

# Cement Public Schools

## 2015-2016 Handbook



**Cement Public Schools**  
**P.O. Box 60**  
**Cement, OK 73017**  
[www.cement.k12.ok.us](http://www.cement.k12.ok.us)

**Superintendent's Office: (405) 489-3216**  
**Elementary Office: (405) 489-3217**  
**Junior High/High School Office: (405) 489-3218**

**ADMINISTRATION**

Mr. Danny Pittman Superintendent/Elem Principal  
Mrs. Shelley Pelzer, Superintendent Secretary  
Mr. Steve Pelzer Principal  
Mrs. Cyndi Brackeen, Elementary Secretary  
Mrs. Dana Mink, Junior High/High School Secretary  
Ms. Bobbi Fuchs, CPS Counselor

*This handbook belongs to:*

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_  
GRADE \_\_\_\_\_

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# CEMENT PUBLIC SCHOOLS

## BELL SCHEDULE

<b><i>1st Period</i></b>	<b><i>8:00—8:55am</i></b>
<b><i>2nd Period</i></b>	<b><i>9:00—9:55am</i></b>
<b><i>3rd Period</i></b>	<b><i>9:59—10:54am</i></b>
<b><i>4th Period</i></b>	<b><i>10:58—11:53am</i></b>
<b><i>Lunch</i></b>	<b><i>11:53—12:18pm</i></b>
<b><i>5th Period</i></b>	<b><i>12:22—1:10pm</i></b>
<b><i>6th Period</i></b>	<b><i>1:14—2:02pm</i></b>
<b><i>7th Period</i></b>	<b><i>2:06—2:54pm</i></b>
<b><i>8th Period</i></b>	<b><i>2:58—3:45pm</i></b>

# 2015-2016 Cement School Calendar

July 2015					
Su	M	Tu	W	Th	F
			1	2	3
	4	5	6	7	8
	9	10	11	12	13
	14	15	16	17	18
	19	20	21	22	23
	24	25	26	27	28
	29	30	31		

July
4 Independence day

January 2016					
Su	M	Tu	W	Th	F
					1
	2	3	4	5	6
	7	8	9	10	11
	12	13	14	15	16
	17	18	19	20	21
	22	23	24	25	26
	27	28	29	30	31

January
1 New Year's Day
18 Professional Day 8-11

August 2015					
Su	M	Tu	W	Th	F
					1
	2	3	4	5	6
	7	8	9	10	11
	12	13	14	15	16
	17	18	19	20	21
	22	23	24	25	26
	27	28	29	30	31

August
7 new staff inservice
10, 11 professional day
12 First Day of School

February 2016					
Su	M	Tu	W	Th	F
	1	2	3	4	5
	6	7	8	9	10
	11	12	13	14	15
	16	17	18	19	20
	21	22	23	24	25
	26	27	28	29	

February
11 Parent Teacher Conf 4-10

September 2015					
Su	M	Tu	W	Th	F
		1	2	3	4
	5	6	7	8	9
	10	11	12	13	14
	15	16	17	18	19
	20	21	22	23	24
	25	26	27	28	29
	30				

September
7 Labor Day
10 Parent Teacher Conf 4-10

March 2016					
Su	M	Tu	W	Th	F
		1	2	3	4
	5	6	7	8	9
	10	11	12	13	14
	15	16	17	18	19
	20	21	22	23	24
	25	26	27	28	29
	30	31			

March
14-18 Spring Break
13 Daylight Saving
25 Professional Day 8-3

October 2015					
Su	M	Tu	W	Th	F
				1	2
	3	4	5	6	7
	8	9	10	11	12
	13	14	15	16	17
	18	19	20	21	22
	23	24	25	26	27
	28	29	30	31	

October
2 Professional day 8-3
15 Fall Break

April 2016					
Su	M	Tu	W	Th	F
					1
	2	3	4	5	6
	7	8	9	10	11
	12	13	14	15	16
	17	18	19	20	21
	22	23	24	25	26
	27	28	29	30	

April
1 April Fool's Day
22 Earth Day

November 2015					
Su	M	Tu	W	Th	F
					1
	2	3	4	5	6
	7	8	9	10	11
	12	13	14	15	16
	17	18	19	20	21
	22	23	24	25	26
	27	28	29	30	

November
11 Veterans Day
23-27 Thanksgiving
1 Daylight Saving

May 2016					
Su	M	Tu	W	Th	F
					1
	2	3	4	5	6
	7	8	9	10	11
	12	13	14	15	16
	17	18	19	20	21
	22	23	24	25	26
	27	28	29	30	31

May
30 Memorial Day
8 Mother's Day
26 Last School Day

December 2015					
Su	M	Tu	W	Th	F
		1	2	3	4
	5	6	7	8	9
	10	11	12	13	14
	15	16	17	18	19
	20	21	22	23	24
	25	26	27	28	29
	30	31			

December
4 Professional Day 8-11

June 2016					
Su	M	Tu	W	Th	F
					1
	2	3	4	5	6
	7	8	9	10	11
	12	13	14	15	16
	17	18	19	20	21
	22	23	24	25	26
	27	28	29	30	

June
14 Flag Day
19 Fathers Day

If bad winter all extra snow days will be made up on Fridays in February, March, and April.

All white colored days are student days.

150 day x 440 min = 66000 = 1100 hr  
 5 pd 30 hr  
 2 ptc 12 hr  
 1142 hr -1080 = 62 hr+

## **PURPOSE**

The Cement Public Schools handbook is given to each student so that parents and students may use it as a guide for progress and advancement in the Cement School System. With this handbook the student will know and understand the rules and regulations of this school system and come to know what is expected of him or her at school.

The laws of the state of Oklahoma and the Oklahoma State Department of Education govern many of the policies set down here. The remaining policies are local in nature and periodically will be updated and amended.

Please use this handbook to answer questions you have about our school, its policies, and regulations. We need the individual help of everyone in the community to help make our school the very best it can be.

## **NOTICE OF NON-DISCRIMINATION**

Cement Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. No discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation will occur in any educational program, activity, or employment.

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The U.S. Environmental Protection Agency has required all public and private schools inspect all school buildings for the presence of asbestos and further to develop a management plan which identifies, defines, procedures for managing, and schedules reinspection of all asbestos present in school. Anyone wanting to see the Cement Public School asbestos policy book must make their request through the superintendent's office during normal working hours.

## **ATTENDANCE**

Oklahoma state law required attendance by all school age children through graduation or the age of sixteen. A student must be in attendance 90% of the time to receive credit. A student must not be absent more than eight days per class during a semester to be given credit in a class. Three unexcused tardies equal one unexcused absence. For high school students, absences in excess of eight days per class will result in no credit being given for that semester. For elementary students, absences in excess of sixteen days for the entire school year will result in failure of the grade level. A student and parent may appeal a no credit due to attendance to an attendance committee two weeks before the end of the semester of poor attendance. Documentation and reason will be given at that time of committee and committee decision is final.

When a student is absent from school any length of time, a parent/guardian should notify a school office by phone (JH/HS 489-3218, Elem. 489-3217), in person, or by written means as to the reason the morning of the absence. The school will contact the parent/guardian if not contacted for the reason of the

absence.

Once a student arrives at school, he/she may not leave prior to the end of the school day without permission from the school.

\*A student who is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for eight (8) or more days or parts of days within a semester will be reported to the student's parent(s)/guardian(s) and the District Attorney. The Cement Board of Education will notify in writing the Department of Human Services of the name of any student who is absent over twenty percent (20%) of the semester without valid excuse. (70 O.S. 24-120)

### **PERMISSION TO LEAVE SCHOOL**

Students will be allowed to leave school only in emergencies. Parents must call the office to give permission. The student must then check out by signing the checkout sheet. When returning to school the student must first check in at the office.

### **CLOSED CAMPUS**

Cement Public School has a closed campus policy. Students are to stay on campus during the school day unless given permission to leave by the principal. Students are to eat lunch at school unless they have a medically certified ailment requiring them to eat at home. From before school until after school, students are not allowed behind the school, or on either side of the school. In addition, high school students are not allowed past the back of the gym or in front of the elementary. The only acceptable location is in front of the high school building.

### **HEAD LICE**

Students found to have head lice or eggs will be prohibited from attending school until they can present a certification from a health official as to being cleared.

### **MENINGITIS**

According to state law school districts must provide information on meningitis for students in grades 6-12. Cement Public Schools provides this during enrollment.

### **ABSENCES**

#### **Excused Absence**

The following are considered valid reasons for being absent and must be verified by the high school office.

Personal illness; head lice

Medical appointment, (submit a note from the doctor's stationary)

Death in the family; funerals,

Legal matters/court appearances requiring the student's attendance,

Family emergency,

Extenuating circumstance deemed necessary by the principal.

Although make-up work is allowed, students should communicate with their teacher and make arrangement ahead of time when possible for missed work ahead of time, make-up work must be completed in a reasonable amount of time as determined by the teacher. An excused absence is counted toward the ten allowable absences per semester.

#### **Activities Absence**

A student must be present in four class periods in a school day to be eligible to participate in a school sponsored activity that day or night. The school's administration may grant exceptions. Approved school activity absences are excused absences.

Seniors will be allowed two college days (must be verified by the counselor in advance) which will be counted as school activities towards the ten day rule.

## **Unexcused Absence**

Being out of school for any reason, other than those listed as excused, will result in an unexcused absence. Students may complete work given on the day of the unexcused absence; reduced credit may be given for the work. This rule applies regardless of test or daily assignment. An unexcused absence is counted toward the eight allowable absences per semester.

## **TARDIES**

Three unexcused tardies in a class period equals one unexcused absence for the class period missed. Keeping up with the number of tardies accrued will be the student's responsibility. Habitual tardiness will cause action to be taken through the office in order to protect the learning process of the students.

The first three tardies are free, fourth tardy principal will council student, fifth tardy will result in one swat or 30minute clean up duty, Sixth tardy will result in two swats or two 30 minute clean up duties, seventh tardy will result in 3 swats or three 30 minute clean up duties. Tardies will be concurrent in all classes. Further tardies will be dealt with accordingly. Clean up duty will be done before or after school. Refusal of duties will be considered insubordination; student could be suspended from school.

If a student comes into class after the first twenty minutes of class have passed, then he or she will be counted absent instead of tardy for the class period.

## **ACTIVITY CONFLICTS**

If a student is involved in simultaneously scheduled school sponsored activities, it is the student's choice which one to attend/participate. If a student, by attending a school sponsored activity, misses a practice, class, or event from a conflicting school sponsored activity the student is involved in, then the student will not be discriminated against (punished, given extra work, undue pressure by the conflicting sponsor, etc.). These rules apply only to scheduled school activity conflicts, such as athletics, FFA, and other school sponsored activities. Any normally scheduled classes missed still fall under the normal make up work rules.

## **TEN DAY RULE**

The maximum number of absences for activities for any student during the school year is ten. Excluded from this number are state and national level sponsored activities, school wide assemblies and educational field trips. When a student reaches ten he/she may ask the high school principal for an additional five days.

Any student who exceeds the ten day limit per semester and feels he/she had "just cause" may appeal to the Attendance Appeals Committee. The building principal and the student's teachers make up the committee. Consideration will be given as to the reason for the absences. The student may appeal the committee's decision to the superintendent. The student's parent/guardian must contact the building principal to begin the appeals process.

## **ASSEMBLIES**

Assemblies and other such programs are special breaks in the daily school schedule which may be educational and/or entertaining. Students need to always be attentive and act with the highest maturity. An indication of the cultural level of the school is the conduct of its student body at an assembly. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, cell phone use, talking during a program, etc. Students will sit in the respective seats in the auditorium and if trouble arises, will be removed to the office for discipline. The seating chart for the auditorium is as follows:



SOPHOMORES  
EIGHTH GRADE

*STAGE FRONT*  
SENIORS  
FRESHMEN

JUNIORS  
SEVENTH GRADE

### **BUS TRANSPORTATION AND RULES**

Cement Public Schools provides modern, safe, transportation for its students, both in rural and city routes. Questions about buses and routes should be directed to the school transportation director.

#### **Rules**

The bus driver has authority over all passengers at all times and will keep discipline by a variety of means up to and including taking students to the elementary or high school principal for further discipline.

Students should stay in the seats until the bus has completely stopped.

All rules that apply to normal classes are in effect and failure to obey rules will result in disciplinary action from the driver, which can include banishment from riding the bus for short, long, or indefinite periods of time.

#### **Career Tech**

Students must ride the provided bus to and from the Career Tech site. Exceptions will be made for students who have written permission from a parent/guardian and the building principal.

#### **VISITORS**

Students are asked not to bring small children or friends from out of town to school with them. Any visitors must first check in at the office before going to classrooms. In addition, visitors are asked to conduct their business and not stay in the office of the secretary or principal for an extended amount of time.

#### **EXTRA-CURRICULAR ACTIVITY TRAVEL POLICY**

All students must ride the bus to and from extra-curricular activities. They are permitted to ride with parents or others only when the parent, coach/sponsor, and principal have been consulted. A letter explaining this should be on file in the principal's office. Students not riding on the bus, is highly discouraged and will seldom be allowed.

#### **CIVIL DEFENSE DRILLS**

In the event of fire, tornado, or other impending disaster, students and teachers need to act quickly and appropriately. At least two fire drills, one tornado drill, and one lock down drill will be held each semester to teach students the proper responses. The signals are as follows:

#### **Fire**

A long series of start and stop sounds with the siren. Teachers and students will proceed out of the classroom and immediately exit the building.

#### **Tornado**

One long blast on the siren will be heard. Upon which students and teachers will proceed to designated safe areas. They will sit facing the wall with their hands clasped behind their backs and their heads between their knees.

#### **Lockdown**

A series of short and long blasts on siren. The teacher will secure room until notified by principal.

### **CHANGE OF SCHEDULE**

A student schedule may be changed only during the first week of each semester. After the first Friday, the class schedule will not be changed unless an emergency arrives, or the Principal deems it necessary.

### **CLASS MEETINGS**

Class sponsors must schedule all class meetings with the principal at least one week prior to the date requested. Meetings should not be during class time if at all possible. The principal has final approval on all meetings.

### **CLASS OFFICERS**

Officers of each class are nominated and elected by the class members themselves. If the officers fail to carry out their duties, the sponsors can call for a new election or appoint different officers.

### **CLASS SPONSORS**

Class sponsors are assigned by administration.

### **DANGEROUS SUBSTANCE POLICY**

Any student who is discovered selling, having in his/her possession, or being under the influence of: Alcoholic beverages, Drugs, Tobacco products, while at school or any school sponsored event will immediately be turned over to the office, parents, and/or the police. Involvement with alcohol or drugs is considered a major discipline infraction and appropriate action will be taken.

### **DRUG TESTING**

Drug testing at Cement may be conducted at random for all students involved in any extra-curricular activities. If the test results come back positive the following actions may take place:

Referred for counseling and/or medical treatment

The parent/guardian of any students will be informed of the result of the test

Discipline that the administrator imposes.

If the student is involved in extra-curricular activities, the student WILL NOT be allowed to participate for a "designated time frame" (decided by the administration).

Any or all of the above may take place. The discretion of the administration will be the determining factor for all repercussions.

### **HARASSMENT**

It is the policy of the Cement Board of Education that harassment of students or school personnel in any form by other students, personnel, or the public will not be tolerated. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student 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 subject.

Harassment, intimidation, and bullying include, but are not limited to a gesture or written, verbal, or physical act. Such behavior is specifically prohibited and should be reported to a teacher or administrator immediately.

## DISCIPLINE

Whenever possible, discipline will be handled by individual teachers using their classroom rules. When a student's behavior is such it goes past a teacher's authority or repeatedly violates the rules, a student will be sent to the office. When a student is sent to the office, one of the following will occur depending upon the severity of the offense and the number of times the student has been in the office:

- Counseling by the principal,
- Counseling with the student and parent,
- Detention time,
- Corporal Punishment,
- Other forms of corrective discipline,
- Saturday School,
- Short term or long term suspension,

It is the policy of this school suspension should be the last resort concerning a child's behavior and will be used only after the other "in school" methods have been exhausted or the behavior was extreme enough to warrant it. Such extreme behavior would include: drugs and alcohol abuse, vandalism, bullying, threats or intimidation to teacher and staff, excessive unexcused truancy, or any other extremely severe behavior that would warrant the student being removed from the rest of the student population.

Any pupil, who is suspended, has the right to an appeal of the decision to the board of education. Any student, who is suspended, has the right to turn in all assignments on the day he/she returns to school at the beginning of each class period, for credit.

## STUDENT SUSPENSION

It is the policy of the Cement Board of Education a student may be suspended for:

Acts of immorality.

Possession or use of a wireless telecommunications device in violation of school rules.

Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.

Possession of a dangerous weapon or a controlled dangerous substance (Uniformed Controlled Dangerous Substance Act).

Possession of a firearm shall result in out-of-school suspension of not less than one year.

Any act disrupting the academic atmosphere of the school, endangering or threatening fellow students, teachers, staff, officials or damaging property to include bullying and/or sexual harassment.

Adjudication as a delinquent for a violent or non-violent offense.

## DRESS CODE

Students are expected to dress appropriately at school and all related school functions. The following infractions will **not** be tolerated and are prohibited:

Body piercing other than ears, (includes belly rings and tongue rings, must be taken OUT, no clear holders)

Visible tattoos, (must be covered up)

Sagging/bagging of pants, pants worn below the waistline,

Clothing with writing/pictures which are suggestive or symbolic of drugs, alcohol, sex, death, or anything obscene, vulgar, immoral, or illegal,

Chains hanging from pants; grills  
 Gang related clothing items,  
 Hair color/hair styles distracting to the educational environment,  
 Skin showing around the midriff or torso when a student is seated or standing, (no low-riders w/crop tops, etc.)  
 Revealing shirts for females,  
 Short shorts & short skirts (shorts/skirts must be within six inches above the knee; no Soffe shorts)  
 Spaghetti straps; razor back tanks, (all straps on tops must be at least three fingers in width)  
 House shoes, slippers, etc.  
 Pajamas, (pants or tops)  
 Holes in clothing,

Administration reserves the right to alter these restrictions as deemed necessary and as fashion trends change. The administrators or designee will deal with any clothing or dress code violations and it will be at their discretion what measures to take to discipline or ensure compliance.

### SCHOOL ACTIVITIES

It is our wish you take pride in Cement School by becoming involved through vocational programs and extracurricular activities. We believe these activities, coupled with the knowledge acquired in the classroom, enrich your school experience and provide a foundation by teaching you valuable life skills. We hope you choose to participate in some of the following:

Academic Team	Basketball	Baseball
Cheerleading	FCA	Football
FFA	Interscholastic Competitions	Softball
Speech /Drama Team	Student Council	Track
Volleyball	Yearbook	4-H

### ELIGIBILITY POLICY

Cement Public School, in compliance with the O.S.S.A.A., uses the following rules for eligibility of students in competitive activities:

Starting with the 3<sup>rd</sup> week of each semester, student eligibility will be checked by the principal from lists turned into the office from each teacher.

Students not passing all classes will be placed on a 1-week probation period, in which they can still participate.

At the end of the week any students who have been on probation and are still failing any classes will be ineligible from participation for the next week and the following weeks until the student is again passing all classes.

Seniors must be enrolled and passing a minimum of 4 classes. This could be accomplished by concurrent enrollment at a college or career tech along with required classes at the high school level

90% attendance each 9 weeks is required for all competitive students. In other words, no more than 4 absences will be allowed in a 9 week period to be considered eligible.

**\*Students on the ineligible list will not be permitted to attend extra-curricular activities including home athletic contest, field trips, assemblies, etc.**

**\*Student will not be permitted to drive to school or park vehicle on campus**

## **FRESHMAN ATHLETIC POLICY**

Freshman students are allowed to participate on high school teams with parent consent and with the discretion of the coach. They may participate under the same eligibility rules as grades 10-12.

## **FUND RAISING**

All school fund raisers must be pre-approved by the Cement School Board. This includes all organizations and classes.

## **GENERAL POLICIES AND REGULATIONS FOR STUDENTS**

Seniors are the only students eligible to be aides and for 1st Period only, authorized by principal only and must be in good standing.

Students may attend career tech during their 11th and 12th grade years.

Public display of affection by students will not be allowed.

No weapons of any kind are allowed at school.

Possession or use of alcohol or tobacco is not allowed, We are a 24/7 smoke/tobacco free Environment.

Students are not to cut through the gym going to or coming from the cafeteria.

Students who cheat will receive a zero for a grade regardless of test/daily work; parent contact will be made; and other possible punishment from the office based upon disciplinary record for the current school year.

## **TELEPHONE USAGE**

The school telephone is for school business. Students will be allowed to use it only in cases of extreme need. Students should limit calls to between classes.

## **9 WEEKS TEST**

Every student will be required to take a cumulative test at the end of each 9 weeks.

**\*NO ONE WILL BE EXEMPT FROM 9 WEEKS TEST**

## **GRADING SCALE**

A=90-100

B=80-89

C=70-79

D=60-69

F=00-59

A minimum of two grades per student per week will be recorded in each class.

## **PROGRESS REPORTS**

Progress reports of unsatisfactory work will be sent home to parents for students in grades 7-12 at the end of the third week. Parents are urged to contact teachers through the office and together they can make improvements to the student's progress.

## **REPORT CARDS**

Grade cards will normally be sent out to students on the Thursday of the week of school following the close of each grade period.

## HONOR ROLLS

To recognize the academic achievement of our students, the school will publish a list of names at the end of each semester of students making the Superintendent's Honor Roll (all A's) or the Principal's Honor Roll (nothing lower than a B).

## HONOR SOCIETIES

### National Honor Society

This is a nationwide organization that recognizes high school students for their outstanding academic work. Membership in the organization is composed of students who meet the following:

Have completed two semesters of work at CHS

Have a 3.6 GPA or better

Are good citizens in good standing with the school.

Students meeting the above criteria will be inducted into the National Honor Society at the end of each year.

### Oklahoma Honor Society

This society recognizes Oklahoma school students for academic achievement. Membership is available to students in grades 9-12<sup>th</sup> who comprise the upper 10% of the total student enrollment, based on the grade average for the previous two semester of work. Selection will be made at the end of each year.

## HIGH SCHOOL CLASSIFICATION POLICY

Students will be classified according to the following completed units of credit totals at the beginning of the school year:

Sophomore-6 units of credit

Junior-12 units of credit

Senior-18 units of credit

## GRADUATION REQUIREMENTS

### "COLLEGE PREPARATORY/WORK READY CURRICULUM"

#### English/Language Arts

**4 units**

Grammar, Composition, Literature, or any English course approved for college admission requirements. Courses should include an integrated writing component.

#### Mathematics

**3 units**

Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements.

#### Laboratory Science

**3 units**

Biology, Chemistry, Physics, or any certified lab science; general science with or without a lab may not be used.

#### History and Citizenship Skills

**3 units**

Including one unit of American History, one-half unit of Oklahoma History, one-half unit of U.S. Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements.

**Foreign/Non-English Language or Computer Technology****2 units**

Two units of the same foreign or non-English language or two computer technology approved for college admission requirements whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses. *One foreign language and one computer course will not meet this requirement.*

**Additional Unit****1 unit**

One additional unit selected from the above categories or career technology education courses approved for college admission requirements

**Fine Arts or Speech****1 unit**

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

**EARLY GRADUATION POLICY****Requirements**

Must have passed all 5 of EOI tests

ALGEBRA 1

ENGLISH 2 with WRITING

US HISTORY

BIOLOGY 1

GEOMETRY

Must have and maintain a 3.0 GPA throughout High school academic career.

Must meet all 23 graduation credit requirements of Cement High School and the State of Oklahoma by the end of junior year.

Must declare to graduate early by November 1<sup>st</sup> of junior year.

No special arrangement classes will be offered. Must use current year school class schedule.

Only option is to test out using Proficiency Exams. Must score 90% or above to pass. (only offered in core classes) Proficiency Exams will be offered the week prior to school starting and the week after school has dismissed for summer. Arrangements must be made with counselor for testing date available.

Must continue to take required EOI tests for core classes taken during school hours or classes that are passed using the Proficiency Exams.

**VALEDICTORIAN & SALUTATORIAN REQUIREMENTS**

Cement Board of Education understands the importance of recognizing and honoring students who do well academically. To be considered for the distinction of being named the valedictorian or salutatorian for the senior class, a student must meet college preparatory course requirements, and received credits from Cement School. Any advance placement classes or concurrent enrollment classes will also qualify. The student must have attended Cement Public Schools the prior two semesters and four of the seven possible semesters.

## **Valedictorian**

The graduating student with the highest grade-point average, will be named valedictorian. Grade-point averages, using the first seven semesters of high school, will be determined at the end of the first semester of the twelfth grade. Grades for all seniors shall be averaged after the seventh semester. Class ranks will be figured according to these averages, then a final grade point and class rank will be figured at the end of the semester when all grades are recorded on the permanent record.

The valedictorian and salutatorian will be determined by the following grade scale:

A+ = 4 _____	B+ = 3 _____	C+ = 2 _____	D+ = 1 _____
A = 4 _____	B = 3 _____	C = 2 _____	D = 1 _____
A- = 4 _____	B- = 3 _____	C- = 2 _____	D- = 1 _____

Concurrent Enrollment for College Credit, and AP classes will receive the following grade scale for seniors graduating in spring of 2015.

A+ = 4 _____	B+ = 4 _____	C+ = 3 _____	D+ = 2 _____
A = 4 _____	B = 4 _____	C = 3 _____	D = 2 _____
A- = 4 _____	B- = 4 _____	C- = 3 _____	D- = 2 _____

Honors classes, Concurrent Enrollment for College Credit, and AP classes will receive the following grade scale for seniors graduating in spring of 2016 and beyond.

A+ = 5 _____	B+ = 4 _____	C+ = 3 _____	D+ = 2 _____
A = 5 _____	B = 4 _____	C = 3 _____	D = 2 _____
A- = 5 _____	B- = 4 _____	C- = 3 _____	D- = 2 _____

## **Salutatorian**

The student who ranks second in the class at the end of the first semester of the twelfth grade will be named salutatorian.

## **Ties**

In case of a tie for either valedictorian or salutatorian, all tying students will be named co-valedictorian or co-salutatorian. Students under disciplinary action may be excluded from delivering a commencement address.

## **LIBRARY REGULATIONS**

The library is a place of reference to be used by all students when needed. The librarian is available for any information needed by students and can be a great asset to students in the use of the library. Specific library regulations are as follows:

Most reference books must be used in the library and may not be checked out.

All other books may be checked out for a period of 2 weeks.

Magazines and newspapers are available for in library use.

No loud talking.

Don't re-shelve books.

Librarian must scan and check out all books.

Library hours will be posted on the door.

If books are lost/destroyed the student is responsible for replacement costs.



## **LOCKERS**

All students will be assigned a locker either alone or to be shared with another student. Lockers may be checked by the administration or teachers at any time and should be kept in order. **NO FOOD OR DRINKS IN LOCKERS**

## **TEXTBOOKS**

Students are responsible for the care and safekeeping of all textbooks. Lost or damaged textbooks will be charged to the student. Grades, transcripts, graduation, or other records may be withheld until damages are paid for.

## **MEDICINE**

Before a child can take medicine at school, the parents must send a permission slip to the school. Medicine must be kept in the office and the student will come there to get it between classes or as needed. The medicine must be in a sealed container with the students name appearing on it.

## **PRIVACY RIGHTS**

School administrators or teachers may check the contents of a school locker, desk, computer (personal or school's), cell phone, or automobile on school property. These items may be searched or checked by school personnel when there is reasonable suspicion of unlawful content.

## **RECORDS POLICY**

Requests for transcripts or permanent records must be made to the principal's office.

## **SCHEDULING OF EVENTS**

The administrator has control over the scheduling of all school functions. Anything to be scheduled must first be approved by the principal.

## **SCHOOL INSURANCE**

Students will be given the opportunity at the beginning of each school year to take school insurance. Athletes are particularly encouraged to consider some form of insurance.

## **GRADUATION ESCORTS**

For the purpose of leading the graduating class into their commencement exercise and baccalaureate service, four junior class members will be selected. The students will be selected based upon their class rank and GPA. The top four junior class members will serve as escorts. A student who has not attended Cement Public Schools for the previous two years will not be considered for this honor and a student who is under disciplinary action will not be considered for this or any other award.

## **CONCURRENT ENROLLMENT FOR ACADEMIC CREDIT**

When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled high education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as an elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.

The following higher education courses commonly taken through concurrent enrollment have been reviewed by the Oklahoma State Department of Education and approved for academic credit:

College Algebra	1 unit High School Algebra II
General Biology	1 unit High School Biology II
General Botany	1 unit High School Botany
English Composition I	1/2 unit English IV
English Composition II	1/2 unit English IV
Introduction to Chemistry	1 unit High School Chemistry
Chemistry I	1 unit High School Chemistry
American History Survey to 1877	1/2 unit High School U.S. History
American History Survey from 1877	1/2 unit High School U.S. History
Introduction to Geography	1/2 credit High School World Geography
American Federal Government	1/2 credit High School American Gov.
Introduction to Speech	1/2 credit High School Speech

A twelfth-grade student enrolled in an accredited high school may be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student. An eleventh grade student enrolled in an accredited high school may be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student. Tuition waivers up to 6 credit hours per semester are available to qualifying seniors. All and any concurrent grades will be recorded on the students permanent transcript.

To be eligible, high school seniors and juniors must meet the following requirements for admission to a two year university and may vary per college:

	Option 1	Option 2
<b>Seniors</b>	19 ACT	3.0 GPA & Top 30% of Class Rank
<b>Juniors</b>	21 ACT	3.5 GPA

**PROM**

The Junior Class is responsible for preparing the prom. They should do their decorating outside of school time under the supervision of sponsors and parent committees. This should be a learning experience for ALL members of the class. The Junior-Senior prom shall be restricted to the following:

Class members and dates.

Students in eighth grade or younger will not be allowed to attend.

Inappropriate dancing will not be tolerated. Any student doing so after being warned will be instructed to leave the dance.

Formal attire must be worn by all who attend. (no jeans or caps)

Prom King/Queen will be selected by a ballot vote during the banquet and announced prior to the dance.

(A) Only CHS Juniors or Seniors in attendance may have a vote.

(B) The nominees must be CHS Seniors.

Prom expenses are not to exceed the account funds.

All juniors will be required to work an equal number of shifts.

Names of dates who are not CHS students must be submitted to the Principal for approval no later than two weeks prior to the prom.

## **PROM SERVERS**

The Junior Class may elect to have servers for the prom banquet. The selected students must meet the following requirements:

Be a student of Cement Public Schools

Students in seventh grade or younger will not be allowed to serve.

Students who are not in good academic standings will not be allowed to serve.

A server must dress appropriately for the prestige of the occasion.

Students under disciplinary action will not be considered for this honor.

## **STUDENT DRIVERS**

To ensure the safety of all students of Cement School, everyone is urged to observe rules of safety in operating motor vehicles. Students are allowed to drive to school as long as they are in compliance with all state and local laws. Students must also comply with the following school regulations:

Have on file in the office a copy of insurance verification and copy of driver's license.

Once the student arrives at school, the automobile is not to be moved until the student is dismissed.

Students will not start vehicles after school until last bus has left.

Students will park in the lot south of the high school.

Students will not go to or get in their vehicle during the school day, or sit in vehicle after getting to school.

Students will obey all speed limits in school zone.

Violation of any state, local or school rules on driving may result in loss of driving privileges.

Students are not allowed to drive their vehicles to a school activity unless prior arrangements have been made with the sponsor.

## **TECHNOLOGY USE AND INTERNET SAFETY POLICY**

Computing and information systems at CPS serve students, faculty, and staff members. Each person who uses these resources has two basic rights regarding computing-privacy and a fair share of the resources. It is unethical for any person to violate these rights. All users, in turn, are expected to exercise common sense and decency with regard to these computing resources.

### **Unacceptable Uses**

Unacceptable uses of these resources will result in the suspension or revoking of computer privileges, as well as discipline and/or monetary consequences. Examples of such unacceptable uses are:

Using the network for illegal activity, including violation of copyright or other contracts.

Using the network for financial or commercial gain.

Degrading or disrupting equipment or system performance.

Vandalizing the data of another user.

Wastefully using finite resources.

Gaining unauthorized access to resources or entities.

Invading the privacy of individuals

Using an account owned by another user.

Posting personal communications without the author's consent.

Posting anonymous messages.

Destruction of computer hardware or software.

Using the network for pornographic material.  
Giving out a personal account number.  
Loading and/or playing games on the computer.

### **Computer Vandalism**

Due to the complexity and cost of technology, when any student action results in damage to electronic equipment or computer software, all costs incurred for repair will be the responsibility of the student.

Equipment: If a student damages the equipment and service is required (such as, but not limited to, switching keys on the keyboard, changing dip switches, etc.) the student will pay for the service call and will be assigned to in-school suspension. A second offense relating to equipment damage will result in the student paying for the service and discipline at the principal's discretion.

### **Files**

If a student is in a file or part of the program where he or she does not belong, the administrator will assign one day on in-school suspension. If a student gets into a file or part of the program that results in a service call, and the technician can directly connect the repair to the student's actions, the cost of the service call will be incurred by the student, the student will receive an "F" and the student will be removed from all computer privileges.

## **TECHNOLOGY USE POLICY *(continued)***

### **Removable Software**

If a student's media becomes unusable through normal student use, the media will be replaced by the student. If a student ruins another student's media, the student must replace the media and will be assigned detention.

### **Internet Guidelines**

While the internet is a useful tool, it could be abused. Therefore, the following are not allowed unless given teacher permission:

- Down-loading of any software or games.
- Down-loading or copying of any web pages.
- Down-loading of any pictures.
- E-mail or chat rooms.
- Social networking sites (Facebook, My Space, Twitter)
- Down-loading or copying of music or videos.

### **Equipment**

All electronic equipment, including PC's, flash drives, keyboards, printers, cameras, scanners, Smart Boards, projectors, etc. as well as software or CD-ROM is the property of Cement Public Schools and should remain in its assigned location.

Users:

- Will not bring food or drink or any other consumable into the computer lab or library.
- Will not intentionally waste limited resources.
- Will not install any commercial software, shareware, or freeware onto school computers without permission.

Cement Public Schools believes the benefits to educators and students from access to the internet,

in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards their child or ward should follow.

### **WIRELESS TELECOMMUNICATION DEVICES REGULATIONS**

Students will be allowed to use their cell phones in classrooms with teacher permission for instructional purposes only and at after school events with sponsor permission.

- Devices should not be visible in the classroom setting if teacher has not given permission to use.
- Devices should not be used during assemblies/programs/guest speakers.

What is appropriate instructional use of technological devices?

Appropriate instructional use is any planned instructional activity incorporating the diverse integration of today's technology aligned with ISTE standards during an educational lesson.

Ex. Calculators, internet research, question-response activities, note applications, ect

What are some examples of inappropriate use of devices and consequences in doing so?

- Student asks to go to restroom and uses their device in or along the way.
- Use of devices during P.E. class, library or free time without permission.
- Texting without permission.
- Using social media application like: Face book, Twitter, Instagram, snap chat, etc.

1<sup>st</sup> Offense- Student will be given a warning, parents must sign out phone

2<sup>nd</sup> Offense-One swat or 30 minute clean up duty.

3<sup>rd</sup> Offense-Two swats or two 30 minute clean up duties.

4<sup>th</sup> Offense- Student turns in phone by 8:00 each morning and may pick up at the end of the day. This punishment will be carried out for the remainder of the year.

\* failure to comply will be considered insubordination and student could be suspended

- Principals discretion

Permission to allow \_\_\_\_\_ to possess a wireless telecommunication device on school premises.

To: **Cement Public Schools**

From: \_\_\_\_\_ (Parent/Guardian Name)

I hereby grant permission to my child \_\_\_\_\_ to possess a wireless telecommunication device on school premises. I understand that Oklahoma law provides that a child may possess a wireless telecommunication device on school premises if the parent and the administrator of the school district agree to allow a child to possess such device on the premises. I and my child will abide by and follow rules and consequences above.

\_\_\_\_\_  
Parent/Guardian Signature

Approved:

\_\_\_\_\_  
Administrator

## **NOTIFICATION OF RIGHTS UNDER FERPA**

Parents have certain rights with respect to student educational records pursuant to the Family Educational Rights and Privacy Act (FERPA). These rights transfer to the student when the student becomes an “Eligible Student” upon reaching the age of 18 or attending a school beyond the high school level. The rights of Parents and/or Eligible Students are summarized as follows:

The right to inspect and review student educational records maintained by the school. A Parent or Eligible Student seeking to inspect and review educational records should submit a written request to the Principal of the school in which the student is enrolled or last attended.

An opportunity to seek amendment of educational records alleged to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights. In the event a parent/guardian wishes to challenge a student’s educational record, he or she can write the Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent.

The right to consent to the disclosure of personally identifiable information contained in student educational records (other than directory information), except to the extent FERPA authorizes disclosure without consent. Disclosures for which the consent of the Parent or Eligible Student is not required include the following:

- to School Officials with a legitimate educational interest. A school official is any school employee or any contractor, consultant, volunteer, or other party to whom school system services or functions that would otherwise be performed by school employees has been outsourced or assigned. A legitimate educational interest is a need that arises out of a school official’s role in providing educational services, including instruction, evaluation, therapy, etc., to a student, or out of the performance of administrative, supervisory, clerical, or other responsibilities prescribed by the school system;
- to other school systems in which the student seeks or intends to enroll as long as the disclosure is for purposes related to the student’s enrollment or transfer;
- to specified officials for audit or evaluation purposes;
- in connection with the student’s application for financial aid;
- to state and local officials pursuant to State law;
- to organizations conducting studies on behalf of the school;
- to accrediting organizations;
- to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;

to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons; and in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency makes reasonable effort to notify the Parent or Eligible Student in advance of the compliance. In limited circumstances, an order or subpoena may require the District to disclose information without notifying the Parent or Eligible Student.

A Parent or Eligible Student who believes his or her rights under FERPA may have been violated may file a complaint by writing the Family Policy and Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA occurred. Complaints should be addressed as follows:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920**

## Welcome To Our 24/7 Tobacco-Free School

School district policy prohibits the use of tobacco products at all CPS facilities/campuses, by all students, staff, and visitors, 24 hours per day, seven days per week.

Thank you for your cooperation!

# [www.cement.k12.ok.us](http://www.cement.k12.ok.us)

CPS' Website: The go to source for Cement parents!

In today's information age, a wide variety of information is available at your fingertips.

If you are the parent of a Cement Public Schools student, CPS' Website will serve as a valuable resource for information about your child and his or her academic career.

Our website is your secure connection to CPS information about your child.

Being able to access key school information, safely and securely, anytime from anyplace is possible with a computer with Internet access.

What information can you access about your student through our website?

Attendance

Grades

School Calendars

Athletic Schedules

School Forms

Contact school staff via e-mail to answer your questions about our school district.



## Cement Public School SchoolWay App





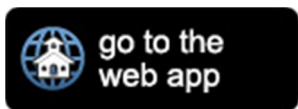
## Cement Public School

201 South Main  
Cement, OK 73017  
405-489-3216

The APP can be very handy for quick information about weather closings and any type of emergencies that may happen through one way push messaging. There is also daily information about activities along with the calendar and other forms that the school has for quick access. This year we will have access to put photos on the APP.

### Get the App!

Select an option below to download the app for your device.



## Cement Volleyball 2015-2016

August 8 scrimmage @Ampo 8:00 am

Mon. Aug. 10	@	Cache	4:00	4 games
Thurs. Aug. 13	@	Duncan	4:00	4 games
Sat. Aug. 15	@	Chickasha	4:00	7&8 tourn
Mon. Aug. 17	@	Cement/CCS	4:00	4 games
Tues. Aug. 18	@	Cement/Union City	4:00	4 games
Sat. Aug. 22	@	Comm. Christ	4:00	Varsity Tourn
Mon. Aug. 24	@	Cement/Ampo	4:00	4 games
Thurs. Aug. 27	@	Cement/Duncan	4:00	4 games
Mon. Aug. 31	@	Cement/Clinton	4:00	4 games
Tues. Sept. 1	@	Union City	4:00	4 games
Thurs. Sept. 3	@	Mid Del	4:00	4 games
Tues. Sept. 8	@	Ampo	4:00	4 games
Thurs. Sept. 10	@	Cement/Weatherford	4:00	4 games
Sat. Sept. 12	@	Mid Del Tourn	TBA	Varsity
Mon. Sept. 14	@	Cache Tourn	TBA	7&8
Thurs. Sept. 17	@	School for Deaf	4:30	2 games
Sat. Sept. 19	@	Conference Tourn-Cach	TBA	Varsity
Sat. Sept. 19	@	Mid Del Tourn	TBA	Junior high
Mon. Sept. 21	@	Elgin	4:00	4 games
Tues. Sept. 22	@	Snyder	4:00	4 games
Thurs. Sept. 24	@	Cement/Lawton	4:00	4 games
Tues. Sept. 29	@	Corn	4:00	4 games
Reg. Tourn Oct. 1		State Tourn Oct. 9-10		Mrs. Kim 574-6488

# CEMENT FOOTBALL

2015

## SEPTEMBER

1	@ GEARY	5/6 @ 5:30	JH 7:00
3	@ ALEX J.V.		HS 6:00
8	@ CORN BIBLE		JH 6:30
11	@ DUKE		HS 7:30
<b>14</b>	<b>MT. VIEW</b>	<b>5/6 @ 5:00</b>	<b>JH 6:30</b>
18	@ EAGLE POINT		HS 7:00
<b>22</b>	<b>OKC PATRIOTS</b>		<b>JH 6:30</b>
<b>25</b>	<b>RYAN</b>		<b>HS 7:30</b>
<b>28</b>	<b>CYRIL</b>	<b>5/6 @ 5:00</b>	<b>JH 6:30</b>

## OCTOBER

2	@ OKC PATRIOTS		HS 7:30
<b>5</b>	<b>TEMPLE</b>	<b>5/6 @ 5:30</b>	<b>JH 7:00</b>
<b>9</b>	<b>LIFE CHRISTIAN ACADAMY</b>		<b>HS 7:30</b>
12	@ TIPTON	5/6 @ 5:00	JH 6:30
15	@ MT. VIEW		HS 7:30
<b>20</b>	<b>BRAY-DOYLE</b>		<b>JH 6:30</b>
<b>23</b>	<b>TEMPLE</b>		<b>HS 7:30</b>
<b>27</b>	<b>ALEX</b>		<b>JH 6:30</b>
<b>30</b>	<b>CORN BIBLE</b>		<b>HS 7:30</b>

\*\*\*\*\*HOME GAMES IN BOLD LETTERS\*\*\*\*\*

## 2015-2016 HIGH SCHOOL & JUIOR HIGH BASKETBALL SCHEDULE

11/5	JH	STERLING	HOME	6:30		
11/6	JH/HS	INDIAHOMA	HOME	4:30/6:30		
11/9	JH	FLETCHER	AWAY	6:30		
11/16	JH	GRACEMONT	AWAY	6:30		
11/17	HS	NINNEKAH	HOME	6:30		
11/19	JH	FLETCHER	HOME	6:30		
11/20	HS	MT. VIEW	AWAY	6:30		
11/21	HS	UNION CITY	AWAY	6:00		
<b>*11/30-12-5 JH CADDO/COMANCHE TOURNAMENT TBA TBA</b>						
12/1	HS	GRACEMONT	AWAY	6:30		
<b>**12/10-12 HS MAYSVILLE INVITATONAL TOURNAMENT TBA</b>						
12/14	JH	CHATTANOOGA	AWAY	6:30		
12/15	HS	STERLING	AWAY	6:00		
12/17	HS	GRACEMONT	HERE	4:30		
<b>**1/7-9 HS ALEX INVITATIONAL TOURNAMENT TBA TBA</b>						
<b>*1/11-16 JH CADDO COUNTY TOURNAMENT TBA TBA</b>						
1/12	HS	TIPTON	AWAY	6:30		
1/15	HS	TEMPLE	AWAY	6:30		
<b>** 1/18-23 HS CADDO COUNTY TOURNAMENT TBA</b>						
1/26	JH/HS	BRAY-DOYLE	HOME	4:30/6:30		
1/29	JH/HS	GRANDFIELD	HOME	4:30/6:30		
2/1	JH	NINNEKAH	HOME	6:30		
2/9	HS	NINNEKAH	AWAY	6:30		
2/4	JH	VERDEN	AWAY	6:30		
2/5	JH/HS	APACHE	AWAY	4:30/6:30		
2/8	JH	BINGER/ONEY	HOME	6:30		
2/9	HS	FLETCHER	AWAY	6:30		
<b>**2/12-13</b>		<b>DISTRICT</b>	<b>**2/18-2015 REGIONAL</b>	<b>TBA</b>	<b>TBA</b>	
<b>**2/2-25</b>		<b>AREA</b>	<b>**3/3-5 STATE</b>	<b>TBA</b>	<b>TBA</b>	

## Response Form

I have received a copy of Cement Public Schools' 2015–16 Handbook. The contents of the handbook (including information on attendance, discipline, extracurricular activities, acceptable use of technology, and rights under FERPA) have been reviewed with me by school officials. I understand my rights and responsibilities as a student enrolled in Cement Public Schools.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Grade Date*

I acknowledge receipt of the Student/Parent Handbook for my student. I have reviewed the contents of the handbook with my student. In addition, I have reviewed on the school's web site (or obtained and read a copy from a school) the listing of extracurricular activities available to my child.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*