

STUDENT HANDBOOK FOR SNYDER PUBLIC SCHOOLS

School Buildings

The Primary school building will be opened each morning at 7:20 a.m. The High School and Elementary buildings will be opened at 7:30 a.m. Students should not enter the buildings before that time. Exceptions include an appointment with a teacher, morning detention, or attendance of the before-school tutoring program.

Teachers will be on duty when the main doors of the buildings are opened. Upon entry, high school students should go directly to their lockers to pick up books and materials and then go directly to their first period classroom or to the auditorium and be seated. Elementary and junior high students shall go directly to the lunchroom. JDMP students will go directly to the lunchroom or playground. Students will not be allowed to linger in the halls, restrooms, etc.

Closed Campus

The campus will be closed for students in pre-kindergarten through eighth grade. Students will not be allowed to leave campus from the time they arrive at school until dismissal time (including lunch break) unless a parent/guardian checks them out through the office or gives permission.

Snyder Elementary is a closed campus; therefore, high school students are permitted on the elementary premises ONLY under the following conditions:

1. Students must be in a scheduled class under the supervision of a teacher or coach.
2. Students may be on the elementary premises for breakfast and/or lunch. They should go directly to the cafeteria from the east outside door.
3. Students must enter the elementary building through the front door by the office.
4. Students must obtain written permission from the principal for any other uses of the elementary premises.

When any age student violates school policy, he or she may be subject to discipline.

CLASS PERIODS

Class periods are fifty (50) minutes in length with five (5) minute breaks between periods. Students should go to their lockers and then proceed directly to their next class. Unnecessary noise will not be tolerated in the halls between classes. Students will not be allowed to linger in the halls between classes.

Teachers Report: (HS) 7:45 a.m. (Elem) 7:30 a.m. (JDMP) 7:20 a.m.

Class times:

First Period: 8:00- 8:50

Second Period: 9:00- 9:50

Third Period: 9:55-10:45

Fourth Period: 10:50-11:40

Fifth Period: 11:50-12:40

Lunch Break: 12:40- 1:10

Sixth Period: 1:15- 2:05

Seventh Period: 2:10- 3:00

Teachers Released: (HS) 3:30 p.m. (Elem) 3:30 p.m. (JDMP) 3:20 p.m.

Day Length: Pre-K - 3rd grade: 7:55 a.m.- 2:45 p.m.

4th-12th grades: 7:55 a.m.- 3:00 p.m.

VISITORS

All visitors should sign in at the office upon entering the building. Parents are welcome to visit the school at any time but should not expect to disrupt classes or the learning process. Younger relatives or friends will not be allowed except by special arrangement and only then for unusual circumstances.

MEETING WITH TEACHERS

We encourage parents to visit the school. For the benefit of the students, teachers will not be called away from classes. Teachers will be happy to meet with parents or students before school, during an arranged period, or after school.

STUDYING

All students should do a certain amount of studying at home. If a student is not progressing, he should make an appointment with his teacher sometime before or after school to get extra help. Parents who wish to have a conference with a teacher should make an appointment before school, after school, or during a preparation period. Teachers will not be taken from the classroom. Parents and students are urged to make personal contact with teachers in order to facilitate understanding. If a student is having difficulties in a class, personal contact and extra help can only assist in the learning process and the resolution of problems.

COMPREHENSIVE SEMESTER TESTS

Semester Examinations

At the close of each semester, comprehensive examinations pertaining to the material covered during that semester may be administered. The semester exam in each class may contribute twenty (20) percent of the semester grade.

Semester examinations for periods 1,3,5, and 7 may be administered on the first scheduled testing date during the normal allotted class time. Semester examinations for periods 2,4, and 6 may be administered on the second scheduled testing date during the normal allotted class time.

Exemptions

Students in grades 6-12 who exhibit good attendance and are in good academic standing may be exempt from semester testing. Determination of this is as follows:

Students who maintain an "A" average with three (3) or less absences;

Students who maintain a "B" average with two (2) or less absences;

Students who maintain a "C" average with zero (0) absences.

***Any unexcused absence will result in the loss of exemption privilege.

***Three unexcused tardies will result in the loss of exemption privilege.

GRADE REPORTS

Parents of students in grades 5-12 who are failing will be notified by a recorded message via the all call system at the close of the third week of school and each week thereafter. Parents of students who are not achieving to their ability may be advised of the possible causes and means of improvement as seen by their individual teachers. Parents are urged to make appointments with teachers for full explanation of the unsatisfactory progress. Grade cards will be sent home following the close of each semester and need not be returned to school. Student progress may be accessed at anytime using the online gradebook program. Grades will not be transcribed until the end of each semester.

The grading scale is:	A:	90-100	D:	60-69
	B:	80-89	F:	below 60
	C:	70-79		

HONORS COURSES

Honors courses offered at Snyder High School may include, but are not limited to: Pre-Calculus, Chemistry II, Physics, and courses students are concurrently enrolled in at a college or university. Prerequisite for enrollment in Pre-Calculus is completion of first and second semesters of Algebra I, Algebra II, and Geometry with a grade of "C" or above. Prerequisite for enrollment in Chemistry II and/or Physics is completion of first and second semesters of Chemistry I with a grade of "C" or above. Grades obtained in courses designated as honors courses receive an additional ten (10) quality points when used to determine grade point average, class rank, and honor society. The additional points are not reflected in letter grade.

HONOR ROLLS

Honor rolls, starting with grade 3, will be announced following the close of the first and second semester. Grades from physical education, band, and other classes that are not applicable to core credit will have letter grades rather than numeric grades recorded on transcripts and will not be used in the calculation of the non-weighted grade point averages.

Principal's Honor Roll

Students who receive no grade below "B" will be named to the principal's honor roll.

Superintendent's Honor Roll

Students who receive no grade below "A" will be named to the superintendent's honor roll.

SHS GOLD CARD

Students in grades 3-12 who achieve the superintendent's semester honor roll will be issued an SHS Gold Card which will allow free admission to all home athletic events during the following semester.

VALEDICTORIAN/SALUTATORIAN

The valedictorian and salutatorian of the senior graduating class will be the students ranking first and second, respectively, according to averages computed from numeric weighted semester grades received for both semesters of grades nine, ten, and eleven, and the first semester of grade twelve. At the discretion of the administration, attendance records and grades received during the second semester of the twelfth grade may be taken into consideration. Multiple valedictorians and/or salutatorians will be named only in the event that the overall averages are equal when rounded to the nearest hundredth (0.01) of a point.

Students who have taken honors classes receive ten (10) quality points for each grade received in the computation of overall averages.

SENIOR HIGH CLASSIFICATION

Students will be classified according to the following criteria:

Two semesters of attendance and 5 units	Sophomore (grade 10)
Four semesters of attendance and 11 units	Junior (grade 11)
Six semesters of attendance and 16 units	Senior (grade 12)

CORE CURRICULUM REQUIREMENTS FOR GRADUATION FROM HIGH SCHOOL

Graduation Requirements: The Snyder Public Schools Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 23 units of credit be earned in the subject areas listed below to

be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the “core curriculum” option. The “college preparatory/work ready curriculum” will include the following:

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 units of the same foreign or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

For those graduating prior to July 1, 2018, 1 additional unit selected from the above categories or career and technology education courses approved for college admission requirements. For those graduating after July 1, 2018, 1 additional unit selected from the above categories or career and technology education courses, currently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In addition to the coursework listed above, each student must meet the **Personal Financial Literacy Requirement (Title 70 O.S. § 11-103.6h)**. In most cases, this requirement will be met through our Government or Consumer Law course.

Students pursuing admission to Associate in Arts, Associate in Science, or Baccalaureate degree programs may not count courses used to make up high school curricular deficiencies toward satisfaction of degree program requirements.

A student must have fulfilled all graduation requirements in order to participate in graduation ceremonies at the end of the year. Senior graduation attire shall be formal with required unaltered cap and gown.

**** “unit” means a Carnegie Unit as defined by the North Central Association’s Commission on Schools.**

Any student who is enrolled in any Foreign Exchange program shall not be eligible to receive a diploma from Snyder Public Schools

INTERNET-BASED INSTRUCTION

The Snyder School District may allow students to complete required course work through Internet-based courses in accordance with Oklahoma law, the rules, regulations, and/or guidelines adopted by the State Board of Education, and this policy. Students enrolled in Internet-based courses must participate in the Oklahoma School Testing Program. Test results for students enrolled in Internet-based courses must be disaggregated and reported.

The Snyder School District authorizes any full-time student of the Snyder School District in grades 9 to 12 to enroll in an approved Internet-based course offered by the Snyder School District, provided the course is determined to be appropriate for the student by the principal. The counselor or principal will use the following criteria to determine the appropriateness of Internet-based course work for a particular student:

1. A recommendation by the student’s teacher(s) that the student possesses the ability to work on his/her own;
2. The student has completed all prerequisites for the course as if it were offered through the Snyder School District’s traditional class offerings;
3. The course will provide a means for the student to advance but is not a means for acceleration of a student’s graduation date;
4. The reason for the student’s request;
5. The student’s overall course schedule; and
6. The student’s class standing and progress toward graduation.

All Internet-based courses must be approved by the Board prior to enrollment by students. The Snyder School District shall use the following criteria to determine whether an Internet-based course is approved for enrollment of students:

1. Teacher is certified to teach the course and trained in methodology and technical aspects of Internet-based instruction;
2. The course is aligned with Priority Academic Student Skills requirements;
3. A plan for monitoring and reporting student progress by the course instructor to the principal or principal’s designee at least monthly with the final grade reported in time for inclusion on report cards/transcripts;
4. A course grading system that is compatible with the Snyder School District’s grading system and criteria;
5. Completion of the course must be within the school semester or during summer break;
6. The proposed Internet-based course is not duplicative of a course offered by the Snyder School District; and
7. The student-teacher ratio shall be in accordance with state law and must be within limits to provide effective instruction and interaction to enable the student to timely complete the course and obtain the competencies implanted within the course.

A student who enrolls in an Internet-based course is responsible for all fees associated with the course. It is recommended that students have Internet access outside of school hours due to limited availability of computers at the school during school hours. Students enrolled in an Internet-based course may complete course work anywhere they can access the Internet but must take exams at the high school with a proctor.

Internet-based courses are not a means for students educated or enrolled elsewhere to enroll part-time in the Snyder School District in order to take an Internet-based course. However, the Snyder School District may enroll on a part-time basis for the purpose of utilizing Internet-based instruction students who have dropped out of school or who are or have been suspended. To be eligible, the student must have been enrolled in a public school in the state any time during the previous three (3) years.

Internet-based courses offered by a technology center and taught by a certified teacher and aligned with the appropriate Priority Academic Student Skills may be counted toward meeting the state graduation requirements with prior approval of the State Department of Education and the Board. Internet-based courses which contain integrated or embedded skills for which no Priority Academic Student Skills have been adopted may be approved by the Board if such courses incorporate national standards and are taught by certified teachers.

CONCURRENT ENROLLMENT

Students who are interested in the possibility of earning college credit while still in high school should see the counselor for information. Grades from concurrent enrollment may have letter grades rather than numeric grades recorded on transcripts. If a concurrent course is used for dual credit, the grade will be used in calculation of grade point averages. Concurrent grades may affect status for purposes of principal's and/or superintendent's honor rolls. It is the responsibility of the student to report official, final grades to the counselor and/or principal for credit. The official grade report may be a signed document from the professor or a copy of the online grade reporting system used by that institution. If a course is to be used for dual credit and only a letter grade is provided by the professor or college then the following scale will be used: A = 95, B=85, C=75, D=65, F=59.

PROFICIENCY BASED PROMOTION

Students in grades K-12 are eligible for Proficiency Based Promotion if they perform at the 90% level on designated assessments. Elementary or secondary students may advance one or more levels in the core curriculum areas. Parents are encouraged to confer with school officials to determine what is appropriate for their child.

BUILDINGS

Students are asked to do their part in keeping the buildings and grounds clean. Students should never mark on desks or walls, should keep paper off the floor and out of the desks, and should keep their lockers neat. Good school citizens will not only take proper care of their waste paper but will take the time to pick up trash from halls and report those who write on desks or walls. Tidy buildings reflect good citizenship and pride in the school.

LIBRARY

The library will be open from 7:45 a.m. to 2:50 p.m. each school day and a certified librarian will be in charge. Students are encouraged to use the library during free time or during study periods provided they have a library pass. Teachers must make reservations with the librarian before bringing a group to the library.

All books, unless so marked or on reserve, may be checked out for two (2) weeks and renewed once. Fines will be assessed for overdue books and students will be required to pay for lost or damaged books.

The library is designed as a resource center for students and teachers of Snyder Public Schools; therefore, only they will be allowed to check out books or periodicals from the library.

Food or drink should not be taken into the library.

INTERNET ACCESS, INTERNET SAFETY, AND ACCEPTABLE USE POLICY

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The Snyder School District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the Snyder School District cannot guarantee that students and employees will not access such material. However, it is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students.

The Snyder School District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The Snyder School District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the Snyder School District be liable for the accuracy, nature, or quality of information stored on its computer equipment or of information gathered through Internet access provided by the Snyder School District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the Snyder School District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use. The Snyder School District shall install and operate computer software programs which restrict access to certain materials, such as material which depicts nudity, sex, sexual acts, excretion, and exhibition of genitals and which, taken as a whole, lacks serious literary, artistic, political, or scientific values. Students who are granted access to the Internet shall receive instruction regarding safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications and the disclosure, use, or dissemination of personally identifiable information.

Acceptable Uses: The Snyder School District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with this policy. Acceptable uses of the computers and the Internet are activities which support learning and teaching or which promote the Snyder School District's mission and goals.

Prohibited Uses: The Snyder School District's computers and the Internet access (including e-mail) provided by the District shall not be used:

- a. To violate an individual's right to privacy;

- b. To access materials, information, or files of another person or organization without permission;
- c. To violate the copyright laws or software licensing agreements;
- d. To spread computer viruses;
- e. To deliberately attempt to vandalize, damage, disable, or disrupt the Snyder School District's property or the property of any other individual or organization;
- f. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
- g. To distribute religious materials;
- h. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
- i. For any commercial purpose unless authorized by the Administration or Board; or
- j. To engage in any illegal activity.
- k. cyber bullying

Internet Safety: Students shall not reveal personal information such as home addresses, home telephone numbers, last names, or social security numbers when using the Internet without the permission of the teacher and the student's parent if the student is under 18 years of age. Students shall not arrange to any face-to-face meetings with a person whom they "met" on the Internet without parental permission. The Snyder School District may monitor on line activities of students to ensure that students are not accessing inappropriate material, revealing prohibited information, or violating the Snyder School District's policy on Internet access and acceptable uses.

Consequences for Misuse: The use of the Snyder School District's computers and the Internet access provided is a privilege, not a right. Any student or employee who inappropriately uses the Snyder School District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any computer usage, electronic mail being sent or received by the Snyder School District's computers or District-provided Internet access. The Snyder School District's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent or received using the Snyder School District's computers or District-provided Internet access. In addition, discipline may be imposed for improper usage.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on the Snyder School District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on the Snyder School District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

STUDENT DRIVING

Driving to school is a privilege afforded students who are responsible and show good driving practices. Unsafe driving near the school cannot be tolerated; therefore, a student who is reported to the office by any school employee or local law enforcement officer for exhibiting unsafe driving practices near school property when school is in session or while a school sponsored activity is in progress may lose the privilege to drive to school for a period of time or even the remainder of the school year. The judgement of the school employee or law enforcement officer will not be questioned by the office.

PARKING POLICY

Student Parking will be located immediately north of the Agriculture building, parallel to main street, south of the west wing, east of the east wing of the high school building, and in the parking lot at the corner of 9th Street and Highway 183.

SKATEBOARDS/HEELIES

The Snyder School District prohibits students in grades Pre-K -12 from bringing skateboards to school or wearing heeies to school.

STUDENT LOCKERS AND LOCKS

Each student in grades 6-12 will be assigned a locker for the convenience of storage of school supplies. A lock may be checked out through the principal's office. (Students who lose a lock will be charged a \$5.00 replacement fee.) The lockers are school property and will be checked periodically.

All lockers should be kept neat at all times. Changing of lockers will be done only through the principal's office. The person to whom the locker was assigned will pay for any damage done to the locker. Students may secure their locker with a padlock that is pre-approved by the building principal. Students are not allowed access to any locker other than their assigned locker without permission from the student and principal.

STUDENT DRESS

Student dress should be moderate and should not be a disruption to the educational climate of the school. Repeated violations of the dress code may result in a more restrictive code being enforced on the violator for the remainder of the semester. Following are examples of infractions concerning student dress which are considered in violation of this student code:

1. No bare feet.
2. Shorts and skirts may be worn if they meet the following criteria: While standing straight with arms to the side, the middle finger of both hands must not be able to touch bare skin or the thighs. Finger-tip measurement will also be used to determine the length of cover shirt worn with leggings or tights. Spandex shorts are not considered appropriate dress for the classroom.
3. No display of undergarments.
4. Hats, caps, and non-prescription sunglasses are not to be worn inside the school building. Any kind of head cover or forehead band must be removed when the student enters the school building.
5. Any garment with decorations, patches, lettering, advertisements, etc., that may be considered obscene, offensive, or lewd is not to be worn to school. This includes any garment or accessory with any drug emblem, weapon, tobacco product, gang oriented materials, beer, wine, or any type of alcoholic beverage advertisement on the garment.
6. Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso at all times, even in movement. Pants are to be worn at the waist (includes sagging pants).
7. Any other clothing and/or method of grooming which teachers or administrators feel are distracting.

ATTENDANCE LAWS AND REGULATIONS

Oklahoma State Law: It shall be unlawful for a parent, guardian, custodian or other persons having control of a child who is over the age of seven (7) years and under the age of eighteen (18) years and who has not finished four years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session. (Note: The county district attorney will be notified in case of chronic absence.)

Oklahoma Secondary School Activities Association: A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible to compete in any interschool competition governed by the association. e.g., athletics, band, cheerleading, FFA, Academic Team, etc. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance. Attendance for the semester begins with the first day of the semester, and continues throughout the entire semester. A student must be in compliance with the 90% attendance rule for each class in which a student is enrolled.

As a condition of receiving accreditation from the Oklahoma State Department of Education, all students in grades 9-12 shall enroll in a minimum of six periods per day.

ATTENDANCE POLICY

- I. Absences:
 - A. Home Bound Program: Students with extended illness, injury, or other justifiable reason causing extensive absence must make arrangements with the building principal for a Home Bound Program or other appropriate measures. Such programs require recommendation by a physician.
 - B. Classification of Absences:
 - 1. Excused Absence--the parent is aware of the absence and has informed the school of an acceptable reason for missing school.
 - 2. Unexcused Absence--the parent is aware of the absence and has informed the school of a reason for missing school which is not acceptable according to the school's list of excusable absences.
 - 3. Class Cut--the student misses school for an unacceptable reason with or without the consent or knowledge of the parent.
 - 4. Activity Absence--the student misses school due to a school activity with the consent of the parent, the sponsor of the activity, and the principal.

- II. Reporting Reasons for Absence
 - A. Parental Responsibility
 - 1. When possible, the parent should telephone or make personal contact with the office prior to the absence.
 - 2. If prior contact has not been made, the parent should telephone the principal's office before class begins on the day the student returns to school.
 - 3. If no telephone contact is possible, a note signed by the parent stating the exact reason for the absence and the time missed will be accepted.
 - 4. The parent has 48 hours to notify the school of reason for absence or absence will not be considered excused.
 - B. Student Responsibility
 - 1. Students who become ill during school hours or during lunch break must check out through the office before leaving the campus.
 - 2. If a student is home for lunch break and cannot return to school because of a sudden illness, the student should have a parent telephone the school to explain why afternoon classes will not be attended. If it is not possible for an adult to telephone, the student should contact the office before the beginning of the afternoon session and have a parent report the reason for the absence as soon as possible.
 - 3. The student must report to the office prior to meeting any class missed.

III. Excused Absence

A. Parental Confirmation

1. Types of absence which will be classified as excused upon parental confirmation
 - a. Illness or injury (verification from doctor may be required).
 - b. Funerals.
 - c. Inclement weather or natural disasters which prevent or inhibit the student from arriving safely at school.
 - d. Personal or family business directly involving the student when prior arrangements with the principal have been made. Such absence shall not exceed two (2) per semester.
 - e. Family emergencies which require the assistance of the student. Such absence shall not exceed two (2) per semester.
 - f. College visitation by seniors not to exceed three (3) absences per year. Office approval is required prior to absence.

B. Receipts

1. Types of absence which will be excused upon the presentation of a receipt from the proper professional.
 - a. Appointments with professionals such as doctors, dentists, optometrists, counselors, etc.
 - b. Summons to appear in court.

IV. Unexcused Absence

A. Parental Confirmation

1. Types of absence which will be classified unexcused upon parental confirmation.
 - a. Vacations or trips with relatives or friends.
 - b. Working.
 - c. Baby sitting.
 - d. Court appearance for violation of the law.
 - e. Shopping trips with relatives.
 - f. Personal or family business in excess of two (2) days per semester.
 - g. Family emergencies which exceed two (2) days per semester.
 - h. College visitation by seniors which exceed three (3) per year or taken without prior approval from the office.
 - i. Other types of absence which do not meet the criteria for excused absence.

B. Student Confirmation

1. Types of absence which will be classified as unexcused upon confirmation by the student.
 - a. Leaving campus without checking out through the office for a reason which is not classified as a class cut.
 - b. Any absence for which the office has not received proper notification or verification prior to receiving an admission slip for class.

V. Class Cuts

A. Types of Absence Classified as Class Cuts.

1. Absence without the knowledge of the parent for any reason.
2. Skipping school with or without the knowledge of the parent. This type absence will also result in disciplinary action from the office.

VI. Activity Absences

- A. Any student who exceeds one (1) class cut or five (5) tardies per quarter will not be allowed any school activity absences for the remainder of that quarter.

- B. Any student that exceeds three (3) class cuts in any class shall not be allowed any school activity absences for the remainder of the semester.

VII. Consequences:

A. Rewards for good attendance:

1. Junior High and High School students may be exempt from semester tests if they meet the one of the following criteria:
 - a. A average with no more than 3 excused absences and no unexcused absences;
 - b. B average with no more than 2 excused absences and no unexcused absences; or
 - c. C average with no excused or unexcused absences.
2. The Primary Principal may establish rewards for good attendance.

B. Unexcused Absence

1. Students receiving unexcused absences will receive 60% credit for makeup work.

C. Class Cut

1. A zero will be posted in each class missed whether or not a grade was taken. Though no credit for work missed will be given, the student is encouraged to do the work in order that a necessary skill will not be missed.

D. Ten (10) non-school absences during a semester will result in no extra-curricular activity participation for the remainder of the semester.

E. Absences in excess of 10 days in one semester may result in students in grades 4-8 receiving one letter grade lower than earned.

VIII. Makeup Work and Due Dates

A. A student who exceeds ten (10) absences during a semester in any class may not receive full credit for makeup work for that class.

B. Student Responsibility

1. It will be the student's responsibility to ask the teacher for makeup work.
2. Work assigned the day prior to the absence must be turned in at the beginning of the class period when that class is first met following the absence.
3. In order to receive credit, the student must complete and turn in makeup work within the number of days corresponding to the number of days missed.

IX. Attendance Policy for High School Graduation Credit

Regular attendance is extremely important to all students. No other single factor does more to aid student progress than regular attendance. A student must not be absent more than ten (10) days per class during a semester to receive credit toward graduation for that class. Three (3) tardies in a class will equal one (1) absence in that class. *Absences in excess of ten (10) days will result in no credit being given toward graduation for that semester in that class.* This policy applies to Career Tech students as well. Any student that exceeds ten (10) absences in any class shall not be allowed any school activity absences for the remainder of the semester.

Class cuts - Students will not be allowed to make up work for credit and shall receive a zero (0) in the grade book for that day. *Three (3) class cuts will result in no credit being given toward graduation for that semester.*

Any student who exceeds the ten (10) day limit per semester and feels he/she has “just cause”, may appeal to the Attendance Appeals Committee. Consideration will be given as to the reason for the absences as well as to the attempts of the parents to minimize the absenteeism. This committee will then make a recommendation to the principal for final approval.

PERMITS TO LEAVE SCHOOL

No student may leave school except at regular dismissal time without permission from the office. If the student knows in advance that he will need to leave school, his parents should call the school explaining the necessity of leaving school and the time that the student should be dismissed. The student must check out through the office before leaving campus. Students in closed campuses (Pre-kindergarten-8th) will not be allowed to leave unless a parent or guardian personally picks them up or gives written permission.

TARDIES

- I. Reporting Reasons for Tardies
 - A. The same general procedure for reporting reasons for absences will be used for reporting reasons for tardies.
 - B. A student missing more than one-half ($\frac{1}{2}$) of a class period will be counted absent rather than tardy.
- II. Unexcused Tardies
 - A. An unexcused tardy may result in detention or community service.
 - B. Three (3) unexcused tardies per class will equal one (1) unexcused absence for that class per semester when calculating exemption status.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from school during the school term, he should report to the office on the morning of the day he will last attend to fill out a withdrawal notice form and complete the withdrawal requirements set forth.

WITHDRAWAL FROM A CLASS

According to the rules of the Oklahoma Secondary Schools Activity Association (OSSAA), any student who drops a class after the first three weeks of the semester shall be ineligible for at least a three-week period. To regain eligibility after three weeks, the student must be enrolled in the minimum number of classes required for eligibility, and be passing all subjects in which the student is enrolled.

An exception is allowed for a student who enrolled in an AP or honors-level course and wishes to drop that course. A student dropping an AP or honors-level course after the first three weeks of the semester may maintain continued eligibility provided that (i) the student had a passing grade in the AP or honors-level course at the time of withdrawal; and (ii) the student enrolls in a non-AP or honors-level course in the same subject.

CLASS SCHEDULE CHANGES

Based on the information obtained from spring pre-enrollment, schedules are organized, activities are planned, books and supplies are purchased, and teachers are employed in order to best meet the needs and desires expressed by the students. Due to this fact, the only legitimate reasons for changing class schedules which will be considered are:

1. Student is scheduled for a class not requested during pre-enrollment.
2. A mistake on the student's schedule which must be corrected.
3. A class taken during summer school which corresponds to a class listed on pre-enrollment.
4. Class requested on pre-enrollment is not offered.

DISCIPLINE POLICY

Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with students, parents, or guardians, in-school detention, detention, referral to counseling or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction of or revocation of privileges, in-

school suspension, corporal punishment, and suspension. Disciplinary action shall be based on an assessment of the circumstances surrounding each infraction and may take into consideration the following criteria:

1. the student's attitude;
2. the seriousness of the offense;
3. the effect of the offense on other students;
4. whether the offense is physically or mentally injurious to other people;
5. whether the incident is isolated or repeated behavior; and
6. any other circumstances which may be appropriately considered.

Students with Disabilities: Students with disabilities as defined by the Individuals with Disabilities Education Act ("IDEA") shall be disciplined in accordance with the policies and procedures established by the Oklahoma State Board of Education. Unless otherwise prohibited by law, students who are "handicapped" as defined by Section 504 of the Rehabilitation Act ("Section 504") or students who are "disabled" as defined by the Americans with Disabilities Act ("ADA") shall be subject to the same discipline policies and regulations as any other student.

Corporal Punishment: The Snyder School District recognizes corporal punishment as a means of discipline. However, corporal punishment shall be used only as a last resort and only after other reasonable corrective measures have been used without success. Corporal punishment may be administered only after consultation with the administrator or the administrator's designee, and only in the presence of a witness. Corporal punishment shall only be administered in the principal's office or another location where some degree of privacy exists. Other than corporal punishment, employees shall not use physical force against a student unless such force is reasonably necessary for the employee's self-defense, for the preservation of order, for the protection of others, or for the protection of property of another person or the Snyder School District.

In School Detention: In School Detention ("ISD") may be used as a disciplinary method. ISD will occur on the next school day following the behavior which is subject to discipline. The student will not be allowed to participate in any extracurricular activities until ISD has been served. Once the student has served the ISD, the student may resume extracurricular activities. There is no right to appeal In School Detention.

Suspension: An administrator may suspend a student when the student's behavior is in violation of the Snyder School District's Student Conduct Policy (see page 17), Administrative Regulations, or directives received from school authorities and the behavior occurs while the student is:

- A. in attendance at school or any function authorized or sponsored by the Snyder School District;
- B. in transit to or from school or any function authorized or sponsored by the Snyder School District;
- C. on any property subject to the control and authority of the Snyder School District; or
- D. not on Snyder School District property but the student's actions:
 1. are a continuation of activity that was initiated under conditions A through C above,
 2. adversely affect or pose a threat to the physical or emotional safety and well-being of other students, employees, or Snyder School District property, or
 3. disrupt school operations.

Before a student can be deprived by way of suspension of the student's right to an education, the student has the right to notice of the alleged misconduct and an opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with notice of the alleged misconduct and an opportunity to respond to the allegations. If the student's response does not reverse the administrator's belief that cause for suspension exists, the administrator shall provide the student, or the student's parents or guardians if the student is under 18 years of age, with written notice of the decision to suspend which shall state the length of the suspension and the right to appeal the administrator's decision as set forth below. The administrator shall keep written records of each suspension conference identifying the date of the conference, the names of the persons present, the duration of the conference, and a summary of the statements of the persons present.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred and other forms of discipline have not deterred such behavior. The administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. Except for suspensions for possession of a firearm which may be for a period of one (1) year, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

Appeal of Suspension: A short-term suspension is any suspension for ten (10) or fewer days. A long-term suspension is a suspension for more than ten (10) days. If the decision of the administrator with respect to a long-term suspension is adverse to the student, the student shall be notified of the right to appeal the administrator's decision on a long-term suspension as follows:

A. Short Term Suspensions:

1. A student may appeal an administrator's decision as to a short-term suspension to a Suspension Appeal Committee by submitting a written request for an appeal to the Superintendent within three (3) days after receipt of the administrator's decision. If a timely request for an appeal is not received, the administrator's decision shall be final.
2. Upon receiving a request for an appeal, the Superintendent shall appoint a Suspension Appeal Committee comprised of three (3) certified employees and shall designate a chairperson for the Committee. No employee may serve on the Committee who was a witness to the student's conduct or who has the student in his/her class for the current school semester.
3. A hearing shall be scheduled during regular school hours, and the student and/or the student's parent or guardian shall be notified in writing of the date, time, and place of the hearing. The student may be represented by legal counsel at the hearing. The administrator who recommended the suspension shall attend the hearing and may be represented by legal counsel.
4. The Committee shall conduct an informal hearing as to the student's suspension which shall include a presentation by the administrator as to the student's conduct, the policy, rule, or regulation violated by the student's conduct, and any evidence and/or witnesses that support the principal's decision to suspend the student. The student and/or the student's parent or guardian shall then be given an opportunity to respond to the testimony and evidence presented and to present any evidence and/or witnesses in support of the student's position.

5. At the conclusion of the hearing, the Committee shall deliberate outside the hearing of the administrator and the student and shall render a decision as to the guilt or innocence of the student and the reasonableness of the term of the suspension. The chairperson of the Committee shall insure that a copy of the written decision is mailed to the student or the student's parent or guardian and provided to the administrator.

6. The Committee's decision shall be final and unappealable.

B. Long Term Suspensions:

1. A student may appeal a long term suspension to the Suspension Appeal Committee by submitting a written request for an appeal to the Superintendent within three (3) days after receipt of the administrator's decision. If a timely request for an appeal is not received, the administrator's decision shall be final.

2. Upon receiving a request for an appeal, the Superintendent shall appoint a Suspension Appeal Committee comprised of three (3) certified employees and shall designate a chairperson for the Committee. No employee may serve on the Committee who was a witness to the student's conduct or who has the student in his/her class for the current school semester.

3. A hearing shall be scheduled during regular school hours, and the student and/or the student's parent or guardian shall be notified in writing of the date, time, and place of the hearing. The student may be represented by legal counsel at the hearing. The administrator who recommended the suspension shall attend the hearing and may be represented by legal counsel.

4. The Committee shall conduct an informal hearing as to the student's suspension which shall include a presentation by the administrator as to the student's conduct, the policy, rule, or regulation violated by the student's conduct, and any evidence and/or witnesses that support the principal's decision to suspend the student. The student and/or the student's parent or guardian shall then be given an opportunity to respond to the testimony and evidence presented and to present any evidence and/or witnesses in support of the student's position.

5. At the conclusion of the hearing, the Committee shall deliberate outside the hearing of the administrator and the student and shall render a decision as to the guilt or innocence of the student and the reasonableness of the term of the suspension. The chairperson of the Committee shall insure that a copy of the written decision is mailed to the student or the student's parent or guardian and provided to the administrator.

6. If the student is dissatisfied with the decision of the Committee, he or she may, within three (3) days, request review by the Board, by submitting a written request for review to the Board Clerk. If a request for review is timely filed, the Board shall review all of the evidence submitted to the Committee, the decision and findings of the Committee, and the written statement of the student summarizing the student's position and reason(s) for appeal. The Board shall render a verbal decision in an open meeting, stating whether the decision of the Committee is to be upheld, overturned, or modified. A written decision will follow. The decision of the Board shall be final.

7. Pending an appeal of a long-term suspension, the student may attend school subject to "in-house" restrictions if the administrator recommending long-term suspension approves such attendance. If the administrator who determined to suspend the student believes that the attendance of the student would be dangerous to other students, teachers, or school property or

would substantially interfere with the educational process, the student may be prohibited from attending school pending the appeal hearing.

Effect of Suspension: Except as otherwise provided, a student who has been suspended shall not be allowed on Snyder School District property. A student who is suspended shall be allowed to make-up assignments and tests given during the suspension period. When a student is suspended from school for longer than five (5) days, the administration shall develop and provide to the student and/or the student's parent or guardian an education plan which includes assignments in core unit subjects that should be completed and returned to the school on a regular basis. The student will receive full credit for all work correctly performed.

A student who is suspended for possession of a weapon or a firearm or possession of a controlled dangerous substance shall not be provided an education plan, shall not be allowed to make-up any work missed during the period of suspension, and shall not receive any credit during the suspension. The student may be referred to the alternative school.

Extra-curricular Activities: A student may not attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A suspension is effective until midnight of the last day of the suspension (i.e. if suspended from school through Friday, suspension is effective until midnight on Friday).

SNYDER SCHOOL DISTRICT STUDENT CONDUCT CODE

Students are expected to conduct themselves as ladies and gentlemen at all times and shall adhere to all rules, regulations, and policies formulated by the Administration and the Board. Students shall at all times respect the rights of fellow students and of Snyder School District personnel and shall not provoke any other individual or inflict physical harm upon another. Courtesy and good manners should be the key to a student's conduct at school. A good attitude towards teachers, staff, and fellow students will make school enjoyable for all. Students shall respect school property and the property of others and may be required to pay for damages intentionally inflicted on Snyder School District property or the property of others.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by the Snyder School District; (b) in transit to or from school or any function authorized or sponsored by the Snyder School District; or (c) on any property subject to the control and authority of the Snyder School District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco products and/or simulated tobacco products.
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is

capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function.

4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Possessing or using wireless telecommunication devices during school hours without the permission of the building principal or designee. An exception may be granted upon written consent of the student's parent or guardian. Form will be made available in the offices.
6. Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon, including B-B guns;
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other Snyder School District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
8. Leaving school grounds or activities at unauthorized times without permission;
9. Refusing to identify or falsely identifying one's self to Snyder School District personnel;
10. Entering, without authority, into classrooms or other restricted school premises;
11. Engaging in conduct which endangers or jeopardizes the safety of other persons;
12. Harassing, hazing, threatening, intimidating, bullying, or verbally abusing another person, including any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission;
13. Using profanity, vulgar language or expressions, or obscene gestures;
14. Committing acts of sexual harassment as defined by District Policy or sexual assaults;
15. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
16. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, inappropriate displays of affection, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;
17. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person;
18. Engaging in extortion, theft, shoplifting, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating;
19. Being in possession of or using a laser pointing device in any manner other than for classroom presentation;

20. Preparing, publishing or distributing written or verbal statements or plans of a violent or threatening nature, which, if carried out, could result in harm to another person or damage to property; and
21. Violating the Snyder School District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.

Any student conduct or activity which does not a) occur on school property, b) while the student is in transit to or from school or a school function, or c) on any property subject to the control and authority of the Snyder School District shall be prohibited if such conduct or activity a) is a continuation of activity which began on school property, b) adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, or c) disrupts school operations.

In addition to disciplinary actions, the Snyder School District, acting through the Superintendent or a principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature.

CONTRABAND IN STUDENT VEHICLES

Students who bring alcohol or drugs onto school property in their cars typically offer the excuse that many students, family members, or friends of family members ride in their vehicle and that one of these individuals must have hidden the drugs in the car without informing the student driver. However, students shall be responsible for the contents of their vehicles, and thus it is the responsibility of any student driving a vehicle onto school property to ensure that the vehicle does not contain alcohol, controlled substances, weapons, or any item banned on school property.

SEARCH AND SEIZURE POLICY

The superintendent, principal, or teacher upon reasonable suspicion, may detain and search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school. The student may be searched for dangerous weapons, controlled dangerous substances, intoxicating beverages, low point beer, and/or wireless telecommunication devices. The student may also be searched for missing or stolen property if such property is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same sex and witnessed by at least one other authorized person, preferably by a person of the same sex. Only cold weather outerwear shall be removed.

The official shall have authority to detain the pupil and to preserve any of the items mentioned above and found on the student.

Pupils shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other school property search. Hand held wands may be randomly utilized to detect contraband material.

POLICY FOR DRUG AND ALCOHOL SEARCHES

The Snyder Board of Education believes that in order to respond to the drug and alcohol abuse problems in our schools and to maintain a reasonably safe school environment, the district may use trained dogs to search for drugs, alcohol, and firearms.

Such searches will be arranged by the principal at his or her discretion and will target only school property including lockers and vehicle parking areas. Students and staff members will not be the subject of animal

searches and will be searched in accordance with school policy only if probable cause arises during a search on school property.

Students who drive a vehicle on to school property do so as a privilege afforded them by the Snyder School District and not as a right. Accordingly, any student who parks a vehicle on school property is deemed to authorize a search of the vehicle by the school principal or his/her designee at any time and for any reason deemed appropriate by the school principal or the Superintendent. Any student who refuses to peaceably submit his vehicle to a search when requested to do so may be suspended for such refusal and may thereafter be denied the right to park a vehicle on school property.

The following regulation shall govern the searching of school property by search dogs:

- A. Searches of school property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the high school principal. Strip searches or “body” searches are prohibited.
- B. All buildings, student lockers, vehicles, school desks, and any area of concealment are subject to search. The following procedures reflect the normal response when drugs or alcohol are detected:
 1. When the dog alerts on an item belonging to the student (i.e., clothing, books, purse, etc.), the student will be asked to gather all belongings and will be escorted to the principal’s office. With the student’s permission, all items will be checked, including pockets of all clothing.
 2. When the dog alerts on a student’s locker, the principal will be notified. The principal or designee will locate and escort the student to the locker. The student will observe as all items are removed from the locker and the contents are spread on the floor. The dog will then be allowed to re-check the locker and all items from the locker.
 3. When the dog alerts on a student’s vehicle, the principal will be notified. The principal will locate and escort the student to the vehicle. The student will be asked to sign a form authorizing the inspection, after which the interior of the vehicle will be checked by the dog, the handler, and the school official while the student observes.

The following steps outline the usual disciplinary action to be taken:

Tobacco, Tobacco Products, and Simulated Tobacco Products

- 1st offense: warning, parent notification
- 2nd offense: In-house detention (1 day)
- 3rd offense: In-house detention (3 days)
- 4th offense: Out of school suspension (3 days)

Alcohol, Illegal Drugs, and Drug Paraphernalia *

“Drug paraphernalia” is defined as anything fashioned specifically for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, resting, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing a dangerous substance into the body.

- 1st offense: Suspension up to 10 days
- 2nd offense: May be suspended for the remainder of the semester

All illegal drugs and/or paraphernalia will be turned over to police authorities.

Firearm

“Firearms” are defined as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) in the frame or receiver of any such weapon, (C) any firearm muffler or firearm silencer, or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

1st offense: Suspension for not less than one full calendar year.

Weapons

“Weapons” are defined as any pistol, revolver, dagger, Bowie knife, dirk knife, switchblade knife, spring type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.

NOTE: For any weapon other than a pistol or revolver.

1st offense: Suspension up to 10 days

2nd offense: May be suspended for the remainder of the semester

NOTE: For pistol or revolver or any other dangerous weapon

3rd offense: May be suspended for up to a calendar year

In all cases, the parents are notified as soon as possible as to the facts surrounding the dog’s alert and the results of the check.

WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of school rules, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists. **Use of an electronic communication device to photograph or video inappropriate behavior or situations will result in the forfeiture of electronic device privilege.**

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device

pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATION

Snyder Public Schools prohibits threatening behavior by electronic communication device, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

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. In addition, "threatening behavior" is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel, or school property.

Title 70 O.S. § 24-100.3

POLICY FOR CHILDREN/STUDENT SPECTATORS

Spectator support is an important factor in extracurricular student activities. The faculty and administration promote the involvement of family, friends, and community members in the encouragement of students through attendance at activities.

Unsupervised young children present problems at any activity. By their nature, children are curious, active, and in need of adult supervision.

Goals of the Policy:

1. Teach all students acceptable conduct at public events.
2. Promote the safety of students and spectators.
3. Encourage acceptable behavior and control disruptive behavior.
4. Prevent interference with the extracurricular activity.
5. Avoid problems with visitors to the event.
6. Create awareness of the problem and seek increased support from parents.
7. Hinder potential conflicts between older and younger students.

Guidelines:

1. In order to gain admittance to the activity, any child/student spectator third grade or younger must be accompanied by a parent or an adult (18 or older) who will accept responsibility for the minor child.
2. Children/student spectators are expected to stay in the stands or bleachers and off the rails, field, and court unless going to or from the concession or restrooms.
3. The visitors' area, practice football field, area around the field house, end zones, and basketball court are off limits except for activity participants.

The Snyder School District strives to provide reasonable supervision of activities in progress with an administrator or designee present. The local police provide emergency backup and volunteer auxiliary support. For those children/students choosing to disregard the guidelines, the following consequences have been established.

1. First offense: verbal warning and written notification.
2. Second offense: the child/student spectator will be suspended from attending the next two (2) home events, including a situation in which the offender may be a scheduled participant. Parents will be notified by written discipline report.

3. Third offense: The child/student will be suspended from attending the home activities during the remainder of the sport's season. Parents will be notified by written discipline report.

ASSEMBLIES

Assemblies are a part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. School assemblies provide one of the few opportunities to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping feet, and booing are discourteous and disturbing and will not be tolerated. Yelling is appropriate only during pep assemblies. Teachers shall attend assemblies and will remain in charge of the students in their group throughout the assembly and will expect the group to exhibit proper audience behavior.

HOMEcomings KING AND QUEEN CROWNING POLICY

1. The Student Council shall be in charge of Homecoming. Two (2) candidates shall be selected from each grade ten (10) through twelve (12) for a total of six (6) candidates for Homecoming Queen and six (6) candidates for Homecoming King.
2. The school Queen shall be crowned by the chosen King.
3. The entire high school student body shall be eligible to vote for the school Queen and King.
4. The crowning ceremony shall occur at the homecoming football game.
5. The Queen or King will not be kissed or embraced during the crowning ceremony. This rule shall apply to all crowning activities at all organizations and club functions.

JUNIOR/SENIOR PROM POLICY

Students must purchase a ticket for any guest who is not a member of the current Junior or Senior class. Payment must be made prior to the end of March to the Junior Class sponsors.

1. Students who drop out of school or students who are suspended will not be allowed to purchase tickets to the prom or attend with a friend.
2. Individuals may purchase one (1) ticket for the prom and/or banquet.
3. Students who are purchasing a ticket for someone who is outside of our school system must have that date approved by the junior or senior sponsor and the principal, at least three weeks before the prom.
4. Prom tickets are non-refundable. All prom dates must be freshman or above. There is an age limit of 20 years of age. The only exception to this would be a spouse of a Junior or Senior that is over the age of 20.

ACTIVITY TRIPS

At times, it will be necessary for parents who have students in activities to help furnish cars for trips. We will require a parent or teacher in each car on a trip and they shall have authority to maintain discipline. Student vehicles will not be used on activity trips unless authorized by the principal and, then, only for unusual circumstances.

Students riding buses will return on the bus unless they are released to their parents by the teacher in charge. Conduct on activity trips must be beyond question.

ATHLETIC IDEALS AND COURTESIES

Sportsmanship is simply being honorable. That is, knowing when to forego an advantage while courageously striving to win.

The rules of the game are to be regarded as mutual agreements, the spirit and letter of which will be observed by all honorable contestants.

Respect the decisions of the officials for they are mutually selected by the competing schools and have final authority in the rules of the game.

Consider opponents as having honest intentions although you may differ from their points of view or actions. Pursue a course of individual conduct and team action which will seem honorable to the opponents and spectators.

Whether you are the visitor or the host, treat others with the respect you would like them to have for you. The spectator represents the school and community and should give suitable recognition to the skill and sportsmanship of players, officials, and other spectators.

It is understood at Snyder Schools that no student will be recruited or forced to choose one school activity over another. However, emphasis should be put on competitive activities over non-competitive activities. (example: academic meet vs. Gifted and Talented trip) No student shall be punished for choosing one school activity over another. However, conditioning and homework shall be made up for the missed class period. The final decisions are at the discretion of the athletic director, coaches, and sponsors.

ELIGIBILITY

Eligibility rules and regulations are presented here for students involved in athletics, band, cheerleading, FFA, and other extracurricular activities which are governed by the Oklahoma Secondary Schools Activities Association.

OSSAA RULES GOVERNING INTERSCHOLASTIC ACTIVITIES IN SENIOR HIGH SCHOOLS

RULE 1 - AGE, PHYSICIAN AND PARENTS' CERTIFICATE

Section 1. Any student who reaches his/her nineteenth birthday before September 1 will not be eligible for athletic competition. Any student who reaches his/her sixteenth birthday before September 1 will not be eligible if enrolled in the ninth grade or below. Any student who reaches his/her fifteenth birthday before September 1 will not be eligible for the eighth grade or below. Any student who reaches his/her fourteenth birthday before September 1 will not be eligible for the seventh grade or below. **Non-athletics:** Any student who reaches his twenty-first birthday before September 1 will not be eligible.

Section 2. No student shall be eligible to represent his/her school in athletics until there is on file with the principal a physical examination and parental consent certificate. The form used shall contain the information on the standard OSSAA form. Other forms may be utilized, by the physician, physician's assistant, or the advanced practice nurse, if the information contained is compliant with the information on the OSSAA form. Any other information, depicting the athlete's previous history, can be added to this form for the purpose of clearance for athletic participation. A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations. If you have questions concerning the qualifications or the insurance coverage of a health care practitioner offering to give examinations, it is suggested that you check with your school district attorney for an opinion. Physical

examinations are required for students each year. All physicals given for OSSAA participation must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the parental consent form each year before the student participates in any organized athletic practice session including contest participation.

Section 3. Each non-athletic activity organization which assists in the sponsorship of interscholastic activities may operate under a constitution, or set of rules, which complies with the Constitution and Rules of the Oklahoma Secondary School Activities Association. This constitution or set of rules should be approved by the Board of Directors of the Oklahoma Secondary School Activities Association.

RULE 2 - ATTENDANCE

A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance. See Board Policy XLVI for supplemental on-line courses.

Question: At what point in the school year does the attendance rule begin?

Answer: Attendance for the semester begins with the first day of the semester, and continues throughout the entire semester. A student must be in compliance with the 90% attendance rule for each class in which a student is enrolled.

RULE 3 - SCHOLASTIC ELIGIBILITY

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Local school boards may make exception for only those students participating in non-competitive activities.

Section 1. Semester Grades

- a. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days.
- b. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.
- e. A student who drops a class after the first three weeks of the semester shall be ineligible for at least a three-week period. To regain eligibility after three weeks, the student must be enrolled in the minimum number of classes required for eligibility, and be passing all subjects in which the student is enrolled.

An exception is allowed for a student who enrolled in an AP or honors-level course and wishes to drop that course. A student dropping an AP or honors-level course after the first three weeks of the semester may maintain continued eligibility provided that (i) the student had a passing grade in the AP or honors-level

course at the time of withdrawal; and (ii) the student enrolls in a non-AP or honors-level course in the same subject.

Section 2. Student Eligibility During a Semester

- a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of Career-Tech students and all concurrently enrolled students.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- a. A senior student maintains eligibility by passing the classes required for graduation. The number of classes which a student is enrolled can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education.
- b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) A maximum of two weeks is allowed for make-up work.
- d. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a, for the end of spring semester.

Section 4. Special Education Students

Special education students, who are enrolled in special education classes, have an Individual Educational Plan and have been certified by the principal as doing a quality of work may, with the approval of the Board of Directors, be accepted as eligible under this rule.

Student Participation While Ineligible

During the period of ineligibility, a student will not be allowed to sit, stand, dress in uniform, or participate in any way with school organization or activity.

USE OF TELEPHONE

The office telephone was installed to aid in carrying on official school business and for emergencies. It is available for the use of students only by permission from the principal or secretary. Such permission will be given for emergencies or very important reasons. All calls made by students should be brief and courtesy should be practiced. Persons calling students while the student is in class will be asked to leave a number or message for the student, except in emergencies. If the message is important, the student will be given the message and may then return the call between classes.

Long distance calls on the school telephone may be made only upon approval by the principal.

SCHOOL BUS POLICIES

The Board of Education will furnish transportation to students in rural areas and students whose homes are more than one and one half (1 ½) miles from the school attended. Bus routes are established to give the best possible service to all individuals. The Board of Education will do those things which are in its power to provide safe buses and competent drivers.

Bus routes are established to give the best possible service to all individuals. The school bus driver is the sole authority over the passengers on the bus. The driver is expected to keep good order and discipline at all times. He is granted the same authority to correct an unruly child as a classroom teacher. Parents will be notified by the principal if the conduct of their child warrants taking him/her off the bus.

The driver must maintain a regular schedule which will bring the bus to school by 8:00 a.m. In order to maintain a regular time schedule, students must be prompt in arriving at a loading point.

When possible, parents should notify the bus driver of the days their children will not ride the bus.

BUS RIDER RULES

Riding a school bus is a privilege and the privilege may be revoked for not abiding by the bus rider rules.

Previous to loading, students should:

1. Be on time at the designated school bus stops--keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
4. Respect people and their property while waiting on the bus.
5. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus, students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as you would furniture in your own home. Damage to seats, etc, must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.

8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects in or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils and the bus driver.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety.

After leaving the bus, students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
2. Go home immediately staying clear of traffic.
3. Help look after the safety and comfort of small children.

Vo-Tech transportation

Attending Vo-Tech is part of the school day. Therefore, transportation will be provided and students are required to be punctual. In case of appointments or other unforeseen situations, prior arrangements shall be made with the high school principal and/or counselor.

Extracurricular Trips

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

INCLEMENT WEATHER

In the event school must be closed due to inclement weather, the administration has options for making that information available. Depending upon the circumstances, possible methods of communication will be the School Messenger Notification System, social media, and/or the school district's website (www.snyder.k12.ok.us). Lawton and Oklahoma City television stations will also be notified when possible.

EVACUATION AND SECURITY DRILLS

Fire Alarm Fire alarm siren
 Storm Alarm Continuous ringing of the bell or an intercom message
 Security Drill. Verbal announcement

Do not take possessions with you, exit in an orderly and quiet manner, and follow instructions. Each class will be accompanied by the teacher and roll will be called after evacuation is complete.

INSURANCE

A school insurance will be made available. It is not compulsory and the school cannot be responsible in case payment of claims does not come to expectations of students and parents; however, the insurance used has been adequate in the past.

SCHOOL CLUBS AND ORGANIZATIONS

CLUB INITIATION

Club initiations will not take the extremes. All initiation procedures must be approved by the principal. Clubs violating this regulation will be disciplined accordingly.

FUTURE FARMERS OF AMERICA (FFA)

Any student enrolling in Vocational Agriculture is eligible for membership in the Future Farmers of America Organizations.

YEARBOOK STAFF

New members are elected by the present members on the staff with the approval of the yearbook advisor. The staff is under the supervision of a teacher appointed by the administration and will work during the year on the production of the school yearbook.

STATE HONOR SOCIETY

Students who rank in the top 10% of the total enrollment of the senior high school (grades 9-12) according to grades received the second semester of the preceding year and the first semester of the current year are members of the Senior High State Honor Society. Ninth grade students will be ranked according to grades received the first semester of the current year.

NATIONAL HONOR SOCIETY

Students will be selected for the local chapter of the National Honor Society by a Faculty Council based on academics, service, leadership, and character. To be eligible for consideration students: (1) must be in grades 10, 11, or 12; (2) must have been in attendance at the school equivalent to one semester; (3) must have a cumulative grade average of 90; (4) must be willing to render service to their school and community; (5) must exhibit leadership qualities and successfully hold school offices or other positions of responsibility; (5) must show courtesy, respect and exhibit strong moral character.

STUDENT COUNCIL

The class officers elected by grades 9-12 will serve as the student council.

BAND

The selection of students to participate in band is by enrollment.

CLASS OFFICERS

Classes will select their officers at the first scheduled class meeting of the current year. All class meetings throughout the year must be approved through the principal's office. Class meetings will be held before or after school unless approved through the administration by one of the sponsors.

LETTER "S" CLUB

Any student who letters in a competitive sport is eligible for membership.

LOST AND FOUND

All lost items should be turned into the office and may be claimed by identification. We caution all students not to leave purses and other valuables unattended.

SUPERVISION TO AND FROM SCHOOL

Since it is almost impossible for the school to supervise all children to and from school, parents are asked to work with law enforcement officers or the parents of children who are guilty of misconduct off school grounds or out of school jurisdiction.

SCHOOL CITIZENSHIP

If you wish to be thought well of in school, be loyal to your school by showing the following traits:

1. Do your work as well as you can.
2. Be courteous; refer to teachers as Mr. or Ms.
3. Support varied activities.
4. Do nothing which will harm your school's reputation; refuse to spread evil while checking false rumors.
5. Thank those who do you a favor.
6. Remove your hat or cap upon entering the building.
7. Be considerate; make no unnecessary noise, such as shouting, whistling, or heavy walking.
8. Keep moving instead of blocking passage by stopping to talk.
9. Do not wrestle or push one another. Walk; don't run.
10. Make no unnecessary work for the janitors by throwing paper or other discarded materials in any place other than receptacles provided for such.

ACCIDENTS

The school will administer only minimal first-aid in case of injury. If the injury is serious, the parents or a doctor will be notified immediately.

ADMINISTERING MEDICATION TO STUDENTS

If a student is required by a physician to take medication or it is determined that it is in the best interest of the student that a non-prescribed medication be administered during school hours and the parent cannot be at school to administer the medication, only the school nurse, an administrator, or an administrator's designee may administer the medication in compliance with the following regulations.

I. Prescription Medication

- A. Prescription medication must be in a container which indicates the following:
 1. the student's name
 2. the name and strength of the medication
 3. the dosage and directions for administration
 4. the name of the physician or dentist
 5. the date of prescription
 6. the name of the pharmacy
- B. If possible, such medication should be accompanied by a written authorization from the parent or physician that indicates the following:
 1. the purpose of the medication
 2. the time it should be administered
 3. the termination date for administering the medication

II. Nonprescription Medication

- A. Nonprescription medication may be administered only with the written permission of a parent and when other alternatives such as resting or changing activities are inappropriate or ineffective. The parent or guardian may give blanket or conditional permission for the student to receive nonprescription medication during school hours by requesting a permission form from the office.
- B. The administrator, school nurse, or administrator's designee should:
 1. inform appropriate school personnel of the medication being administered
 2. keep an accurate record of the administration of the medication.
 3. keep all medication in a locked cabinet
 4. return unused medication to the parent only

III. Responsibilities

- A. The parent is responsible for informing the designated school official of any change in the student's health or change in medication.
- B. The school district retains the discretion to reject requests for administration of medication.

SELF ADMINISTRATION OF ASTHMA AND ANAPHYLAXIS MEDICATION

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma and anaphylaxis medications according to the provisions of this policy. The Snyder School District shall not incur any liability as a result of any injury arising from the self-administration of inhaled medications by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma or anaphylaxis may possess and use his or her labeled medication at all times.

The student's parent or guardian shall:

- 1. Provide the school with a written statement on the form prescribed by the Board of Education authorizing the self-administration of inhaled medications. Such written statement shall acknowledge that the Snyder School District shall not incur any liability as a result of any injury arising from the self-administration of inhaled medications by a student.
- 2. Provide the school with a written statement from the student's treating physician containing the following information:
 - a. That the student has asthma or anaphylaxis;
 - b. That the student is capable of and has been instructed in the proper method of self-administration of the student's medication.
 - c. The name and purpose of the medication;
 - d. The prescribed dosage;
 - e. The time or times at which and special circumstances, if any, under which the medication is to be administered;
- 3. Provide the school with an emergency supply of the student's medication(s) to be administered pursuant to Oklahoma law by a school nurse or other authorized personnel.
- 4. Provide medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:
 - a. Student's name;
 - b. Prescription number;
 - c. Medication name and dosage;
 - d. Method of administration and dosage;
 - e. Date of prescription and refill;
 - f. Licensed prescriber's name;
 - g. Pharmacy name, address and telephone number;
 - h. Name of pharmacist.

The authorization for self-administration of asthma and anaphylaxis medications from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of medication shall be effective only for the school year in which the authorization is submitted by the student's parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

For purposes of this policy, "medication" shall mean a metered dose inhaler or a dry powder inhaler to alleviate symptoms, prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of medication pursuant to a prescription or written direction from a physician.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy.

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record; in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education and Welfare.
5. The right to be informed about FERPA rights. Any parent or eligible student may inspect the FERPA policy kept on file in the superintendents office upon request. (A translator will be provided to translate this notice to non-English speaking parents in their native language when needed.)

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

Snyder School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent.

1. The student's name
2. The names of the student's parents
3. The student's date of birth
4. The student's class designation (i.e., first grade, tenth grade, etc.)
5. The student's extra curricular participation
6. The student's achievement awards or honors
7. The student's weight and height if a member of an athletic team
8. The student's photograph
9. The school or school district the student attended before he or she enrolled in the Snyder School District

After the parents or eligible students have been notified, they must advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

The District will provide military recruiters, upon request, with names, addresses and telephone listings of secondary students unless parents have advised the District that they do not want their student's information disclosed to military recruiters without their prior written consent.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) and related Oklahoma and Federal regulations, all Snyder Public School buildings have been inspected by licensed personnel for the presence of asbestos. An Operations and Maintenance Plan has been developed and approved by the Department of Health. The entire plan is available for viewing at the High School office and building specific plans are available the building sites. This plan is designed to ensure the safety of students, employees, and the general public.

FOOD SERVICES

In order to make the food service program a learning situation, the following policies have been established:

1. Teachers should help teach students to eat quietly and form good eating habits.
2. Teachers should ask students to leave their tables and surrounding areas clean.
3. Teachers should ask students to avoid loud talking and clowning.

4. As much as the school district encourages parental involvement, the school food program is not designed to meet the needs of the general public. Parents wishing to eat lunch or breakfast with their child must purchase their meal. Fast food or sodas brought into the cafeteria is discouraged.

Breakfast will be served beginning at 7:25 a.m. The lunch period will be thirty-five (35) minutes in length.

Prices may be increased during the year if the need arises. The following prices for all meals were in effect at the time of this printing:

Elementary/High School Students

Breakfast	\$1.75	Lunch	\$2.25
Reduced	.30	Reduced	.40

Primary Students

Breakfast	\$1.75	Lunch	\$1.75
Reduced	.30	Reduced	.40

Adults

Breakfast	\$2.50
Lunch	\$2.50

Payment of cafeteria bills

Pre-payment of cafeteria accounts is highly encouraged. Statements of cafeteria charge accounts will be mailed monthly. Payments should be made regularly to avoid accounts exceeding \$100.00. When accounts exceed \$100.00, a student’s eligibility may be affected until payment is made. Arrangement of a payment plan may be scheduled through the Food Service Director. The administration is authorized to file small claims court actions against parents/guardians with funds owed to the district.

Applications for free and reduced lunches are available at enrollment and should be completed and returned as soon as possible. The student is accountable for all charges prior to qualification determination. The federal application may be submitted at any time during the year if circumstances determining the family income should change.

FUNDS OR PROPERTY OWED TO THE DISTRICT

The district has a vital interest in protecting district funds and property and in teaching students financial responsibility. Therefore, the following guidelines are made governing students who owe the district money or property:

1. Students who represent the district in extracurricular activities must maintain good citizenship traits as well as minimum academic requirements. Good citizenship includes payment of debts owed to, and the proper return of property owned by, the district that provides the student the privilege of extracurricular participation. Accordingly, students who owe the district funds or the return of property will not participate in extracurricular activities until the funds are properly paid or the property properly returned.
2. Part of the learning experience needed to prepare students for later academic and work life is responsibility in financial and property obligations. Accordingly, no student will be allowed to participate in any academic honor roll, be eligible to run for or continue to hold a class office, be eligible to run for or continue to be an active member of a student council, or be eligible to receive any other academic honors, including senior grade point recognition at graduation, if the student currently owes the district

funds or the return of property or has been delinquent in prompt payment of debts or return of property to the district during the current fiscal year.

3. Students who owe money or property to the district may be prohibited from student privileges including, but not limited to participation in extra-curricular activities, parking on school property, going on field trips, and participating in student assemblies or pep rallies. However, no student will be penalized academically for failure to promptly pay the district debts or return property to the district.
4. The administration is authorized to file small claims court actions against parents/students who owe the district property or funds.

THE EMBLEM

The mighty Cyclone was chosen to signify the pride and strength Snyder High School has within its walls. In common speech "Cyclone" can stand for any destructive wind, but for Snyder students it represents much more.

The mighty Cyclone represents the true meaning of loyalty to every faculty member, student, and patron associated with our school. The Cyclone signifies the unchallenged force which can come from Snyder's spirit and drive. Together with our emblem to represent us and our spirit to lead us, Snyder will always be Number One in striving for a better town and school.

THE SCHOOL COLORS

- Orange: Standing for the fiery determination and fight each member of our school has in everything we try.
- White: Representing the purity of thoughts, actions, and ideals as we strive for the highest plane for conduct and cooperation.
- Black: Representing the mystifying strength and spirit Snyder High School has for a back bone.

THE SCHOOL SONG

(To the tune of "On Wisconsin")

Snyder Cyclones, Snyder Cyclones
Fight right through that line
Kick the ball clear ore; (opponents)
A touchdown would be fine.
Snyder Cyclones, Snyder Cyclones
Fight on for your fame
Fight, fellows, fight, fight, fight,
And win this game.

ALMA MATER

Oh Snyder High School
Our hearts are loyal beating to thee,
We'll e'er be true
And though the years,
Be swiftly fleeting, this fond pledge
We give to you, that we will ever,
Be staunch and faithful, Bringing
Tribute without fail, to our dear
High school, Our dear old High School,
We hail. All Hail!