above the knee.
- Skirts, dresses and shorts must be no shorter than two (2) inches above the knee.
- Tank tops alone will not be permitted and may be worn only under another shirt, which must be buttoned.
- Shirts and blouses will cover the abdominal area. Shirts must be long enough that undergarments do not show above waistline.
- No off-the-shoulder tops, halter-tops, tube tops, low-cut shirts, mesh shirts or string-strap shirts will be permitted.
- Camisoles must be appropriately covered.

- **Caps will not be worn in the school buildings.** No visors, beanie, do-rags, bandanas, scarves, toboggans or similar items are allowed. Students will remove from their heads any hoods, such as those on hoodies or jackets, when entering any school building.
- No wallet chains of any kind or spikes, including those sewn to or attached to clothing, are allowed. Safety pins will not to be used as an accessory on clothing or purses.

Students who wear clothing contrary to the dress code will be required to call a parent/guardian to either pick up the student from school or bring appropriate clothing to the school for the student to change into. If the student cannot secure appropriate clothing for the school day, additional discipline may be taken by the administration.

A JUNIOR-SENIOR PROM

The junior class/class parents will host a prom for students in the 11th and 12th grades subject to the following rules:

- Prom dates must be in at least the 10th grade (sophomore) to attend.
- Planned prom guests who do not attend Alex School are required to complete an application form that must be picked up and delivered back to Alex School and the guest's attendance at the Prom must be approved in advance by the principal. All students or dates who are not Alex juniors or seniors will be required to pay \$25.00 per person to attend the prom.

- Students and their dates will be properly dressed to attend prom. Proper attire includes tuxedos, dress suits, jacket and slacks and dress jeans with jacket, shirt and tie. Girls' dresses will be respectable and not too revealing. No shorts or tee-shirts will be permitted.
- Students who leave the prom will not be allowed to return.

HOMECOMING

General rules for both Football and Basketball Homecomings

Occurrence:

- High School and Junior High Homecoming ceremonies will be held during both Football and Basketball seasons.
- High School and Junior High Homecoming ceremonies will be held at the same time, on the evening of a High School game chosen by the coaches and approved by the administration.

Eligibility:

- A student must have attended Alex Schools a minimum of one semester to be eligible for nomination to the Homecoming Court.
- All participants in Homecoming ceremonies must meet the same eligibility requirements as any other school activity.

Definitions:

- High School Homecoming ceremonies for both Football and Basketball will include grades 10 through 12 and will recognize a King and Queen of both sports.
- Junior High Homecoming ceremonies will include grades 7 through 9 and will recognize a Prince and Princess of both sports.

General Homecoming selection criteria:

- Each grade from High School and Junior High will be represented in all Homecoming ceremonies.
- If a Homecoming candidate is chosen as King, Queen, Prince or Princess of Football Homecoming, that same candidate is not eligible to be elected King, Queen, Prince or Princess of Basketball Homecoming.
- A Homecoming candidate selected as King, Queen, Prince or Princess of Football Homecoming may be chosen as a **class representative only** during Basketball Homecoming if insufficient numbers require and approved by the administration.

Homecoming selection criteria specific to Football

- Senior (12th grade) football players will select (2) Senior girls as Football Queen candidates.

- Sophomore and Junior (10th and 11th grade) football players will select from their respective classes a girl as their representatives.
- Freshmen (9th grade) football players will select from their class two (2) girls as Football Princess candidates.
- 7th and 8th grade football players will select from their respective grades a girl as their representatives.
- After High School Football Homecoming candidates have been selected, all High School students will vote on the Senior candidates and the boy and girl with the most votes will be recognized as Football King and Queen.
- After Junior High Football Homecoming candidates have been selected, all Junior High students will vote on the Freshman candidates and the boy and girl with the most votes will be recognized as Football Prince and Princess.

Homecoming selection criteria specific to Basketball

- All Homecoming participants must be active basketball players.
- All Senior (12th grade) Basketball players will select two (2) Senior boys as Basketball King candidates and two (2) Senior girls Basketball Queen candidates.
- Sophomore and Junior (10th and 11th grade) girls basketball players will select one boy from each of their respective grades to be their class representatives. Sophomore and Junior (10th and 11th grade) boys basketball players will select one girl from each of their respective grades to be their class representatives.
- All Freshmen (9th grade) Basketball players will select two (2) Freshmen boys as Prince candidates and two (2) Freshmen girls as Princess candidates.
- 7th and 8th grade girls basketball players will choose a boy from their respective grades to be their class representatives. 7th and 8th grade boys basketball players will choose a girl from their respective grades to be their class representatives.
- After High School Basketball Homecoming candidates have been selected, all High School students will vote on the Senior candidates and the boy and girl with the most votes will be recognized as High School Basketball King and Queen.
- After Junior High Basketball Homecoming candidates have been selected, all Junior High students will vote on the Freshman candidates and the boy and girl with the most votes will be recognized as Junior High Basketball Prince and Princess.

Homecoming attire

All Football players participating in Football Homecoming ceremonies will wear their official Football uniforms. Girls participating in the Football Homecoming ceremonies will wear dresses. All Basketball players participating in Basketball Homecoming ceremonies will wear their official Basketball uniforms.

STUDENT CONDUCT AND DISCIPLINE

Students are expected to exercise self-discipline. In addition to the regular school curriculum, all school personnel will teach and model the principles and practices of good citizenship, including

an appreciation and respect for the rights of others. The primary acts of misconduct that will lead to disciplinary action, including possible suspension from school, include but are not limited to:

- Stealing, causing damage to or destroying school property either on school grounds or during a school function or event held at another location. Students shall not mark, mar, or deface any property of Alex School, other schools or any other venue.
- Causing or attempting to cause physical injury or harm to any student, school employee or visitor or other person on school grounds or during a school-affiliated event.
- Fighting, bullying, hazing, harassing, threatening or intimidating (verbal, written and/or physical) any student, school employee or visitor.
- Horseplay
- Possessing, selling, buying, transmitting or secreting any alcoholic beverage, narcotic or hallucinogenic drug (including but not limited to marijuana, barbiturates and amphetamine) or intoxicant, including tobacco, in any form or pawning any substance represented as one of the above.
- Possessing, showing, brandishing and/or using firearms or weapons of any kind. Any student found in possession of any object with the potential to inflict harm will be subject to a 45-day suspension from school, as allowed by law.
- Gambling on school premises or at school events.
- Using of obscene, lewd or profane language, behaviors, gestures or sounds.
- Gang-related activity. Any behavior or speech that represents, symbolizes or supports gang activity, including wearing, carrying or displaying gang-related clothing, paraphernalia or other items, making gang-related gestures or signs or deliberately using gang-related language or code is strictly prohibited.
- Throwing objects other than approved toys on school grounds or in the classroom will not be tolerated.
- Refusal to abide by or failure to comply with state and local school attendance laws, including but not limited to those laws governing truancy and tardiness.
- Exhibiting conduct on school premises or during a school-sponsored activity that violates local, state or federal law, or conduct that endangers the health, welfare or safety of other students, school personnel or other persons.
- Failure to possess a hall pass when not in class.
- Dressing or grooming in a manner that interferes with schoolwork or creates a disruption in a class or in the school.
- Unlawful entry into a school building. Any student who enters a school building at any time when school personnel are not present or accompanying that student is guilty of unlawful entry into a school building.
- Repeated violations of any rule or regulation governing student conduct.

School personnel, including but not limited to the principal, administrative staff, teachers, coaches and bus drivers, or any other person charged with supervising a school activity or event, are authorized to reasonably address inappropriate student behavior while attending the activity or event and when conveying students to or from the activity. The student may also be subject to additional sanctions, including counseling, parent/guardian conferences, extra school work assignments or restriction from extracurricular activity.

When necessary, attempts to correct a student's inappropriate behavior will be made as incremental disciplinary measures that may include any of the following:

- A. Removal from the rest of the group, including:
 1. Being set apart in classroom and/or

2. Being sent to the principal's office.
- B. Parent/guardian notified and conference held.
- C. Disciplinary writing assignment imposed as homework.
- D. Corporal punishment – Will not be administered without the knowledge and permission of the parent/guardian.**
- E. Parent "shadowing" during which a parent/guardian attends class with a student to monitor disruptive behavior.
- F. In-School-Detention (ISD).
- G. Suspension from school.
- H. Any other disciplinary action deemed appropriate under the circumstances.

Parents/guardians are the school's most important partner in the effort to provide students with role models for acceptable behavior and educational achievement. If a student's behavior interferes with the educational process, the principal will notify the parent/guardian. Parents/guardians may also contact the principal to discuss behavioral or disciplinary issues.

A disciplinary notice will be sent to the parent/guardian of a student with behavioral or disciplinary issues. This notice will include the nature of the problem and the action taken or options to be considered. The parent/guardian must sign the notice and return it to the school with the student the following day. Copies will remain on file in the principal's office.

Other policies available for review

Copies of the following policies are available for review in the principal's office:

- **BULLYING**
- **HAZING OF STUDENTS**
- **GANG ACTIVITY**
- **ASSAULT ON SCHOOL DISTRICT EMPLOYEE**
- **ASSAULT AT ATHLETIC CONTESTS**
- **DRUG AND ALCOHOL USE OR POSSESSION**
- **SMOKING ON SCHOOL GROUNDS**
- **ORDER TO LEAVE SCHOOL PROPERTY**

A **SEXUAL HARASSMENT**

Sexual harassment is defined as the persistent and unwelcome directing of sexual remarks, looks and behaviors toward another person, and/or unnecessary physical contact with that person. This includes but is not limited to sexually suggestive comments (spoken, written or electronically conveyed) or unwanted touching or obscene hand or body gestures. Since sexual harassment may include a wide range and degree of offenses, punishment for behavior of this type may include any measure allowed by the school discipline code.

A **PUBLIC DISPLAY OF AFFECTION**

No public display of affection will be tolerated. The school campus, including classrooms, school hallways, athletic fields and playgrounds, as well as school buses are public places and students

will exercise discretion and observe standards of ethical behavior in their personal relationships at school and school-sponsored activities. Undue familiarity is inappropriate in any type of public venue and students who exhibit such behavior will be referred to the principal for counseling, conference with parents/guardians and potential discipline including possible suspension from school.

★ SEARCH OF LOCKERS, DESKS AND VEHICLES

- **STUDENTS ARE HEREBY INFORMED THAT THEY HAVE NO REASONABLE EXPECTATION OF PRIVACY RIGHTS TOWARD SCHOOL OFFICIALS IN SCHOOL LOCKERS, DESKS OR OTHER SCHOOL PROPERTY.**
- [Title 70, Oklahoma Statutes, Section 24-102 \(2001\)](#) states: “Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of the pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. School shall inform pupils in the student discipline code that they have no reasonable expectation of privacy towards school officials in school lockers, desks, or other school property.”
- Certified drug dogs and their certified handlers can and will be permitted periodic access to all perimeters of Alex Public Schools, including student vehicles on school property.

★ SUSPENSION OF STUDENTS

Non-violent acts

The principal shall have the authority to suspend any student who commits any of the following non-violent acts while attending Alex School or in transit by school transportation or under school supervision or attending or participating in any school activity authorized by the school district or when present on any facility under control of the school district:

- Acting in an immoral manner or using profanity.
- Violating school rules, regulations or policies or being a general nuisance.
- Possession or use of alcohol or any illicit or non-prescribed drug, stimulant, barbiturate or hallucinogen at school or during a school-sponsored activity.
- Exhibiting conduct disruptive to the operation of school.
- Engaging in truancy.

A suspended student will be expected to make up work assigned during a period of suspension. Credit given will be based on a 70% scale. During a period of suspension, a student will not attend or participate in extracurricular activities and may not be on school grounds without prior administration approval.

Violent acts

The principal shall have the authority to suspend students for periods of time ranging from three days to the remainder of the semester plus the following semester for the following violent acts:

- Possession, threat or use of a dangerous weapon as defined by state law. Any student found in possession of a firearm or other dangerous weapon while on school property, during a school-sponsored activity or on a school bus or any vehicle used for transporting students or teachers shall be suspended for a period not less than one year.
- Assault and battery
- Conduct that jeopardizes others
- Striking or threatening a peer, faculty or staff member or other person.

A student suspended beyond five days shall receive an educational plan of the core curriculum in which the student is enrolled. The student's parent/guardian is responsible for monitoring the student's academic progress until the student is readmitted to school. During suspension, seventy percent credit will be granted for satisfactory completion of school work included on the educational plan.

When a student is suspended from school, notice of the suspension and reasons therefore will be reported by the principal in writing by mail to the student's parent/guardian and a copy sent to the superintendent's office. Suspensions may be appealed to the superintendent.

A student suspended for more than ten days has the right to appeal this decision to the Board of Education. The decision of the Board of Education will be final.

A INVOLVEMENT BY PARENTS IN SCHOOL ACTIVITIES

Parental involvement in school activities is necessary for the development of the best school possible in Alex. However, this involvement must be structured in a manner that will not adversely affect the legal responsibility of teachers, administrators and Board of Education members to ensure the safety and well-being of school students. Therefore, no parent will be permitted to become involved with any student activity unless requested to do so by the sponsor responsible for the activity and approved by the administration. The sponsor will use the following procedure if parental assistance is needed.

- Inform the principal of such need, and provide the names of the parents requested to assist.
- The principal will then obtain approval from the superintendent.
- Upon approval by the superintendent, the principal will notify the sponsor of such approval.
- The principal will meet with the sponsor and parents to clearly define the involvement by parents.

A SCHOOL BUS REGULATIONS

Buses will arrive at school between 7:45 and 7:55 a.m. Students not riding buses shall not arrive before 7:45 a.m. Alex School will not be responsible for students who arrive before 7:45 a.m.

unless those students are at school to receive extra help with school work or at the request of a teacher.

The school laws of the State of Oklahoma stipulate that transportation by bus may be furnished by the school district but the district is not required to provide this. Therefore, riding a bus to school is a privilege and not a right. Students who exhibit inappropriate or disruptive behavior while on a school bus could lose bus privileges on a temporary or permanent basis.

Students not assigned as regular riders on a specific bus will obtain permission from the principal before riding that bus.

All bus riders are under the direct supervision of their respective bus drivers and shall follow all behavior rules instituted by the bus driver. Any student failing to do so shall be reported to the principal's office and may lose bus privileges.

Bus Rider Rules

Before boarding the bus at home and at school, students will:

- Exercise caution when approaching bus stops.
- Be on time at designated bus stops to keep buses on schedule.
- Stay off roads at all times and act in a safe manner while waiting for the bus.
- Wait for the bus to come to a complete stop before moving toward it or attempting to board.

Bus transport rules:

- Keep hands and head inside the bus at all times.
- Help keep the bus safe and clean.
- Remember that loud talking and laughing or unnecessary movement diverts the driver's attention and may result in a serious accident.
- Do not damage or tamper with bus equipment, seats or any other fixtures. Students who do so will be required to pay for damages.
- Do not tamper with the bus driver's seat or the controls.
- Leave no books or personal articles on the bus.
- Keep books, packages, coats and all other objects out of the aisles.
- Help look after the safety and comfort of small children.
- Do not throw anything out bus windows.
- Students are not permitted to leave their seats while the bus is in motion.
- Horseplay is not permitted around or on a school bus.
- Bus riders are expected to be courteous to fellow students and the bus driver.
- Keep absolutely quiet when approaching a railroad-crossing stop.
- In case of a road emergency, children are to remain in the bus.

Rules regarding exiting the bus:

- When crossing a road, move at least ten (10) feet **in front** of the bus (never behind it), stop, check traffic, watch for the bus driver's signal and then cross the road.
- When exiting to a location on the right side of the road, immediately leave the bus and stay clear of traffic.
- Help look after the safety and comfort of small children.

- The driver will not offload students at places other than their regular bus stops without proper authorization from the parent/guardian or a school official.

Rules regarding extracurricular trips:

- The rules and regulations set forth above apply to any school-sponsored trip.
- Students will follow the instructions of any activity chaperon appointed by school officials.

A STUDENT DRIVERS

- Students who drive any motor vehicle must park their vehicle upon arrival at school. Some students may be asked to place their keys in the principal's office. Keys may be picked up in the afternoon only after school buses have left the school grounds.
- Students may not drive or ride in vehicles during school or lunch period without the principal's permission.
- All motor vehicles are to be driven ten (10) miles per hour or less in the school area.
- Horns will not be sounded near the school.
- Spinning the wheels of a vehicle on takeoff is prohibited.
- Students may not sit in vehicles before school or during lunch period.
- No driver will allow riders on the outside of a vehicle.
- Students will park in the student parking lot located on the south side of the gymnasium in their assigned spot.
- Students may not park in the faculty and visitor parking lot located in front (west) of the gymnasium.
- All drivers must have a valid Oklahoma operator's license to drive and park on campus.
- Students who drive must have a "Permission to Drive" form signed by parents on file in the principal's office. This form will include a copy of student's driver license and insurance verification form.
- All students driving to school are subject to drug testing.

Penalties for violation of driving rules

All discipline measures listed in the Student Conduct and Discipline as well as the student losing the privilege to drive to school may be used by the administration for violations of driving rules.

A CONTAGIOUS DISEASE

Any student diagnosed with a contagious disease may be prohibited from attending school until a physician has provided a written statement stating the student is free from contagious disease and may return to school.

A PROCEDURES REGARDING HEAD LICE

When head lice are believed to be present in the school, school officials will do a screening. If an active infestation is found, the student's parent/guardian will be required take the student home from school. [Title 70, Oklahoma Statutes, Chapter 15, Section 1210.194](#) states that "Any child prohibited from attending school due to head lice shall present to the school authorities, before said child may return to school, certification from a health professional or an authorized representative of the State Health Department that said child is no longer afflicted with head lice." When head lice have been eradicated, there will be a complete absence of nits (eggs) as well as live lice. The Health Department also requires parents to bring the afflicted child back one week after a second treatment for head lice has been done. Alex Public School requires clearance from the State Health Department before allowing any student previously found to have head lice to return to school.

A FIRST AID AND MEDICATIONS

Students with minor scrapes and scratches will be treated by the principal, teachers or office staff. The principal or a designated school employee may administer medication to students pursuant to Section 18 and Section 704 of the 1984 School Laws of Oklahoma.

Alex School staff may administer medication to a student if the school has on file a written request from the parent/guardian to administer the medication. Prescription medication must be kept in the school office and dispensed there. Medication of an emergency nature may be carried by the student with the approval of the principal.

A SAFE SCHOOL HOTLINE

The Safe School Hotline number is 1-877-723-3225.

A CELL PHONE / ELECTRONIC DEVICE POLICY

Cell phones, tablets, or other electronic devices will only be used for educational purposes. Anyone using an electronic device improperly or disrupting the educational process will be subject the following penalties and disciplinary action by school administration.

- The student's cell phone or other electronic device may be held by the principal.
- The student may lose the privilege of using electronic devices.
- All discipline measures listed in the Student Conduct and Discipline section may be used by the administration for violations.

If an emergency arises that requires a student to use his or her cell phone, the principal may give permission for the phone to be used in the school office only.

A TELEPHONE USAGE

All telephone calls made by students from the school should be necessary calls to their parent/guardian. If possible, these calls should be restricted to class breaks and lunch period. All students must get permission from a school faculty or staff to use the telephone.

Students shall not be called to the phone during class time unless the call is an emergency. Otherwise, a message should be given to the student at the end of the class period. All incoming calls to students during class time will be referred to the principal. If phone messages for students are received in the office after **2:00 p.m.**, every reasonable effort will be made to deliver the message to the student. If at all possible, arrangements for students should be made in advance.

A INTERNET USAGE AGREEMENT

Each student and their parent/guardian will be required to sign an Internet Agreement upon enrollment. This agreement sets forth guidelines that must be followed by students who use the internet at school. Any student who fails to comply with the agreement will lose his or her internet access privileges at school. Students will not be permitted to use any forms of social media unless it is educational in nature and content.

A GYMNASIUM USE

Students will not be allowed in the gymnasium during the lunch period unless there is inclement weather and only then when a coach or the staff on school yard duty is present. Athletes may practice in the gym during the lunch period, but only under the supervision of a coach and when wearing their regular gym shoes. No students, including athletes, will be allowed on the gym floor wearing shoes that have been worn outside.

No student should be in the coaches' offices, unless the coach is present or has given permission for the student to be there.

Only coaches and athletes will be allowed in the dressing rooms at sporting events, except as requested by the coach.

A SCHOOL KEYS

School employees will not give their school keys to students for any reason. The employee should unlock a door, remain present while the student accesses the room and then re-lock the door.

A ELEMENTARY CLASSROOM PARTIES

Four parties may be held in elementary classrooms each year: Halloween, Christmas, Valentine's Day and Easter. Birthday parties provided by parents are permitted using the following guidelines:

- Arrangements must be made with the teacher in advance.
- There must be enough treats, napkins, forks, drinks for the entire class.
- Cupcakes or cookies are preferable over cakes, which can make a mess.
- Only the last 15 minutes of class can be used.

All parties must be approved by the administration.

A TEACHER WORKROOM RULES

Students are not permitted in the teachers' workroom.

A LIBRARY POLICIES

The school library will provide equal access to students and community members. To supplement school curriculum while also accommodating community patrons, materials will be offered in many forms, including print, film, Internet, educational kits, periodicals and newspapers. Library materials are chosen in accordance with the Selection Policy, Challenged Materials Policy and Internet Policy on file with the Alex Board of Education.

All persons using the library, its materials, equipment or facilities will treat these resources with care. Disruptive behavior by students will result in disciplinary action.

Library circulation policy

- A. Printed materials:
 - Books may be checked out for a two-week period.
- B. Electronic Devices:
 - Electronic Devices may be checked out for the current school day for approved educational use, if they are available. Electronic Devices must be checked in by the end of the current school day.
- C. Fines:
 - Students are responsible for checked out items that are lost, stolen, or damaged. Students will be required to pay the replacement cost of these items.
- D. Internet usage:
 - Only students who have, along with their parents, signed an Internet Usage Agreement will be allowed to access the Internet at school.
 - Internet access is also available to community library patrons.
 - Students who do not abide by the terms of their signed Internet Access Agreement will not be allowed to access the internet and disciplinary action will be taken.
- E. Community patron usage:
 - Community library patrons may use the library facilities and resources during regular school hours if the facilities are not in use or needed for use by teachers or students.
- F. Priority uses of library facilities:
 - Classes scheduled to use the library to check out materials or do research will be given priority use of the facilities, as will classes scheduled to use library computers.

A FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Alex Board of Education adopted a policy in its January 1988 meeting that mandated school compliance with the [Family Educational Rights and Privacy Act of 1974](#). In accordance with this Board policy and the Act, the following regulations shall govern the release of student records to students and members of the student's family, legal custodian or legal guardian.

- Parents and students eighteen years of age or older shall have access to the student's cumulative records. If appropriate, the non-custodial parent as well as the custodial parent shall have access to student records.

ALEX PUBLIC SCHOOLS STUDENT HANDBOOK

- In the event that a parent or student eighteen years of age or older deems the contents of the student's cumulative records to be inaccurate, misleading or inappropriate, the student or the parent shall be given the opportunity to challenge the record at a formal hearing to consider the correction or deletion of any inaccurate, misleading; or in-appropriate information.
- In the event the parent or student eighteen years of age or older does not concur with the decision of the hearing official concerning a challenge, an appeal can be made to the Board of Education.
- The release of student records and personally identifiable information shall be by written consent of the student over eighteen years of age, or that student's parents, legal custodian-or legal guardian.
- The Superintendent of Schools shall take appropriate steps to notify parents and students of their rights under this act.
- In the event that the parent of a student, an eligible student or citizen of Alex Public School District believes that the district is violating FERPA, that person has a right to file a complaint with the Department of Health Education and Welfare. The address is:

The Family Educational Rights and Privacy Act Office
U.S. Department of Education
Room 4511 Switzer Building
Washington, D.C. 20202
Phone Number: 202-732-2058

Copies of this policy are available in the offices of the principal and the superintendent for review by parents/guardians and eligible students.

A COMPLAINT PROCEDURES

It is the policy of the Alex Board of Education to refer all individual complaints, requests for information or clarification, requests for policy changes or other matters of concern through the proper levels of authority. In ascending order, these levels of authority are as follows:

- First – Teacher
- Second – Principal
- Third – Superintendent

If the matter of concern cannot be resolved using the defined levels of authority, then the matter may be brought before the Board of Education at a scheduled board meeting. Those persons bringing concerns before the Board of Education should be aware that board members have authority only at scheduled board meetings and individual members, by policy and general practice, have no authority to make binding individual decisions concerning matters under jurisdiction of the Board as a whole.

The Board of Education may allow residents or the parent/guardian of a student enrolled in Alex Schools to appear before the Board and speak, provided that the individual requesting to appear before the Board **has previously discussed the matter of concern with each of the levels of authority defined above.**

Persons who desire to be placed on the agenda to speak to the Board of Education must notify the Superintendent of Schools by 4:00 p.m. on the Thursday prior to the board meeting the following Tuesday night. The person requesting to appear before the Board must identify the subject matter to be brought before the Board.

The Board will “take under advisement” information provided by those individuals who appear before the Board. If Board action is necessary, the topic presented to the Board will be placed on the agenda of a later board meeting for disposition.

If an individual Board member receives a report of less than satisfactory teacher performance, the person bringing the report shall be advised that no consideration can be given to the complaint until after it has been addressed through the previously defined levels of authority.

Complaints regarding school employees cannot be used in determining whether the employee’s contract is renewed unless the complaint is presented in writing and the complainant is willing to testify in a due process hearing, if the school employee requests such hearing.

This handbook was compiled, edited, formatted and produced for print by
UpsideDown Armadillo Services
Alex, Oklahoma