

Merritt School Handbook

Welcome to Merritt Schools. May your educational experience be enjoyable and most rewarding.

Take part in the activities of the school that are of interest to you and those activities will add to your skills and achievements.

Your four years in high school will pass too fast. Make the most of your time here. Work with your teachers and principal. They will assist you to achieve success in your effort.

Jeff Daugherty, Superintendent

Welcome to Merritt High School. Whether this is your first year with us, or whether you have been here in other years, we do want you to know we are glad to have you. It is our hope to work with both parents and children to achieve the greatest degree of understanding and education possible. To help achieve these goals, we have prepared a handbook as a guide for each of you.

Don Bradshaw, High School Principal

Board of Education

Jarrold Brown, President
Shelia Jones, Vice President
Dwight Spitz, Clerk
Kent Jackson, Member
Jackie Carnes, Member

Administrative Personnel

Jeff Daugherty, Superintendent
Tawn Rundle, Asst. Superintendent
Don Bradshaw, High School Principal
Amy Edler, Elementary Principal
Stephanie Costello, Counselor
Donnie Husband, Athletic Director
Erin Gibbins, Business Manager
Jennifer Rangel, Activities Secretary
Joanie Dusek, Registrar
Lisa Adams, Elementary Secretary

Faculty

Susan Barnett	Elementary
Frank Bernard	History, Coach

Judith Bollinger	English
Kim Brady	Art, Speech, Drama
Lyndsay Broadbent	Elementary
Taler Broadbent	Reading, Math
Cassie Brown	Math
Crystal Bryant	Math
Shauna Burson	Elementary
Christian Callaway	Elementary
Cody Callaway	Elementary
Devon Cantrell	Elementary
Becky Chaney	Elementary
Dusty Cloud	Elementary
Shannan Cloud	Elementary
Julie Copeland	Elementary
Stacey Custer	Computer
Randal Davis	Speech
Sharon Davenport	Teacher Assitant
Jeff Fletcher	History/Coach
Renee Fletcher	Elementary
DeAnn Foshee	Special Education
Roger Givens	JH Math
Shelly Goodall	Elementary
Elizabeth Goodman	Elementary
Jessica Hartman	Teacher Assistant
Stephanie Herndon	Teacher Assistant
Tim Herren	Agriculture
Donnie Husband	Coach, History
Hollie Husband	Elementary
Donnie Johnson	Science
Mandy Jones	Language Arts
Ashton Jung	Music
Toni Justus	Library Assistant
Brittne Keiner	Elementary
Michelle Mooney	Special Education
Karie Newton	Teacher Assistant
Jared Owen	JH Science, Coach
Sarah Partain	Library, Technology
Sarah Peffer	STEM
Tammy Phelps	Special Education
Rachel Poole	Elementary
Heather Porter	Elementary
Cary Ray	Science, Reading
Barret Richardson	Science, Coach
Toni Richardson	English
Clark Roberts	History, Coach
Jennifer Sanders	Elementary

Donna Schacle	Title 1
Gina Shepherd	Elementary
Stacie Skelton	English
Deidra Shockey	Elementary
Gini Smith	Elementary
Laura Splawn	Elementary
Chelsea Suanny	Elementary
Tanner Wear	History/Technology
Taylor Wilson	Elementary
Tina Wing	Teacher Assistant
Bobbi Yarbrough	Home Ec.

School Breaks

Labor Day	September 5
Parent/ Teacher Conf	September 13, 15
No School, Parent/Teacher Conf	September 15
Midterm Benchmark	October 10-11
Fall Break	October 12-13-14
Thanksgiving Break	November 23-25
End of 1 st Semester	December 16
Christmas Break	December 10-30
Classes Resume	January 2
Parent/Teacher Conf	January 14, 26
No School, Parent/Teacher Conf	January 27
No school, Teacher Professional Day	February 24
No School	March 3
Midterm Benchmark	March 9-10
No School Spring Break	March 13-17
No School	April 14
No School	April 21
8 th Grade Graduation	May 8
High School Graduation	May 12
Last Day of School	May 12
Last Day for Teachers	May 15

Dress Code

Every student's hair shall be well groomed and clean, and not distracting to the educational process. Hair will be a natural color, neat and well kept. It will at no time cover eyes, as it distracts from the educational process. All students are to be dressed appropriately for the activity in which they are involved. The principals, superintendent and athletic director shall be responsible for determining whether the student is in compliance with the rule, and a violation of this rule shall result in disciplinary action.

Items specifically prohibited:

- Obscene or suggestive lettering or pictures: including alcoholic, drug, or tobacco promotions.

- Hats, caps, bandannas, armband, headbands, hairnets, muscle shirts, tank tops, bike shorts, and billfold chains.
- Clothing which exposes or reveals inappropriate areas of the body (shirts or tops that do not cover the mid section).
- Shirts less than three inches wide at the shoulder.
- Clothing which is torn, cut, mutilated, or does not have a finished border.
- Dresses, shorts, or skirts which do not extend down within four inches of the knee cap (slits in skirts must be within six inches of the knee cap.)
- Undergarments, leggings, or tights not appropriately covered by outerwear.
- Overall straps not attached pants which sag below a reasonable waist line.
- No facial jewelry other than earrings. All other facial jewelry must be covered or removed.
- Sunglasses without medical documentation.
- All other items of dress determined to be disruptive to the educational environment.

It should be understood that appropriate dress for school shall promote cleanliness, modesty, and should not create distractions within the educational environment.

Extra Curricular Activity Dress Code

All students representing Merritt Public Schools at public events, i.e., athletic, music, or other activities which takes place before the public, will dress in a manner so as to project the best image possible on our school and community. It is the expectation of the administration of Merritt Schools that activity sponsors establish and enforce standards for dress at public events which meet or exceed standards previously set forth in this policy handbook. These standards shall be submitted in writing to the principal for approval.

Graduation Requirements

Students who have accumulated a minimum of 23 credits may participate in graduation ceremonies at Merritt High School. To graduate from Merritt High School, a student must earn a minimum of 24 credits.

State Graduation Requirements

Language Arts	4 credits
Science	3 credits
Mathematics	3 credits
Social Studies	3 credits
Arts	2 credits

Remember graduation requirements and college admission requirements are not the same.

Oklahoma College Prep Requirements

English	4 credits
Laboratory Science	3 credits

Mathematics	3 credits
History and Citizenship Skills	3 credits
Either Foreign Language/non-English Language or Computer Technology	2 credits
Fine Arts	1 credit
Another unit selected from any of the above or career	1 credit

Students entering college that do not complete these credits may be required to take a course in areas they are deficient for no credit.

Grade Placement

<i>To become a</i>	<i>You must have completed</i>
(10) Sophomore	6 credits
(11) Junior	12 credits
(12) Senior to graduate	24 credits

Class Load

Seniors must enroll in 7 classes.
 Juniors must enroll in 8 classes.
 Sophomores must enroll in 8 classes.
 Freshman must enroll in 8 classes.
 Deviations from this must be approved by the principal.

Class Changes

All class changes must be made through the principal's office. Students will have one week of each semester for changes in schedules. After that, only changes that are approved by the principal will be made. Each class change after enrollment must be in writing, signed by both teachers and returned to the office.

Athletic Class Change

The sending coach will have the right to deny or grant any change from one sport to another.

Flag Salute

Instruction in the history and etiquette of the United States flag shall be given in one or more grades. Students are authorized to recite the pledge of allegiance to the flag. Students not wishing to participate in the pledge shall not be required to do so.

Selection of Valedictorian and Salutatorian

A student must be in attendance at Merritt High School the last semester of the junior year and the first semester of the senior year before they are eligible for Valedictorian or Salutatorian.

The graduating student with the highest average will be the Valedictorian. The graduating student with the second highest average will be the Salutatorian. All students who are within a ½ point will be considered a tie. Valedictorian and Salutatorian averages will be figured using the first seven semesters and the third nine weeks of the twelfth grade.

A student must be in attendance at Merritt School the last semester of the seventh grade year and the first semester of the eighth grade year before they are eligible for Valedictorian or Salutatorian of the eighth grade.

The eighth grade student with the highest average will be the Valedictorian. The eighth grade student with the second highest average will be the Salutatorian. All students who are within a ½ point will be considered a tie. Valedictorian and Salutatorian averages will be figured using the first three semesters and the third nine weeks of the eighth grade.

Diploma of Distinction

Students who have a 3.25 or above grade point average and have accumulated four credits in English, Math, Social Studies, and Science; two credits in Technology, Humanities, or the Arts; two credits of Foreign Language are qualified to receive a diploma of honor in accordance with Oklahoma Statutes, Section 11-103.2c of Title 70.

State Honor Society

The top 10% of the student body making the highest average during the previous two semesters are nominated to the state honor society. Students must be working at or above the grade level to be considered.

Honor Roll

Superintendent's Honor Roll: any full time students with no grade lower than an A.
Principal's Honor Roll: any full time student with no grade lower than a B.

Academic Achievement Certificates

Students may receive certificates of achievement for academic performance at the discretion of their teachers.

Control and Discipline

School Law of Oklahoma, Section 124: the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

Bully Prevention Act

As mandated by Senate Bill 992, all forms of harassment, intimidation, instigation, bullying are prohibited and will not be tolerated. Students involved in such behavior will be subject to appropriate discipline, including suspension and expulsion.

Bullying

Bullying is a serious problem that can dramatically affect the ability of students to progress academically and socially. Bullying is comprised of direct behaviors such as teasing,

taunting, threatening, hitting, and stealing that are initiated by one or more students against a victim. In addition to direct attacks, bullying may also be more indirect by causing a student to be socially isolated through intentional exclusion. Bullying happens whenever someone use his or her power unfairly and repeatedly to hurt someone use his or her power unfairly and repeatedly to hurt someone. Bullying is unacceptable behavior and will not be tolerated.

Definition: “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to a gesture, a written, verbal, or physical act, cell phones or text messaging.

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

Harassment Policy

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

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

As used in the School Bullying Prevention Act, “harassment, intimidation and bullying” means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures or written, verbal or physical acts, or electronic communications. Such behavior is specifically prohibited.

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

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

Merritt Public School Harassment/Bullying Incident Report Form

Date: _____ Time: _____ Room/Location _____

Student(s) Initiating Bullying /Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Staff/Student(s) Affected: _____

Grade: _____ Class: _____

Type of Harassment alleged:

- Racial Sexual Religious Other _____

Check all spaces below that apply. Adult stated or identifies inappropriate behavior as

- | | |
|--|---|
| <input type="checkbox"/> Name Calling | <input type="checkbox"/> Demeaning Comments |
| <input type="checkbox"/> Stalking | <input type="checkbox"/> Stealing |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Damaging Property |
| <input type="checkbox"/> Staring/Leering | <input type="checkbox"/> Shoving/Pushing |
| <input type="checkbox"/> Writing/Graffiti | <input type="checkbox"/> Hitting/Kicking |
| <input type="checkbox"/> Threatening | <input type="checkbox"/> Flashing a Weapon |
| <input type="checkbox"/> Taunting/Ridiculing | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Inappropriate Touching | <input type="checkbox"/> Cell Phones |
| <input type="checkbox"/> Spitting | <input type="checkbox"/> Text Messaging |
| <input type="checkbox"/> Other _____ | |

Describe the incident: _____

Witness Present:

Physical evidence:

- Graffiti Notes Email
- Web Sites Video/audiotapes
- Other

_____ Date/Time: _____

Staff Signature

Parents(s) contacted – Date/time _____

Administrative action taken: _____

Student Conduct Guidelines

The administration, faculty, and staff will continue to hold in high regard the cooperation of the student body in maintaining an orderly, disciplined learning atmosphere at Merritt High School.

Student conduct should reflect the highest standards of our community and school. Students are expected to conduct themselves in a manner which exemplifies respect for one's self, other people, and the property of others. At all times students will be cooperative and display class and dignity.

Saturday school may replace other student conduct discipline guidelines in the student handbook.

Saturday In-House Detention– 3 Strikes Policy

Saturday In-House Detention (SIHD) this policy is for all students in 4th -12th grades. Any student who does not follow school rules or does not complete work consistently may be sent to SIHD, unless school policy warrants alternate disciplinary action, this disciplinary action will be on an assigned Saturday and it will be monitored by designated school personnel. This detention will run from 8 a.m. to 3 p.m. and students must bring lunch. Any student who is assigned to SIHD and is tardy or skips the assignment may be suspended from school up to 10 days. Students who are in SIHD will also miss any school extra-curricular activity that is scheduled during the time of the detention. It will be up to the parent/guardian to transport their student to and from SIHD.

If a student is sick and cannot attend the designated day, then the parent must obtain a doctor's note stating the reason for missing. The student will then be assigned to the next available SIHD date. That student is ineligible for any school activities during the original and the next assigned SIHD date even if they miss for any reason, including but not limited to: sickness, family emergency, etc. If said student cannot produce documentation from a physician for missing the detention date, then he/she will be assigned an extra Saturday detention or may be suspended from school for up to 10 days. Once a student has completed the SIHD then he/she will start over with the discipline referral, if he/she accumulated 3 more violations then he/she will be assigned another day of this policy. Students younger than the 4th grade will be assigned at the discretion of the principal or superintendent.

The following is a list of administration responses intended as a guide only. If a student is in violation, past conduct records will be considered in the resolution of the infraction.

Responses include, but are not limited to:

1. Written and/or verbal warning.
2. Parental disclosure, i.e., phone and/or written notice, or conference.
3. Temporary or permanent removal from class or group.

- 4. Alternative school assignment.
- 5. Work details at noon and after school.
- 6. Corporal punishment with parental consent.
- 7. Short term suspension with community service.
- 8. Review committees with written recommendations.
- 9. Financial restitution.
- 10. Involving law enforcement agencies.
- 11. Refer to social agencies for counseling and resolutions.
- 12. Long term suspension.
- 13. Expulsion.
- 14. Any disciplinary actions deemed appropriate by the administration within the policies set forth in the policy handbook of the Board of Education of Merritt Public School District.

Infraction Categories

The following table is intended to convey general categories of infractions, which range from minor infractions (level I) to major infractions (level III). It includes but is not limited to:

Level I

- 1. Excessive tardies
- 2. Disruptive conduct
- 3. Failure to accomplish homework
- 4. Inappropriate dress
- 5. Disrespect and insubordination

Level II

- 1. Possession of tobacco products
- 2. Profanity
- 3. Truancy
- 4. Cheating
- 5. Reckless driving

Level III

- 1. Theft
- 2. Assault-physical or verbal
- 3. Fighting
- 4. Vandalism
- 5. Possession, use, or distribution of:
 - a. drugs or alcohol
 - b. deadly weapons
 - c. obscene material

Discipline Action Schedule

	Level I	
1 st Violation	2 nd Violation	3 rd Violation
1. 1	1,2,5	2,3,6,8
2. 1,3	1,2,3,4,12	2,3,6,7,8,13
3. 1,3	1,2,3,5	3,4,8

4.	1,6	2,4,12	8,13
		Level II	
1.	1,2	2,3,12	4,7,8,13
2.	1,2,12	2,4,7	4,7,8,13
3.	1,2	2,4,7	4,7,13
4.	1,2	2,4,8,12,13	4,8,13,14
		Level III	
1.	2,4,8,9,10,13,14	2,4,8,9,10,11,13,14	9,10,13,14
2.	2,4,8,10,13,14	2,4,7,10,13,14	7,10,13,14
3.	1,2,4,6,8,12	2,4,6,7,8,13,14	13,14
4.	2,4,8,9,10,13	2,4,7,8,9,10,13,14	9,10,13,14
5.	2,4,7,10,11,13,14	10,11,13,14	10,11,14

Nothing in this discipline schedule shall be construed to deny the student's right to a fair and orderly hearing, appeals, counsel, and due process in cases which may end in suspension or expulsion.

This schedule shall be interpreted by the principals and their designees in a manner which they deem just given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonably disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

Attendance Laws Regulation

Oklahoma State Law: it shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over age of 7 years and under 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.)

Attendance

One of the most important factors in contributing to success in education is attendance. Regular attendance is a must if a student expects to succeed in the work assigned.

Right to Appeal Excessive Absences

Excessive absences is defined as a student with 11 or more absences in a class for any reason except activity absences. When a student acquires 11 absences in a semester, credit for classes with excessive absences will not be given. When requested by the student or guardian in writing and presented to the principal, an Attendance review committee will meet to hear the extenuating circumstances concerning absences and review documentation over 10 absences. The committee members shall be selected by the principal and will meet after the regularly scheduled classes. The student will be allowed a minimum of (5) school days following notification of the hearing date in order to prepare his or her case. When coming before the Committee, all absences must be supported with proper written documentation. Following the presentation of evidence, the hearing panel shall discuss and study the case in executive session. Following the executive session, each panel member shall cast a ballot for or against the granting of credit. The ballots will be counted in the presence of the student. The granting of credit shall be determined by majority vote of the panel. The decision of the hearing panel shall be final and

no other agency within the structure of Merritt Public Schools shall have the authority to overturn that decision. In cases of excessive absences, the school will pursue the legal obligation of the guardian to compel the student to attend school as required by law.

College Day

Seniors are permitted a college day for the purpose of making a visitation to the institution of their choice. Students must have an ACT test score on file before they can obtain a visitation form. Students must obtain a visitation form from the main office. Proper verification must be furnished to the principal that the visitation took place upon the student's return to school. This will be charged as an activity absence not counting against semester exemption.

TYPES OF ABSENCES

Excused/With Knowledge

An excused absence occurs when the student is absent with the knowledge and approval of the guardian and school. The guardian must notify the school of the student's absence within three school days for the absence to be excused. Guardians are asked to call the school early within the three days of the day the student is absent. Failure to do this could result in an unexcused absence and/or admittance problems to class for the student when they return to school. Students will be responsible for making up all work missed. These days will count against benchmark test exemptions.

Planned Absences

If an absence is planned in advance, the guardian is asked to call the school no later than three days prior to the planned absence. The student should contact the office for a Planned Absence Form, then he/she is responsible for contacting the teachers to arrange his/her makeup work. The form should be returned to the office before the absence. These days will count against benchmark test exemptions.

Truant/Unexcused Absence

Any student who is absent from school without the knowledge and approval of the guardian and school will be considered truant. The student will be allowed to make up all work missed but no credit will be given. These days will count against benchmark test exemptions.

Tardy

Students will be considered tardy if they are not in their proper station when the tardy bell sounds. Students will be absent if they are 15 minutes late or leave class 15 minutes before class is over. You will need to come to the office and get a slip to get into class. Two tardies equal one absence and will count against benchmark test exemption.

Activity Absence

An activity absence is given when the student is engaged in a school sponsored activity sponsored by a teacher, provided the school work has been made up and the student meets eligibility requirements. For any activity absence of two days or more, students must pick up assignments before they leave for the activity, and all work must be completed the first day they

are back in class. Teachers may use their discretion. This absence doesn't count against benchmark test exemptions.

Suspension Absences

Absences due to disciplinary suspension will count against the benchmark test exemptions but will not count against the excessive absent rule. Students that are suspended can make up to a 70 on all work completed. Six hours of community service for each day of suspension must be completed before a student can return to school.

Ten Day Rule

The student's first obligation should be academic and to maintain a strict attendance in that program. The limitation by the State Board of Education of 10 days of activity absences should be considered when the enrollment is considered. Students should attempt a program of study which will afford them maximum educational opportunities and experiences for a successful year.

The Merritt Board of Education recognizes the educational merits of the activity program and hopes that the restrictions placed on activities will not adversely affect any individual or program.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom will be 10 days for any one class period of each school year. Regional, state and district contest do not count against the 10 days. Any exceptions to the rule must be approved by the building principal.

Admission After Absences

Prior to school following an absence, students should report to the office. Time given for makeup work should correspond to time of absence (if absent 2 days, the student has 2 days to make up the work missed). Daily assignments should be made up prior to school activities, while tests may be made up at the convenience of the teacher. It is the student's responsibility to see instructors about makeup work.

Leaving School/Closed Campus

When a student arrives at school, they are not allowed to leave until their academic day is complete or by permission of the school and parent. Such permission during school hours shall be given only in case of illness, or upon personal request of the guardian, within the discretion of the principals or designee. Parents or guardians must sign a student out through the office if they make a request. The student must sign out and into school through the main office. Students leaving school without permission of school authorities will be considered truant. Only parents/guardians may deliver lunch to students on campus by bringing the food to the main office. After picking up their lunch in the main office students will eat in the cafeteria. Students may not go off campus for lunch.

Dental and Medical Appointments

Medical and dental appointments should be made for non-school hours if possible. If unavoidable, guardians should call the office to make arrangements for the absence. Students must check out through the office when they leave and check back in upon return.

Illness at School

Students needing special care at school due to some special condition, illness, or disease should give information to the main office including a statement from parents or doctor concerning the difficulty and care needed.

Withdrawal from School

When students withdraw from Merritt Public Schools, they should follow this procedure:

1. Notify instructors 24 hours in advance so grades may be compiled.
2. On the morning of the last day of attendance, get a withdrawal slip from the office.
3. Return all textbooks and library books, complete any other requirement set forth by the school and have the withdrawal slip signed by the instructor and librarian.
4. Return the withdrawal slip to the office for signature. A copy of this slip is kept by the office, the original is given to the student to take to the new school.

Vocational Technical School

Merritt School is an active participant of the Vocational Technical School at Burns Flat. This school serves as an extension of our school to offer courses that we cannot.

Juniors and seniors may attend half-day sessions of the Vo-tech schools at Burns Flat if they are properly enrolled in Merritt Public Schools. Three credits may be earned upon successful completion of a session. Transportation will be furnished. Any use of private transportation without a written permit and parental consent is strictly prohibited.

FFA

FFA is an organization for students enrolled in vocational agriculture classes.

This organization deals with agricultural related projects and jobs. It is open both to boys and girls and is a regular part of the Merritt School curriculum.

The chapter advisor, administration, and school board are the governing members of this group.

FCCLA

FCCLA is an organization for students enrolled in vocational Home Economics classes.

This organization deals with the home, jobs, and related projects. It is open to both boys and girls and is a regular part of the Merritt curriculum.

The chapter advisor, administration, and school board are the governing members of this group.

Annual

The Merritt School will publish an annual each year. It will be sponsored by both the Merritt School and the annual staff.

The annual staff and sponsor will have full responsibility of all decisions having to do with the publication and sale of the yearbook.

NON-CURRICULAR CLUBS AND ORGANIZATIONS

Scholastic Teams

Merritt High School and junior high students compete against other schools on OSSAA academic tournaments. Memberships on the teams is on a competitive tryout basis.

4-H

4-H empowers youth to reach their full potential, working and learning in partnerships with adults for a positive change.

Students Against Destructive Decisions

The Merritt chapter of SADD is open to all high school students who wish to be active in promoting a drug free school and community. SADD plans the annual red ribbon week. SADD is students helping students make positive decisions about challenges in their everyday lives.

FCA

FCA focuses on serving, equipping empowering, and encouraging people to make a difference for Christ.

Fishing Team

Fishing Team is an organization for students competing at local, state and national tournaments. The fishing team will adhere to the same academic standards as all other school sports and activities.

Rodeo Team

Rodeo Team is an organization for students competing at the state junior high and high school rodeos. The rodeo team will adhere to the same academic standards as all other school sports and activities.

Student Council

Student Council helps share students' ideas, interests, and concerns with teachers and school administrators. They often also help raise funds for school-wide activities, including social events, community projects and school reform.

Boys/Girls State

One junior boy/girl and one alternate will be selected by the Merritt faculty to attend the Boys/Girls State Convention. Boys/Girls State is held in the summer and the selections will be made in the spring before school is out. Boy/Girl stagers are sponsored by the American Legion. The students will be selected on leadership, citizenship, and scholastic ability.

Activity Trips

The students must go and return in the bus or in cars provided unless they make special arrangements with the person in charge of the activity. The breaking of this rule automatically suspends one from the activity. The activity bus is insured for liability. All groups who represent the school or persons who accompany school groups to other schools or other towns are subject to the authority of faculty members and all other school rules.

Class Meetings

Class meetings will be held only upon request of the sponsor and must be cleared through the office. Fund raising activities are to be cleared through the office of the high school principal. Most meeting will be held before or after school.

Sponsors

The sponsor is not responsible for any accidents incurred on trips or parties. If class parents are desired, they may be elected from a list of nominees prepared by the sponsor and class and approved by the school board.

Each class will elect the following officers at the first class meeting of the year: president, vice-president, secretary, treasurer, student council rep.

The secretary of the class shall keep accurate records of all class funds. All class earnings shall be turned into the office to be deposited in the bank under the activity fund. All bills are to be paid by check from the office.

Class Purchases

Students will not be allowed to purchase materials for organizations. Under no circumstances will students be allowed to charge any items to the school.

School Bus Policies

The school board will furnish transportation for students and will do everything in its power to provide safe buses and competent drivers.

Bus routes are established to give the best possible service to all individuals. Buses will come as close as possible to every child's home, but they should not be expected to leave maintained roads when doing so would jeopardize the safety of other passengers, or risk sticking or tearing up a bus.

The school bus driver is the sole authority over the passengers on his bus. He is expected to keep good order and discipline at all times. He is granted the same authority to correct an unruly child that the teacher has in the classroom. Students that misbehave while being transported may lose their bus riding privileges.

Athletic Eligibility

To be eligible to represent the school in athletic contests with other schools a student must meet the following requirements:

1. Be under 19 years of age,
2. Have not been enrolled in high school more than eight consecutive semesters,
3. Have passed five (5) subjects during the last semester,
4. Not be under discipline suspension, or probation for misconduct,
5. Have parents' consent on a health certificate presented to the coach or principal,
6. Have 90% attendance during the semester,
7. Be eligible on a weekly basis, (fail no classes two consecutive weeks).

Weekly Eligibility

Students must be in attendance 90% of the time. Those who have failed one class during the week shall be placed on scholastic probation for the following week. If the student fails a

class during the probation week, that student shall not be allowed to participate in any extracurricular activities during the following week or any week thereafter until the grades are satisfactory. Each Friday, teachers shall report to their principal a list of all students who are failing their classes. The principal shall publish a failing list each week.

MUST BE ELIGIBLE:

Football	FCCLA State Convention
Basketball	Academic Competition
Track	School Musical (must be eligible to try out)
FFA Stock Shows	Newspaper Ad Sales
Music Contest	FCCLA Leadership Meeting
FFA Jackpot Shows	FCCLA Sub-District Rally
FFA Contest	Senior Activities (during school hours)
FCCLA Contest	Junior Activities (during school hours)
Basketball Clinics	Vo-Tech Competition
Speech Contest	Student Council
Cheerleading	SADD Events
4-H Events	Gifted
FFA State Convention	

ELIGIBILITY NOT REQUIRED

FFA Labor Auction	Senior Career Day
FFA Banquet (attendance)	Christmas Program
Field Trips (hourly)	Pep Rally
Senior Activities	Sophomore trip to Vo-Tech
Junior Activities	Class Meeting
Junior and Senior Prom and Banquet	SADD Meeting
Assemblies	

Progress Reports

The teachers will prepare a progress report for each student who is not doing satisfactory work during the fourth week of each nine weeks, the office will mail these home.

Making up zeros or low grades

Grades will be allowed to be made up at the discretion of the teacher and or the principal

Grade Scale

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

The grade issued at the end of each semester reflects the student's work for entire semester. Credit will be awarded to a student who has been in attendance the required days and completed the required work successfully.

Benchmark Test

Benchmark test will be given at the end of the each nine-weeks period in all classes. All students will be required to take the benchmark tests. Each benchmark test will count as two test grades.

Benchmark Test Exemptions

Students with perfect or exemplary attendance for the entire year are eligible for exemptions on the fourth benchmark. Exemptions will be granted on a class by class basis. Absences for school sponsored activities, including college day will not be counted in the number of absences; however, all other absences including suspension days will count against benchmark exemptions.

Students are exempt if they have a:

Grade of C with 3 or fewer absences

Grade of B with 5 or fewer absences

Grade of A with 7 or fewer absences

Students must be enrolled at Merritt School for the entire year in order to be eligible for benchmark exemptions. Every two tardies equal one absence and will count against benchmark exemptions. Students must attend school on test days even though they are exempt from taking benchmarks.

Parent-Student Right to Know

Parents and students 18 years old have the right to know how they scored on any mandated tests. Parents will be given a parents report. Teachers will answer any questions they have about the test.

All Merritt teachers and paraprofessionals are highly qualified.

Food and Drink

Food and drink are not permitted in the classrooms, lockers, or halls. The lobby at the high school and community center is available for food and drink in allotted times or with permission.

Hall and Classroom Procedures

Be prompt to class. You must be in your seat when the bell rings. The teacher, not the bell dismisses class. All nonessential material should be left in your locker. Students are not to leave the classroom without a written pass from the teacher which states the destination of the student, time excused from classroom, and teacher's signature. Be courteous in the halls, running and shouting are not permitted.

Lost and Found

All lost and found items should be reported to the office. Check with the secretary for items misplaced.

Lockers

Lockers are assigned through the central office. Gym lockers are assigned by the coach. **STUDENTS ARE NOT TO SHARE LOCKERS OR CHANGE LOCKERS.** In the event the locker is defective, the students should report that to the secretary. Locker assignments shall be

controlled strictly by the main office. If locks are used on lockers, one key must be given to the building principal.

Telephones

The telephones are business phones and are to be used for school business. Students may obtain permission to use the phone in the main office for school business or an emergency. Students may not use phones other than those designated for student use.

Visitors

Students of other schools are not to be in classrooms. To safeguard the welfare of our students, we respectfully ask that all visitors, parents, or guardians report to the main office.

Loitering

If anyone has legitimate business to transact in or about the buildings and has not made previous arrangements, that person should go to the office for assistance. No unauthorized visitors are allowed in buildings or on school grounds.

Assemblies

Students are to be prompt and orderly when attending assemblies. We do expect our students to behave as ladies and gentleman. Disorderly conduct will not be tolerated and those who choose to disrupt will be removed and are subject to appropriate discipline.

Conference with Teachers

Each teacher has a regular conference period. Parents who desire conferences with teachers should call the high school office and make an appointment. All visitors and parents should come to the high school office before going to talk with a teacher.

Student Relationship

There should be no public display of affection between students while on or near school property during school hours or while attending a school sponsored activity.

Student Parking

Students are to park in the parking lot south of the school. Vehicles are to enter and exit the parking lot through the appropriately designated gates, i.e., not entering through exit gates. Vehicles will be parked in a forward manner, i.e., not backed into the designated parking spaces. It is the responsibility of the students to demonstrate proper use of the parking facilities if they expect to retain driving and parking privileges on campus. Tag numbers of and all vehicles used by the student as school transportation shall be registered in the main office. Vehicles must remain parked in the parking lot unless permission is obtained from the principal to move any vehicle after that vehicle has entered the campus. Only athletes using the field house at the football field will be permitted to move their vehicles at 2:28 p.m. in a safe and orderly manner.

Students must come directly into school when they park. No sitting in vehicle. Students may not go to the parking lot without permission from the principal's office.

Library

Library rules will be posted in the library.

Lunchroom

Breakfast will be served until 8:10 a.m. and lunch will be served until 12:46 p.m. each day in the school cafeteria to the student body of Merritt School. We encourage you to participate in the program. A lunch count will be taken by each teacher at the beginning of the first hour class.

Prices will be announced and the menu will be posted.

Good behavior is expected of all students at all times while eating. Pushing, shoving, poor table manners, loud talk, horseplay, messy tables, etc., will not be allowed.

Each student is expected to stand in line quietly to get his plate, and take plate and milk cartons from the table to be cleaned when finished.

Students who do not eat in the lunchroom may bring their own sack lunch from home. This will be eaten in the lunchroom.

There will be no ordering lunch out. No one will eat lunch in cars, classrooms, or breezeway. All lunches will be eaten in the lunchroom. Parents/or Guardians ONLY may bring lunch to school for their child only.

Prom

The prom has become an annual event. It is one way the junior class has of entertaining the seniors at the end of the school year.

The junior class and their sponsor and class parents are the hosts for the banquet and prom. The junior class and sponsor are responsible for selecting the theme and for organizing and getting ready for the event.

Medication

The principal may, after receiving written authorization from the parent or guardian, administer a prescription medication pursuant to the directions listed on the prescription vial label or as otherwise directed by a physician.

Tobacco Use Prohibited

Merritt Board of Education recognizes that the use of tobacco has been shown to be linked to illnesses and disabilities and that the federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children.

Therefore, smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property at all times. This prohibition extends twenty-four hours per day, seven days per week, three hundred sixty-five days per year.

1. "School property" is defined as all property owned, leased, rented, or otherwise used by any school in this district including but not limited to the following:
 - A. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. The term shall not apply to buildings used as residences, i.e., teacherages.
 - B. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
 - C. All vehicles used by the district for transporting students, staff, visitors, or other persons.

2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes cloves or any other product packaged for smoking.
3. "Use" is defined as lighting, chewing, inhaling, or smoking any tobacco as defined within this policy.
4. "Staff" includes, but is not limited to, full-time, part-time, and contract employees.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. Employees and patrons shall refrain from the use of tobacco.

Students are also prohibited from possessing tobacco on, in or upon any school property. If students are found to be carrying cigarettes or any other tobacco product, the tobacco product will be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

REFERENCE: 21 O.S. 1247

63 O.S. 1-1522, et seq.

20 U.S.C. 6083

Adopted by Merritt Board of Education, July 9, 2007.

Civil Rights

It is the policy of the Merritt Public Schools, district I-2, to provide without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but it's not limited to, admissions, educational services, financial aid, and employment. Inquires concerning application of this policy may be referred to Mr. Jeff Daugherty, coordinator of Title IX and ADA Title VI, and section 504 responsibilities. Students, their parents, and employees of Merritt School district, No. I-2, are assured that the district does not discriminate on the basis of race. Sex, national origin, handicap, religion or age. Mr. Jeff Daugherty has been designated by the board of education to coordinate the school district's efforts to comply with this assurance.

Electronic Devices Prohibited

The board of education of each school district shall establish and implement rules and regulations for possessing an electronic paging device or cellular phones while said pupil is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The use of cell phones and other electronic devices during instructional time is prohibited. Devices are to be turned off during instruction time. A student may use a phone or electronic device during instruction time only with prior consent of school principal or classroom teacher. Use of devices for educational purposes during instruction time is left u to the discretion of each classroom teacher. Administration may look through phones and pagers for safety reasons.

Discipline for breaking phone policy: first offence, ISS immediately and parent must pick up phone; second offence, one day suspension and parent must pick up phone; each additional infraction will result in an additional day for each infraction and parent must pick up phone.

Suspension for Possession of Firearm

Any pupil who has been found in possession of any firearm while on any public school property or while in any school bus or any other vehicle used by a public school for transportation of students or teachers shall be suspended for a period of time to be determined by the local school board on a case-by-case basis.

For purposes of this section, the term “Firearm” shall mean and include all weapons as defined by 18 U.S.S., Section 921.

The right to appeal provisions provided for in Section 21-101 of Title 70 of the Oklahoma Statutes shall apply to suspension provided for in the section.

Pupil-Dangerous, Weapons-Dangerous, Substance-Electronic, Devices

The superintendent, principal, teacher, or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil, when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as identified in the Dangerous Substances Act of the Oklahoma Statutes, electronic paging devices or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student’s clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, electronic paging device, cellular telephone, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages or missing or stolen property.

Any pupil found to be in possession of dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, electronic paging device, cellular telephone, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district.

Search and Seizures

Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be

opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

Gang Activity

It is the policy of the board of education that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to student are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension or expulsion.

Limited English Proficiency Identification Policy

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency:

1. Students who were not born in the United States.
2. Students coming from an environment where the dominate language is not English.
3. Students who come from an environment where a language other than English has had a significant impact on their level of understanding of the English language.
4. Students whose parent/guardian has difficulty speaking, reading, or writing the English language.
5. Students who are served by the Chapter I Migrant Education Program.

Child Identification/Awareness

Child find services of Merritt Public School is seeking information concerning handicapped children who might be eligible for education services from the public school and vocational technical education program.

The Bureau of Education for the Handicapped has mandated the public education facilities will be responsible for education of all handicapped children age 0-21 regardless of their handicapping condition.

The State Department of Education has approved regulations to meet minimum guidelines to implement such services. Merritt Public School is asking for everyone's help in locating all unserved handicapped children. It is the responsibility of each local school district to

locate and refer all handicapped children who are not receiving educational services from the public school system.

To refer a child with a suspected handicap, please call 225-5460 for information and programming available for handicapped students.

Notification of Rights Under Family Educational Rights and Privacy Act for Elementary and Secondary Institutions

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

I.

The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

II.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

III.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as a attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to state in its annual notification that it intends to forward records on request.)

IV.

The right to file a complaint with United States Department of Education concerning alleged failures by the district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United States Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

Communicable Disease Policy

The board of education has concern for the health of students and staff in the district. Any person with knowledge of suspected or confirmed cases of communicable disease is responsible for reporting this information to the appropriate person. Exclusions from school may be required when it is deemed necessary to promote the safety and well being of all students and staff. Decisions about how best to provide educational services to those students will be made by the administration of the district with the advice available from district/county health officials.

Communicable diseases will be evaluated on an individual basis considering three prime factors.

1. Degree of life threatening condition.
2. Degree of communicability.
3. Whether or not the disease has been or should be confirmed with laboratory documentation.

Students who are excluded from school will be placed on the homebound program until they are able to return to school. School personnel who are required to be absent from their work site will be subject to the sick leave policy of the school. Re-admittance to school and/or work site may require a statement by a physician or other health professional stating that the individual is no longer infected or able to transmit the disease.

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningococcal disease?

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Who is at risk for meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshman living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

How is the disease spread?

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm-anything an infected person touches with his or her mouth.

Is meningococcal disease dangerous?

Yes, every year in the United States about 2,500 people are infected about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

Signs and symptoms of Meningitis:

- Headache
- Fever
- Chills
- Stiff Neck
- Extreme Tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

How can meningococcal be prevented?

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age)
- College freshman who live in dormitories
- Other people at high risk 11 through 55 years of age

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2 through 10 years-old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is the meningococcal vaccine safe?

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or

meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry small risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

Does the meningococcal vaccine work?

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one-third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No. However, 63 percent of the meningitis cases in 18-22 years-olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Web site listed below.

Where can I get the vaccine for my son or daughter?

If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider. Local County Health Departments have the vaccine available now at no charge for all children who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American,

Or whose health insurance does not pay for vaccines and either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

Is the vaccine required to attend school in Oklahoma?

This vaccine is not required to attend kindergarten through 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other school after high school who will live in dormitories or on-campus student housing.

Where can I get more information?

For more information contact your health-care provider or Local County Health Department or visit these Web sites:

- National Meningitis Association at www.nmaus.org
- Immunization Action Coalition at <http://www.vaccineinformation.org/menin/index.asp>
- Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at <http://www.vaccinesafety.edu/cc-mening.htm>

National Network for Immunization Information at <http://www.immunizationinfo.org/>

Asbestos Hazard Emergency Response Act (AHERA) of 1987

In order to comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) of 1987, 40 CFR Part 763 – Asbestos Containing Materials in Schools, Merritt Public Schools has been inspected and an asbestos Management Plan was developed outlining sampling analyses and response actions if necessary. The Management Plan is available for viewing in the Superintendent’s Office from 9:00 a.m. – 3:00 p.m.

Elementary Supplement to Handbook

All information in this supplement applies to Pre-K – 6th Grade and is intended as additional guidelines/requirements to the Merritt School Handbook.

Elementary School Day

School Hours:

8:10 a.m. – 3:19 p.m.

Arrival Time:

7:50 a.m. – 8:10 a.m.

Pre K – 6th Dress Code

Our dress code is a slightly modified version of the high school dress code.

- No obscene or suggestive lettering or pictures: including alcoholic, drug, or tobacco promotions.
- Shorts/skirts/dresses should extend beyond the longest finger on the hand with the shoulders in a relaxed position and shall not be revealing, disruptive, or distract from the educational process.
- Tights and leggings may be worn only under other garments which meet the provision of the dress code.
- Pajama style pants are not appropriate for school wear unless it is a specific dress up day.
- Overall straps not attached pants which sag below a reasonable waist line.
- No facial jewelry other than earrings. All other facial jewelry must be covered or removed.
- No sunglasses without medical documentation.
- All other items of dress determined to be disruptive to the educational environment
- Flip flops and open toed shoes are not prohibited at this time, but strongly discouraged.
- 4-6th grade students tops must be properly buttoned and cannot expose the midriff when arms are raised from the side. Tank tops, sleeveless dresses and etc. must be three finger widths wide and tops that expose undergarments are not permitted.
- 4-6th grade students may not wear pants with holes in them, pants that have been permanently patched in order to cover holes or frayed material is acceptable.

General Information

1. For health reason, students should not exchange jackets. Each person is to wear his/her own jacket or coat.
2. For health, safety and maintenance reasons, gum chewing is unacceptable, and students should not have gum at school.
3. Toys, including electronic games, radios, MP3 players, CD Players, camera, iPads, play equipment and other play items, are not to be brought to school unless specific permission is given by the teacher for educational use. Certain technology items (such

as e-readers) may be allowed by individual teachers for education use. The school is not responsible for loss, theft, or damage of such items.

4. Parents picking up students during school hours are required to pick students up from the front office between the hours of 8:15 a.m. – 3:19 p.m.
5. Students are requested to wear tennis/gym shoes on days they are to participate in physical education activities. Cleats are not allowed.
6. Pre-K thru 6th Students may not use cellular phones or pagers at school during the school day. Phones must remain turned off and out of sight during school hours.
7. Weapon facsimiles are not permitted at school.
8. Unless an exception is requested and granted by the school administrations, students are required to participate in recess as a part of the normal activities associated with the school day.

General Arrival/Dismissal Information

Parents are requested to see that children do not arrive at school prior to 7:50 a.m. This is for your child's safety as there is no supervision for your child until then. Breakfast will begin serving at 7:35 a.m., but there is no teacher supervision until 7:50 a.m.

Parents are requested to pick their children up promptly after school. Remember, this is for the safety of all students as we do not have after school supervision.

When to Keep Your Child Home from School

Deciding when a child is too sick to go to school can be difficult. In order for your child to be available for learning, and to control communicable diseases in our school, it is important to keep your child home for the following reasons:

- **Fever** 99.9 degree and above – Your child should be fever free, and off of all fever reducing medication for 24 hours before he or she returns to school. Student returning to school before they are well are more susceptible to illness and may expose others. Please do not give your child medication to treat a fever and then send him or her to school.
- **Sore Throat or Tonsillitis** – A minor sore throat is usually not a problem, but a severe sore throat could be a symptom of a more serious illness. If your child is diagnosed with strep throat, he or she may return to school 24 hours after antibiotic treatment begins.
- **Spots/rash** – do not send your child to school with a rash until your health care provider has said that it is safe to do so. Children with ringworms, scabies, or impetigo can return to school after 24 hours of appropriate treatment. The affected areas should be covered if possible. Proof of treatment may be required before student can return.
- **Bad Cough/Cold Symptoms** – Children with bad coughs/cold need to stay home, and possibly see their health care provider. When the cough improves and the child is feeling better they may return to school.
- **Eye inflammation or Discharge** – If your child's eye is red with a cloudy or yellow/green drainage; matted eyelids after sleep eye pain and/or redness, you should keep your

child home, and contact your health care provider. If pink eye is suspected at school, your child will be sent home.

- **Vomiting and/or diarrhea** – Your child should stay home until the illness is over, and for at least 12 hours after the last episode (without medication.)
- **Head Lice** – Students with head lice must be treated with a special preparation for killing head lice (available over the counter) and progress made on removing all of the nits. Merritt Schools has a no nit policy. ***Students with lice or nits will be sent home from school and may not return until completely free of all lice/nits.***
- **Chicken Pox** – children with uncomplicated chicken pox may return on the sixth day after the onset of the rash or when the spots are all dried and crusted, whichever is longer.
- **Mumps** – students with mumps should stay home from school for a total of five days after the symptoms begin.
- **Poison ivy** – poison ivy is not contagious, so students do not need to stay home. Open lesions should be covered when students come to school.

Your child should attend school if he or she has:

- Mild Cold Symptoms – If your child feels well, and there is no fever, it is usually OK to send your child to school.
- Vague complaints of aches, pains or fatigue
- Diagnosed skin condition

Remember to call the school every day that your child will be absent. Make sure the school has your current contact information in case your child should become ill or injured at school. If your child has a communicable disease, please notify the school. In some instances it will be necessary for your physician to provide the school with a medical release before your child may return to school. Medications should be given at home if at all possible. If a medication is required during school hours the procedures for medication administration must be followed. (Medicine must be turned in to Elementary Office upon arrival to school. Prescription medication must be for the intended recipient and have clear instructions on when and amount medication needs to be given.)

Toileting

Students who demonstrate a lack of bowel and/or bladder control are required to be picked up for proper cleaning within a timely manner due to the health risk to other students and staff. If appropriate, and at the discretion of the building administrator, a parent/guardian may be allowed to clean up a child at school if there is a restroom available. The parent must provide the supplies for cleaning and a change of clothes. (Exceptions are students who have personal care needs addressed in an IEP)

Playground Rules

- No fighting – this includes play fighting
- No rock throwing (or woodchips)
- No wrestling
- One person on each end of teeter totter
- One person on the swings, no bailing out of swings
- No toys from home on playground – we allow footballs, soccer balls, and basketballs – no baseballs or softballs)
- Students are not allowed on the North side of the elementary building
- Students are not allowed to re-enter building during recess without teacher's permission
- No one is to climb any tree on school grounds
- Jungle gym set is for PK-4th grade
- Do not climb up slides. Slides are for sliding down only.
- No food from cafeteria or personal lunch may be brought out to recess.
- No suckers on the playground.
- No gum
- No climbing on the outside of the purple tube play set.
- One at a time on monkey bars.
- No cell phones on playground
- When recess bell rings – line up immediately at designated spot

Expected Behavior Indoors

- No hats, caps or bandanas worn inside the building
- No gum of any kind allowed
- No pop, candy or snacks are to be taken on the buses
- No running inside the buildings at any time
- No yelling inside the buildings at any time
- Keep hands and feet to yourself with walking in the halls
- Students are not allowed to purchase items from the vending machines located in the high school unless it is a special occasion with teacher permission
- No trading cards of any kind
- No throwing snow (except at designated targets with teacher permission)
- Students must dress appropriately for the weather (flip flops are strongly discouraged due to possible injury from wood chips)
- Cell phones must be turned off/silenced and put away at 8:10 when bell rings and are not to be access again until school is dismissed.
- Must have teacher permission to use school phones
- No personal iPads may be used at school

Expected Behavior in Cafeteria

- Students should be polite and respectful and practice good table manners
- Students will remain at their class's assigned tables for the 20 minute eating time
- Walk in the cafeteria at all times
- Students should use quiet voices while waiting in line or eating at the tables.
- Students should keep hands off other people, other peoples' food and lunch trays
- Students are encouraged to eat their lunch and not waste food
- Students who bring their lunch may not trade or give their food to others
- Before being excused from the table, students are to clean up any paper on the table and ground and throw all trash in the trash containers
- Students are to remain in their seats until they are excused by a teacher

Lost and Found

Any article found on the elementary school grounds should be turned in to the "lost and found," which is a box in the elementary. Very small items (jewelry, glasses, etc.) or money should be turned into the principal's office. In order to insure that lost articles are returned to their owner, please put your child's name on all items. ***Unclaimed lost and found clothing articles will be sacked up at the end of each nine weeks and donated to the thrift store.***

Class Placement

Classrooms must promote student success; therefore, serious thought and consideration are given to all class placements. We recognize that some parents have preferences for their child's placement however we do not accept parent requests for classroom placement. Please trust our staff to balance classes in the best interest of all students. (Board approved 12/14/15)

Library Books

Students may check out two books from the school library during their class library time. A student is not allowed to check out another book until at least one of the books is returned. When a book is overdue, a student is fined \$0.05 for each day overdue. If a book is lost students will be required to pay for a replacement. Should the book be found later, any monies already paid for its replacement will be refunded.

Lost/Damaged Textbooks

Students who lose or damage a textbook that has been assigned to them for the school year will be required to pay for its replacement.

Class Parties/Birthday Recognition

Please do not send invitations to out-of-school birthday parties unless the entire class is being invited. PreK-2nd grade teachers will **TRY** to allow students to have whole class treats on birthdays as part of regular snack times. Due to the growing number of students with food allergies we request that you refrain from sending food, drinks and party favors to the

classroom. This also helps minimize classroom interruptions so that students and teachers may make the most of their learning time.

The only parties that will be celebrated at school are:

Christmas

Valentines

Easter

Lower grades will celebrate the 100th day of school

Animals

Please do not bring animals on campus without prior approval from classroom teacher and school principal.

School Phone Use

Students should only request to use the phone if it is an emergency. Forgotten homework and after school plans (going to a friend's house, etc.) are not considered an emergency.

Attendance

Students are expected to attend school on time for the full number of days scheduled. Children must be in their classroom by 8:15 a.m. Please understand that tardiness is very disruptive for the teachers and students. Students arriving after 8:15 a.m. must report to the main office prior to going to class.

Parents should call the school before 8:15 a.m. if a child will be absent, but you can call in at any time. Please leave your child's name and the reason for the absence. Children absent from school without a valid excuse are considered truant.

Parents are urged to schedule vacations, etc. to coincide with school vacations, thus minimizing any unnecessary disruptions to the educational process. State Law requires students to be in school 80% of the time and students who miss more than ten (10) days a semester are in jeopardy of not being promoted.

Homework Rational

We believe that homework is an extension of a child's learning experience. It is designed to increase student achievement and serves as a means of supplementing, reinforcing and enriching the daily instructional program. We also believe that reading is extremely valuable to your child's lifelong learning. This activity may include reading to your child, reading with your child and independent reading by your child. Homework is also designed to foster independence, promote responsibility and enhance the development of positive work habits.

We ask that parents support their child's effort; see that children take responsibility for their own work; provide satisfactory homework conditions with quiet workspace and good lighting; provide regular scheduling of appropriate study time.

Visitors

All visitors to the Elementary must sign in at the main elementary office and sign out when they leave. Please remember this is for the safety of the children.

Visitors picking up students before the final bell rings will be asked to wait in the waiting area and students will be called down to the waiting area.

Parents/Guardians picking up students after school may enter the halls once the bell rings.

Withdrawals from School

Notice should be given to the principal's office at least one day prior to the student's withdrawal in order that records can be prepared. A withdrawal form signed by the parent is required prior to sending records to another school.

Elementary Supplement to Handbook

All information in this supplement applies to Pre-K – 6th Grade and is intended as additional guidelines/requirements to the Merritt School Handbook.

Elementary School Day

School Hours:

8:10 a.m. – 3:19 p.m.

Arrival Time:

7:50 a.m. – 8:10 a.m.

Pre K – 6th Dress Code

Our dress code is a slightly modified version of the high school dress code.

- No obscene or suggestive lettering or pictures: including alcoholic, drug, or tobacco promotions.
- Shorts/skirts/dresses should extend beyond the longest finger on the hand with the shoulders in a relaxed position and shall not be revealing, disruptive, or distract from the educational process.
- Tights and leggings may be worn only under other garments which meet the provision of the dress code.
- Pajama style pants are not appropriate for school wear unless it is a specific dress up day.
- Overall straps not attached pants which sag below a reasonable waist line.
- No facial jewelry other than earrings. All other facial jewelry must be covered or removed.
- No sunglasses without medical documentation.
- All other items of dress determined to be disruptive to the educational environment
- Flip flops and open toed shoes are not prohibited at this time, but strongly discouraged.
- 4-6th grade students tops must be properly buttoned and cannot expose the midriff when arms are raised from the side. Tank tops, sleeveless dresses and etc. must be three finger widths wide and tops that expose undergarments are not permitted.
- 4-6th grade students may not wear pants with holes in them, pants that have been permanently patched in order to cover holes or frayed material is acceptable.

General Information

9. For health reason, students should not exchange jackets. Each person is to wear his/her own jacket or coat.
10. For health, safety and maintenance reasons, gum chewing is unacceptable, and students should not have gum at school.
11. Toys, including electronic games, radios, MP3 players, CD Players, camera, iPads, play equipment and other play items, are not to be brought to school unless specific permission is given by the teacher for educational use. Certain technology items (such

as e-readers) may be allowed by individual teachers for education use. The school is not responsible for loss, theft, or damage of such items.

12. Parents picking up students during school hours are required to pick students up from the front office between the hours of 8:15 a.m. – 3:19 p.m.
13. Students are requested to wear tennis/gym shoes on days they are to participate in physical education activities. Cleats are not allowed.
14. Pre-K thru 6th Students may not use cellular phones or pagers at school during the school day. Phones must remain turned off and out of sight during school hours.
15. Weapon facsimiles are not permitted at school.
16. Unless an exception is requested and granted by the school administrations, students are required to participate in recess as a part of the normal activities associated with the school day.

General Arrival/Dismissal Information

Parents are requested to see that children do not arrive at school prior to 7:50 a.m. This is for your child's safety as there is no supervision for your child until then. Breakfast will begin serving at 7:35 a.m., but there is no teacher supervision until 7:50 a.m.

Parents are requested to pick their children up promptly after school. Remember, this is for the safety of all students as we do not have after school supervision.

When to Keep Your Child Home from School

Deciding when a child is too sick to go to school can be difficult. In order for your child to be available for learning, and to control communicable diseases in our school, it is important to keep your child home for the following reasons:

- **Fever** 99.9 degree and above – Your child should be fever free, and off of all fever reducing medication for 24 hours before he or she returns to school. Student returning to school before they are well are more susceptible to illness and may expose others. Please do not give your child medication to treat a fever and then send him or her to school.
- **Sore Throat or Tonsillitis** – A minor sore throat is usually not a problem, but a severe sore throat could be a symptom of a more serious illness. If your child is diagnosed with strep throat, he or she may return to school 24 hours after antibiotic treatment begins.
- **Spots/rash** – do not send your child to school with a rash until your health care provider has said that it is safe to do so. Children with ringworms, scabies, or impetigo can return to school after 24 hours of appropriate treatment. The affected areas should be covered if possible. Proof of treatment may be required before student can return.
- **Bad Cough/Cold Symptoms** – Children with bad coughs/cold need to stay home, and possibly see their health care provider. When the cough improves and the child is feeling better they may return to school.
- **Eye inflammation or Discharge** – If your child's eye is red with a cloudy or yellow/green drainage; matted eyelids after sleep eye pain and/or redness, you should keep your

child home, and contact your health care provider. If pink eye is suspected at school, your child will be sent home.

- **Vomiting and/or diarrhea** – Your child should stay home until the illness is over, and for at least 12 hours after the last episode (without medication.)
- **Head Lice** – Students with head lice must be treated with a special preparation for killing head lice (available over the counter) and progress made on removing all of the nits. Merritt Schools has a no nit policy. ***Students with lice or nits will be sent home from school and may not return until completely free of all lice/nits.***
- **Chicken Pox** – children with uncomplicated chicken pox may return on the sixth day after the onset of the rash or when the spots are all dried and crusted, whichever is longer.
- **Mumps** – students with mumps should stay home from school for a total of five days after the symptoms begin.
- **Poison ivy** – poison ivy is not contagious, so students do not need to stay home. Open lesions should be covered when students come to school.

Your child should attend school if he or she has:

- Mild Cold Symptoms – If your child feels well, and there is no fever, it is usually OK to send your child to school.
- Vague complaints of aches, pains or fatigue
- Diagnosed skin condition

Remember to call the school every day that your child will be absent. Make sure the school has your current contact information in case your child should become ill or injured at school. If your child has a communicable disease, please notify the school. In some instances it will be necessary for your physician to provide the school with a medical release before your child may return to school. Medications should be given at home if at all possible. If a medication is required during school hours the procedures for medication administration must be followed. (Medicine must be turned in to Elementary Office upon arrival to school. Prescription medication must be for the intended recipient and have clear instructions on when and amount medication needs to be given.)

Toileting

Students who demonstrate a lack of bowel and/or bladder control are required to be picked up for proper cleaning within a timely manner due to the health risk to other students and staff. If appropriate, and at the discretion of the building administrator, a parent/guardian may be allowed to clean up a child at school if there is a restroom available. The parent must provide the supplies for cleaning and a change of clothes. (Exceptions are students who have personal care needs addressed in an IEP)

Playground Rules

- No fighting – this includes play fighting
- No rock throwing (or woodchips)
- No wrestling
- One person on each end of teeter totter
- One person on the swings, no bailing out of swings
- No toys from home on playground – we allow footballs, soccer balls, and basketballs – no baseballs or softballs)
- Students are not allowed on the North side of the elementary building
- Students are not allowed to re-enter building during recess without teacher's permission
- No one is to climb any tree on school grounds
- Jungle gym set is for PK-4th grade
- Do not climb up slides. Slides are for sliding down only.
- No food from cafeteria or personal lunch may be brought out to recess.
- No suckers on the playground.
- No gum
- No climbing on the outside of the purple tube play set.
- One at a time on monkey bars.
- No cell phones on playground
- When recess bell rings – line up immediately at designated spot

Expected Behavior Indoors

- No hats, caps or bandanas worn inside the building
- No gum of any kind allowed
- No pop, candy or snacks are to be taken on the buses
- No running inside the buildings at any time
- No yelling inside the buildings at any time
- Keep hands and feet to yourself with walking in the halls
- Students are not allowed to purchase items from the vending machines located in the high school unless it is a special occasion with teacher permission
- No trading cards of any kind
- No throwing snow (except at designated targets with teacher permission)
- Students must dress appropriately for the weather (flip flops are strongly discouraged due to possible injury from wood chips)
- Cell phones must be turned off/silenced and put away at 8:10 when bell rings and are not to be access again until school is dismissed.
- Must have teacher permission to use school phones
- No personal iPads may be used at school

Expected Behavior in Cafeteria

- Students should be polite and respectful and practice good table manners
- Students will remain at their class's assigned tables for the 20 minute eating time
- Walk in the cafeteria at all times
- Students should use quiet voices while waiting in line or eating at the tables.
- Students should keep hands off other people, other peoples' food and lunch trays
- Students are encouraged to eat their lunch and not waste food
- Students who bring their lunch may not trade or give their food to others
- Before being excused from the table, students are to clean up any paper on the table and ground and throw all trash in the trash containers
- Students are to remain in their seats until they are excused by a teacher

Lost and Found

Any article found on the elementary school grounds should be turned in to the "lost and found," which is a box in the elementary. Very small items (jewelry, glasses, etc.) or money should be turned into the principal's office. In order to insure that lost articles are returned to their owner, please put your child's name on all items. ***Unclaimed lost and found clothing articles will be sacked up at the end of each nine weeks and donated to the thrift store.***

Class Placement

Classrooms must promote student success; therefore, serious thought and consideration are given to all class placements. We recognize that some parents have preferences for their child's placement. Please trust our staff to balance classes in the best interest of all students. Parents may share pertinent information about their child to be considered in this process. If a parent wishes to share information regarding a child's unique needs, the parent is asked to submit the information in writing to the school principal by the June 1st for the following year.

Library Books

Students may check out two books from the school library during their class library time. A student is not allowed to check out another book until at least one of the books is returned. When a book is overdue, a student is fined \$0.05 for each day overdue. If a book is lost students will be required to pay for a replacement. Should the book be found later, any monies already paid for its replacement will be refunded.

Lost/Damaged Textbooks

Students who lose or damage a textbook that has been assigned to them for the school year will be required to pay for its replacement.

Class Parties/Birthday Recognition

Please do not send invitations to out-of-school birthday parties unless the entire class is being invited. PreK-2nd grade teachers will ***TRY*** to allow students to have whole class treats on birthdays as part of regular snack times. Due to the growing number of students with food allergies we request that you refrain from sending food, drinks and party favors to the

classroom. This also helps minimize classroom interruptions so that students and teachers may make the most of their learning time.

The only parties that will be celebrated at school are:

Christmas

Valentines

Easter

Lower grades will celebrate the 100th day of school

Animals

Please do not bring animals on campus without prior approval from classroom teacher and school principal.

School Phone Use

Students should only request to use the phone if it is an emergency. Forgotten homework and after school plans (going to a friend's house, etc.) are not considered an emergency.

Attendance

Students are expected to attend school on time for the full number of days scheduled. Children must be in their classroom by 8:15 a.m. Please understand that tardiness is very disruptive for the teachers and students. Students arriving after 8:15 a.m. must report to the main office prior to going to class.

Parents should call the school before 8:15 a.m. if a child will be absent, but you can call in at any time. Please leave your child's name and the reason for the absence. Children absent from school without a valid excuse are considered truant.

Parents are urged to schedule vacations, etc. to coincide with school vacations, thus minimizing any unnecessary disruptions to the educational process. State Law requires students to be in school 80% of the time and students who miss more than ten (10) days a semester are in jeopardy of not being promoted.

Homework Rational

We believe that homework is an extension of a child's learning experience. It is designed to increase student achievement and serves as a means of supplementing, reinforcing and enriching the daily instructional program. We also believe that reading is extremely valuable to your child's lifelong learning. This activity may include reading to your child, reading with your child and independent reading by your child. Homework is also designed to foster independence, promote responsibility and enhance the development of positive work habits.

We ask that parents support their child's effort; see that children take responsibility for their own work; provide satisfactory homework conditions with quiet workspace and good lighting; provide regular scheduling of appropriate study time.

Visitors

All visitors to the Elementary must sign in at the main elementary office and sign out when they leave. Please remember this is for the safety of the children.

Visitors picking up students before the final bell rings will be asked to wait in the waiting area and students will be called down to the waiting area.

Parents/Guardians picking up students after school may enter the halls once the bell rings.

Withdrawals from School

Notice should be given to the principal's office at least one day prior to the student's withdrawal in order that records can be prepared. A withdrawal form signed by the parent is required prior to sending records to another school.