RIPLEY PUBLIC SCHOOLS



STUDENT-PARENT HANDBOOK 2026-2027

https://www.ripley.k12.ok.us/documents/resources/student%2Fparent-resources/student-handbook/278727

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NOTIFICATION OF RIGHTS UNDER FERPA
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:

1) 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 student 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.

2) The right to request the amendment of the student's education records, of which the parent, or eligible student, believe 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.

3) 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 attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a 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.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, D.C. 20202-4605

NON-DISCRIMINATION (TITLE IX) POLICY NOTIFICATION

It is the policy of Ripley Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. For administrative procedures relating to grievance under Title IX, or inquiries concerning application of this policy, contact Kaleb Hoffman, Superintendent, at 918-372-4242.

FREE APPROPRIATE EDUCATION

All children within the Ripley Public School District, with exceptional education needs, are provided with a free appropriate education (FAPE) as defined by state and federal statutes. If for any reason you suspect that a child (age 0-21) may have special needs, you are urged to notify our district immediately. For more information contact your school or call Kaleb Hoffman, Superintendent at 918-372-4242.

SPECIAL EDUCATION SERVICES NOTICE TO RIPLEY SCHOOL PATRONS

Ripley Public School provides help to children needing special services in the following areas: (1) speech and language disorders (articulation disorders, stuttering, voice disorders, basic language problems) (2) deafness or hearing impairment, (3) specific learning disabilities (oral expression, listening comprehension, math reasoning and calculation, reading, spelling, written language), (4) intellectual disability, (5) serious emotional disturbance, (6) multiple disabilities, (7) developmental delays (in areas of adaptive, cognitive, communication, social or emotional, and physical development), (8) autism, (9) other health impairments, (10) orthopedic impairment, and (11) traumatic brain injury. These services are included in meeting the requirement for a free public school appropriate education. If you are a patron of the Ripley School District and have a child or children who need help in school, please contact the school as soon as possible. The school number is 1-918-372-4242. Children from age 3 to their 22nd birthday can be served, but first their needs must be identified.

ASBESTOS NOTIFICATION

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and an asbestos management plan be written to document inspections and findings. A current copy of the written asbestos plan is available for review in the Superintendent's office.

DIRECTORY INFORMATION

The District proposes to designate the following identifiable information, contained in a student's records, as directory information and it will disclose this information without prior written consent.

1. The student's name;
2. The names of the student's parents;
3. The student's date of birth;
4. The student's class designation (1st grade, 4th grade, 10th grade, etc.);
5. The student's co-curricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph; and
9. The school or school district the student attended before he/she enrolled in this school district.

After the parents or eligible students have been notified they will have two (2) weeks to advise the school district in writing (a letter to the school superintendent) of any or all of the items they refuse to permit the district to designate as directory information about that student. The school district will provide translation if needed. To contact the school or to obtain additional information about the above policy notifications, please write or call: **Kaleb Hoffman, Ripley Public Schools, 403 East Cook, P.O. Box 97, Ripley, OK 74062: (918) 372-4242, (FAX) 918-372-4608**

ELEMENTARY

Superintendent	Kaleb Hoffman	918-372-4242
Elementary Principal (PK-6th)	Jeff Ball	918-372-4242
Elementary Office	Jan Mutschelknaus	

EARLY CHILDHOOD	**TEACHERS**
Pre-Kindergarten	Kelley Sasser
Kindergarten	Emmy Wade
Kindergarten	Marlie Mages
Reading/Math Intervention	Shanel Pettyjohn/Kerri Brewer

FIRST & SECOND GRADE	
First Grade	Addi McMurtrey
First Grade	
Second Grade	Melanie Ball
Second Grade	Ashlyn Smith
Reading/Math Intervention	Shanel Pettyjohn/Kerri Brewer

THIRD & FOURTH GRADE	
Third Grade	Rachel Metz
Reading/ELA	Kasey Thompson
Math	Magan Hudson

FIFTH & SIXTH GRADE	
Reading	Lisa Sadler, Katie Hoffman
Language Arts	Lisa Sadler, Katie Hoffman
Math	Sarah McCollom, Trevor Watts
Science	Sarah McCollom, Trevor Watts
Social Studies/Geography	Lisa Sadler, Katie Hoffman
Basketball, Track (Boys)	Trevor Watts
Basketball, Track (Girls)	Kelsey Turner/Nancy Scott
Band	Julian Jussila

STUDENT SERVICES	
Counselor	Lisa Danker/Jessica Lincoln
Reading Intervention Specialist	Kerri Brewer/Shanel Pettyjohn
Music	Anita Elliott
Band	Julian Jussila
Speech Pathologist	Donna Wirt
Special Education	Ginger Boyd, Kelsey Turner, Kerri Brewer
Special Education Consultant	Linda Johnson
Teacher & Special Ed Assistants	Mandy Greenfield, Pam Mason, Audrey Pace Kristen Stokes, Lauren Turpin
Library	Janet McDaniel

SECONDARY

Superintendent	Kaleb Hoffman	918-372-4242
HS/JH Principal	Doug Scott	918-372-4242
Athletic Director	Doug Scott	918-372-4242
Office Manager/Secretary/Attendance	Annie Mills	918-372-4242

JUNIOR HIGH (7-8)

English	Beth Watt
Math	Carolyn Lunsford
Science & STEM	Beau Mitchell
Geography & History	Donnie Hoffman
Art & Band	Makalyn Anderson, Julian Jussila
Boys & Girls Basketball	Doug Scott, Kelsey Turner
Baseball	Trevor Watts
Softball	Ashlynn Smith
Boys & Girls Track	Trevor Watts, Nancy Scott

HIGH SCHOOL (9-12)

English	Ginna Buller, Beth Watt
Math	Carolyn Lunsford, Toby Tiner
Science	Wendy Wolfe
OK/US/World History & Government	Joe Allen Peck
Agricultural Education/FFA	Shannon Knuffman
Art & Band	Makalyn Anderson, Julian Jussila
Computer Technology & Business	Niki Burch
Driver's Education	Carolyn Lunsford, Wendy Wolfe
Family and Consumer Science Education	Keri Whitten
Yearbook	Niki Burch
Boys & Girls Basketball	Doug Scott, Kaleb Hoffman
Baseball	Donnie Hoffman
Softball	Kaleb Hoffman

STUDENT SERVICES (7-12)

Counselor	Lisa Danker. Jessica Lincoln
Library	Niki Burch
Remediation, Intervention & Credit Recovery	Doug Scott
Alternative Education	Doug Scott
Special Education/Psychometrics	Kelsey Turner, Kerri Brewer, Linda Johnson
Concurrent Enrollment	Niki Burch

SCHOOL BOARD MEMBERS

President	Sean Spiva
Vice-President	Amanda Oliver
Clerk	Kyler Zetterberg
Member	Preston McIntire
Member	Chris Ventris

SCHOOL BUSINESS OFFICE

Business/Finance Manager/Encumbrance Clerk	Kathy Robison
Activity/Lunch Fund Clerk, Insurance Coordinator	Kathy Robison
Elementary Office	Jan Mutschelknaus
High School Office	Annie Mills
I.T. Director	Kathy Robison

FOOD SERVICE

Director/Cafeteria Manager	Megan Taylor
Cook	Erica Adams, Ashtyn Groshong, Cynthia Sanches

ASSISTANTS/PARAPROFESSIONALS

Classroom Teachers Assistant	Mandy Greenfield
Classroom Paraprofessional	Pamela Mason
Classroom Paraprofessional	Audrey Pace
Classroom Paraprofessional	Kristen Stokes
Classroom Paraprofessional	Lauren Turpin

MAINTENANCE

Maintenance/Custodian	Jan Mutschelknaus
Maintenance/Custodian	Janet McDaniel
Maintenance/Custodian	Susan Martin
Maintenance/Custodian	Joe Sadler
Fleet Maintenance	J. McDaniel, S. Martin

TRANSPORTATION

Bus Driver (a.m. only)	Donnie Hoffman
Bus Driver (a.m. only)	Doug Scott
Bus Driver (a.m. & p.m.)	Janet McDaniel
Bus Driver (a.m. & p.m.)	Susan Martin
Bus Driver (p.m. only)	Earl McDaniel
Bus Driver (p.m. only)	Jeff Ball
Bus Driver (p.m. only)	Stephanie Lehew

WELCOME

Welcome to Ripley Public Schools. We look forward to supporting our students in a very exciting year of academic growth. Teachers, staff members, and instructional programs at Ripley are among the very best in the state. Students at Ripley are provided with clear expectations to help them accomplish their academic goals. This handbook, for students and parents, will help you understand more about the Ripley School System and our academic expectations. It is our intent to make a positive difference in the life of every student by striving to accomplish the following mission statement.

MISSION STATEMENT

The Ripley Public School System is established for and committed to providing all children and youth an education which encourages them to enter, engage, express and explore academic and social experiences from which they shall be empowered to experience a fulfilling, satisfying and successful life and be prepared to enter their life's vocation and/or pursue post high school educational opportunities.

SCHOOL AND BELL SCHEDULE

We ask students to report to their classes on time to avoid unnecessary classroom disruptions. Being punctual is "learned by doing" and is the responsibility of the student. ***Punctuality is an important, personal asset that should begin in pre-kindergarten.***

7:45-8:05	Buses Arrive and Breakfast is Served
8:05	First Bell-Students Report to Class
3:25	Load Buses

CLOSED CAMPUS

Once at school, if a student needs to leave the campus for any reason, he/she must have parental/administrative permission and check out at his/her respective school office. ***All requests to leave the campus must be approved through the principal's office.***

If any person, other than the parent or guardian, is to pick up a student, during or after school, the school must be notified with a note or phone call from the parent. The same rule applies if a student is not going home in the usual manner. If protocol is violated, the student is subject to discipline procedures including, but not limited to, detention, in-school suspension, and reporting of truancy.

SCHOOL CAFETERIA

The Child Nutrition Program provides breakfast and lunch for each student every day. All students are entitled to eat in the cafeteria regardless of race, color, creed, or financial background. Families needing assistance concerning cafeteria meals should contact Jeff Ball, ES Principal; Doug Scott, HS Principal; at 918-372-4242.

A student may bring his/her meals from home or purchase meals provided by the school cafeteria. If students bring their meals, we ask that parents avoid sending glass containers to school.

MEAL PRICES

	Breakfast	Lunch
Reduced	$0.00	$0.00
Elementary	$0.00	$0.00
Secondary	$0.00	$0.00
Staff	$2.50	$4.50
Adults	$2.50	$4.84

LUNCH SCHEDULE

10:40-11:00	PK, K, and 1st
11:00-11:20	2nd, 3rd and 4th
11:20-11:40	5th and 6th
11:35-11:50	Career Tech Students
11:50-12:05	7th-9th
11:35-11:50	10th-12th

END OF DAY PROCEDURES

When school is dismissed, students who ride a bus will load at the southeast corner of the high school building. Parents who wish to pick up their children may do so by coming to the parking lot west of the elementary building. Teachers and/or assistants will supervise students during loading procedures. Students who walk or ride bicycles to school will be dismissed after the buses and car traffic leave the designated loading areas in the Elementary (West) Parking Lot.

During Elementary Pickup and Drop Off Line Please Remain In Your Vehicle And In The Car Line For The Entirety Of The Exchange Of Your Student.

During this busy time of the day, the safety of students and staff members is our greatest concern! PLEASE BE CAREFUL!

VISITORS

All parents and visitors should report to the respective school office for assistance before visiting a teacher or student. Visiting students from other schools are not allowed to attend school during a regular day.

CONFERENCES AND APPOINTMENTS

If parents or students wish to have a conference with a teacher or administrator please call the respective school office to make an appointment. Teachers are available for conferences during their planning period (one pre-designated class period each day) and during calendar scheduled parent/teacher conferences each semester. **Email the teacher or contact the site office to schedule an appointment.**

CHANGES IN TELEPHONE NUMBERS OR RESIDENCE

Please notify the school immediately if there are changes to your home address or telephone number, work number, or place of employment. Also, immediately report any changes regarding the phone number and/or address of all babysitters, care providers, or emergency contacts. Current contact information is imperative if a student becomes ill or is injured at school.

TRANSFERS

Students who move (or live) outside the Ripley School District must have a legal transfer approved by the receiving school districts. Transfer students wishing to ride a bus must be picked up and let off inside the Ripley School District boundaries. **Student Transfers can be denied by the district for (1) The desired grade level at the school site exceeded its enrollment capacity (2) Incidents of student discipline (3) The student has a history of absences, which is defined as ten or more unexcused absences in one semester.**

ADMINISTERING MEDICATION

No medication will be given, prescription or non-prescription, without a current, written permission form that is signed and filed in the principal's office. Forms are available at all school offices. All medications must stay in the respective school office and shall be administered by designated school personnel. While at school, if a student develops an illness or high temperature an attempt will be made to notify a parent or guardian. Students must be fever free for **24 hours** before returning to school. For reasons like these, it is important that the school be given the names and numbers of people to call if parents are unavailable.

Regular attendance at school is important. However, to maintain a healthy student population, students should stay at home if they have a high fever or a contagious disease or illness. If a student receives a minor injury (cut, scratch, bruise, sprain, etc.), the school will administer minimal first aid only and contact the parent(s) if further treatment appears to be necessary. If an injury of a more serious nature occurs, parents and/or paramedics will be notified immediately.

PHYSICAL EXAMINATIONS

Although law does not require physical examinations for school children, we suggest all students be examined each year prior to the beginning of school. We strongly recommend a physical examination for students who will be entering public school for the first time. **All athletes engaged in competitive sports are required to pass a physical examination. Contact your respective coach and/or principal for more information**.

IMMUNIZATION

Any minor child, through his/her parent or guardian, may submit to the health authority charged with the enforcement of the immunization laws, a certificate from a licensed physician, stating that the physical condition of the child is such that immunizations would endanger the life or health of the child; or upon receipt of a written statement by the parent or guardian objecting to such tests or immunizations, said child shall be exempt from the provisions of this act (70-1210.192) - Section 813 School Laws of Oklahoma. For a list of state required vaccines, contact the school or go to:
https://oklahoma.gov/content/dam/ok/en/health/health2/aem-documents/prevention-and-preparedness/immunizations/GuideToImmRequirements-English.pdf

CONTAGIOUS DISEASE POLICY

Any student infected with a contagious disease, bed bugs or head lice will be prohibited from attending Ripley Public Schools until such time as he/she is free from the contagious disease or head lice (Section 815; School Laws of Oklahoma). When school officials determine that a student has bed bugs, head lice or lice nits, the student's parents will be contacted immediately. Parents/guardians will need to make immediate arrangements to have their child picked up from school. Students infected with head lice will need to be treated with shampoo designed specifically to eliminate the lice. There are several brands of shampoo that can be purchased over-the-counter. A comb, designed to eliminate nits, can be purchased at any pharmacy. Before the

student returns to school, parents will be required to obtain a note from a licensed physician or the Health Department stating that the student is free of lice and nits.

TARDINESS

Tardiness is disruptive and disrespectful. A tardy is counted any time after the second bell up to 20 minutes. After 20 minutes, the student will be counted as absent. Tardiness has an adverse effect on teachers, other students, and the educational process within any classroom. Students may be allowed to make up the tardy with their teacher through detention or extra assignment work.

ABSENCES

A student must be in attendance at least 90% of the time. Therefore, during any one semester a student is allowed to miss 10% of the time. Types of absences include **excused absences**, **absences by arrangement**, **unexcused absences**, and **truancy** from school or in any one class.

Excused absences, verified by a parent, may be granted for the following reasons:
Personal or family illness, or death of an immediate family member;
Medical Appointments;
Legal matters;
Extenuating circumstances deemed necessary by the principal;
Observance of holidays required by a student's religious affiliation; or
Attending school sporting activities.

NOTE: (A doctor's note will be required after three (3) absences due to illness)
It is the responsibility of the parents to notify the school by 10:00 a.m. if a child is to be absent for one of the above reasons.
Absences by arrangement, unexcused absences, and truancy will count against a student's exemption from semester examinations.
All assignments and work missed due to any type of absences may be made up with the exception of truancy absences.
The same number of days that a student was absent will be allowed for the student to make up assignments and complete the work that was missed.
Students must be given appropriate time to prepare for missed tests.

The State Department of Education has not released the new testing schedule for 2025-2026. Ripley Public Schools will update the schedule on our website, www.ripley.k12.ok.us when made available.

REPORTING ABSENCES (also see pgs. 26 & 32)

If a student is unable to attend school for any reason, a parent/guardian should call the respective school office to report the absence as soon as possible, whether it occurs in the morning or in the afternoon. ***Ripley Public Schools require students to be in attendance 90% of the time before passing the class in question or being promoted to the next grade.*** Exceptions to this requirement will be considered by the principals and/or an attendance committee on an individual, case by case basis.

TRUANCY AND ATTENDANCE

The Ripley Board of Education recognizes that regular attendance, of a student that is school age, is required by Oklahoma law and that the school is required to record all student absences, the reasons for them, and report excessive absences to proper authorities. While the Board considers regular school attendance essential for success in school, the Board also recognizes that an occasional absence by students may be unavoidable. The Board believes that proper communication between the school, parents, and legal authorities, in school attendance matters, will encourage students to attend school on a regular basis and attain the maximum benefit from classroom instruction. Therefore, parents and legal authorities will be notified when a student is not in compliance with the Oklahoma Compulsory School Attendance Law. Please be aware that the court has the authority, according to Oklahoma School Law, to charge parents with a misdemeanor, which could result in a heavy fine.

ACTIVITIES AND ABSENCES

Students are allowed ten (10) school activity absences from each class period. An Internal Review Committee shall be responsible for reviewing and recommending any deviation of the activities policy. Before a request can be granted a student must have at least a "C" or better in the subject he/she wants to miss and must show that his/her grade was not adversely affected by the previous ten days of absence. In addition, the student must be current on all academic projects and required work. Activities excluded from the "ten day rule" are:

- Class Meetings;
- Assemblies;
- Field Trips; and
- State and National Levels of School-Sponsored Contests and Participation.

ACTIVITIES AND ELIGIBILITY

Scholastic eligibility for students grades 5-12 will be checked after the third full week of each semester and each week thereafter. A student must be passing all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects at the end of the third week, or at the end of any week thereafter, he/she will be placed on probation the following week. If the student is still failing one or more classes at the end of the probationary period (one week), then the student will be ineligible to participate during the next week.
In the rare case where a student is ineligible in a class and the trip is part of the educational curriculum, culminating in a grade, the student may receive permission to attend the activity. The ineligibility periods will begin on Monday morning and end on Sunday evening. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. Each week, eligibility is determined by the cumulative semester grade (all grades earned from the first day of the semester are used to calculate eligibility). Each week, teachers will provide academic opportunities (homework, assignments, projects, tests, etc.) for students to improve their grades. Also, the OSSAA policy states that a student must be in attendance ninety percent of the time for the semester to maintain eligibility. The 90% attendance calculation will be figured beginning on Friday of the fourth full week of each semester and each week thereafter.

A student must have received a passing grade in at least five subjects (classes counted for graduation) that he/she was enrolled in during the previous semester provided he/she attended fifteen or more days during that semester. If a student does not meet the minimum scholastic standard when beginning a new semester, he/she will not be eligible to participate during the first six weeks of the new semester. A student may regain eligibility by achieving passing grades in all subjects he/she is enrolled in by the end of the six-week period. *For additional rules involving activities and eligibility contact the respective organizational sponsor, coach, or principal or ask to see the Ripley Board of Education Policy Binder or the OSSAA Administrator's Handbook.*

CO-CURRICULAR ACTIVITIES

Any student participating in an afternoon or evening school activity must have attended school at least one-half of that day in order to participate. Exceptions include necessary travel time and other school sponsored activities that require students to be absent from curricular classes.

STUDENT COUNCIL

The student council is a cooperative group of elected students working with the administration to promote better understanding between the students and faculty. The council provides students with an opportunity to have a voice in school affairs. Subject to the approval of the superintendent and the Board of Education, the council shall develop its own operating procedures and rules provided, however, that the following provisions shall be incorporated into such rules:

- The student council shall be composed of student representatives from grades 7 through 12.
- Only students enrolled as full-time students may be class officers or student council officers.
- The president shall be elected from the senior class by the entire student body and shall be the primary representative of the entire student body.
- Constitutional officer candidates must conduct a fair and respectful campaign.
- The presidential election shall be the first election of officers.
- The vice-president shall be elected from the junior or senior class by the entire student body.
- The secretary and treasurer shall be elected from the upper four classes by the entire student body.

Election Rules:

- Elections shall be held in the spring for the following year.
- There shall be one week of campaigning under the direction and supervision of the current student council.
- The election shall occur at a time and place convenient to the student body and designated by the student council.
- Votes shall be counted and announced by the student council and/or its sponsors.
- Winners shall be determined by a simple majority vote (more than 50%).
- If a candidate does not receive a majority vote in the primary election, the two candidates receiving the greatest number of votes shall have a run-off election.
- No student may campaign for more than one office.

WITHDRAWAL FROM SCHOOL

If a student must withdraw from school because of residence relocation or other reasons, the student must notify the principal who will assist the student with withdrawal procedures. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them.

ACCIDENT INSURANCE

The Ripley School District **does not** provide accident insurance for students. This includes, but it not limited to when a student participates in extra curricular activities as well as when they are on playground equipment.

DRESS CODE

Students should be appropriately groomed at all times when at school and while representing the school. All students should wear shoes (safe footwear) and appropriate clothing to and from school and while school is in session.

Clothing and/or accessories with suggestive or offensive patches, badges or printing will not be permitted. **Hats and caps should be removed when a student is inside school buildings**. Dresses, skirts, and shorts of "fingertip" length are permissible. The length of a garment is appropriate if the garment is no shorter than the length of the student's fingers when the hand is extended downward along the side of the body. Shorts, jeans, and/or slacks that have a very low waistband are not allowed.

Tops that expose the back or front of the body (midriff) such as halter-tops or half-shirts are not permitted. There should be no skin showing from the midriff. Also, tank tops, low-cut tops, or tops with very thin spaghetti straps (less than 1 inch wide) are not permitted. Sleeveless shirts must be hemmed (*hemmed and not just cut off*) and fit appropriately around the arm. Tops or bottoms that are torn, cut, or split should not be worn. In general, articles of clothing that are too revealing or distracting should not be worn. Students dressing inappropriately will be required to change or modify their clothes to meet the dress code. If that is not possible, the student's parents will be called and asked to bring appropriate clothing. Additional violations may result in in-school detention or suspension from school. Any item of clothing (i.e., jeans) with holes above "fingertip length", excessive holes and/or any item of clothing or clothing accessory that disrupts the educational process at school are prohibited.

Students should respect the educational process and be mindful of any distraction their appearance might have on the school environment. Tattoos, hair color, haircuts, make-up, or any other appearance altering item(s) must not be distracting to others. Students whose appearance is deemed inappropriate will be asked to alter the distracting item(s) of dress.

SAFETY RULES

Motorists

1. Motorists are responsible for observing all traffic laws and safety rules while driving in a school zone, near the school, on the campus, or when approaching a school bus.
2. **Motorists shall not pass a school bus while it is loading or unloading students**.
3. Once a student drives on school property he/she should immediately park, exit the vehicle and stay in designated areas on the campus. **Students are not allowed to return to their vehicle for any purpose without permission from an administrator or teacher.**
4. Failure to comply with the laws and guidelines set forth by the district may result in the loss of or suspension of driving privileges.

Walking to School

Walk on the sidewalk and near the curb when walking in the street.
Always cross at corners or school crossings.
Never dart out into traffic.
Look both ways before crossing the street.

Bicycles

If a student rides a bicycle to school, it should be parked in the designated areas as soon as the rider arrives at school and should remain parked until the end of the day.

BUS RIDER RULES

Riding a school bus is a privilege not a right. If students cannot adhere to the guidelines and expectations set forth by Ripley Public Schools, their riding privileges may be suspended or revoked.

1. **Previous to Loading (on the road and at school)**
   (a) Be on time at the designated school bus stops - keep the bus on schedule.
   (b) Stay off the road at all times while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.

(c) Wait for the bus to come to a complete stop and wait for the driver's signal, before approaching the bus or attempting to board.
(d) Before loading, bus riders must wait until their teacher, supervisor, or driver gives the signal to approach or board the bus.

2. While on the Bus

(a) Bus riders are not permitted to leave their seats while the bus is in motion.
(b) Keep your head and hands inside the bus at all times.
(c) Keep your hands and feet to yourself
(d) Assist in keeping the bus safe, clean, and sanitary at all times.
(e) Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
(f) Treat bus equipment the same as you treat valuable furniture in your own home. Students who damage seats or windows must pay for the damage.
(g) Bus riders should never touch or tamper with the bus or any of its equipment.
(h) No books or other personal articles may be left on the bus at any time.
(i) Books, coats, and all other items must be kept out of the aisle at all times.
(j) Assist in caring for the safety and comfort of younger children.
(k) Do not throw anything out of a bus window.
(l) Bus riders are not permitted to leave their seat unless exiting at their designated stop.
(m) Horseplay and bad language are not permitted on or around the bus.
(n) Bus riders are expected to be courteous to fellow students and the bus driver.
(o) Keep absolutely quiet when approaching a railroad-crossing stop.
(p) In case of a road emergency, children are to remain on the bus until the driver or person in charge gives the signal to evacuate.
(o) No eating or drinking on the bus.

3. After Leaving the Bus

(a) When crossing the road, walk at least ten feet in front of the bus, stop, check for traffic, watch for the bus driver's signal, then cross the road.
(b) Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
(c) At all times, older students should assist in caring for the safety and comfort of younger children.
(d) The bus driver will not unload riders at a place other than the regular bus stop without proper authorization from the parent or school official.

4. Co-Curricular Trips

- The above rules and regulations apply to all school sponsored trips.
- Students shall respect the wishes of adult chaperones and sponsors.
- Bus route and classroom rules apply on all co-curricular activity trips.
- The AD and/or principal will decide whether or not to allow non-participating students the privilege to ride the activity bus to and from sporting events.
- Students will sit with their teammates at either the front or back of the bus if riding with other groups of students.

The seating capacity of our buses is normally filled with students living on each respective route. Therefore, members of student groups (scouts, etc.) who do not live on the route will not be transported after school. Students may invite friends to ride the bus home with them (one or two at a time) if the parents notify the school in advance and if there is adequate seating room on the bus.

While acting as sponsors and/or chaperones, parents will be allowed to ride a bus on class trips and activities, but will not be allowed to ride a regular school bus route due to numerous safety and liability precautions.

SCHOOL EQUIPMENT

With few exceptions, the school will furnish textbooks and technology in all subjects at no charge. Students who lose or damage a book or piece of technology shall pay for the damaged property (textbook, device or library book) in the amount necessary to replace the property. The same rule applies to all school equipment. If a student maliciously destroys school equipment or property s/he will be expected to compensate the Ripley School District in the amount necessary to replace such equipment or property. The student may face other disciplinary actions as well.

ELEMENTARY PLAYGROUND RULES

Playground Equipment

Students should always be aware of other students when playing on the playground.
Students should use playground equipment correctly and appropriately.
Teachers will explain specific playground rules to their class.

Play Area

No tackle football, wrestling, or kicking is allowed.
Do not throw rocks, dirt, or other objects at any time.
Jump ropes will be used for jumping only.
Bad language is not permitted at any time.
For safety reasons, students are allowed to play only in designated playground areas.

Playground Boundaries

The boundaries of the playground will be explained by teachers, instructional assistants, or playground supervisors on duty, based on the conditions of the playground area.

BIRTHDAY PARTIES, GIFTS, ETC.

There will be no birthday parties at Ripley Schools that include the exchanging of gifts from students or parents. Students may give invitations to classmates for a personal party **only** if an invitation is given to **every** student in the class.

Flowers or balloons that are delivered to the school for students will be kept in the respective office until school is dismissed. At that time students may come to the office to pick up their flowers or balloons before leaving school.

SCHOOL CITIZENSHIP

It is expected that all students will behave in the appropriate manner while in school. Following are ways in which we accomplish this:

1. Respect each other.
2. Call each other by our correct name.
3. Pay attention in class.
4. Listen to and respect every teacher and adult.
5. Respond in an honest and truthful way.

6. Walk and speak quietly in the halls.
7. Do your best at all times.
8. Leave candy, toys, combs, makeup, games, trading cards, comic books, etc., at home unless your teacher requests that these items be brought to school. Students who bring a cell phone to school are expected to follow the school and teachers rules for cell phone use. The school is not responsible for lost or damaged cell phones.

SCHOOL CLOSINGS

In case the school must close due to inclement weather or other reasons, parents who have up to date contact information will receive a message via phone or email through School Messenger. Additionally, the following television and radio stations will be notified:

KTVY-TV	Channel 4	STILLWATER RADIO		
KOCO-TV	Channel 5	KGFY	105.5	FM
KWTV-TV	Channel 9	KSPI	93.7	FM

We will also post school closing information on our school Facebook page: Ripley Public Schools.

STUDENT HOMEWORK

Concepts are best learned through application. In most cases, students are given adequate time during the school day to complete their work. However, there are certain subject areas in which work needs to be completed at home. Usually, this work is due the next day unless specific directions to the contrary are given. Lowered grades and other consequences may result from late papers. If a student is absent, homework assignments may be picked up by arrangement with the office.

STUDENT RESIDENCY

It is the policy of the Ripley Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, person having legal authority, or person who is a relative within the fourth degree of the child and who has assumed permanent care and custody of the child and holds legal residence within the district. Any child residing in the district who is self-supporting shall be considered a resident of the school district if the child works and attends school in the school district.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The Board of Education will consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to support the child.

The superintendent or designee may require submission of evidence of residency in order to determine whether the student is eligible to attend school in the Ripley district. Such evidence may include, but is not limited to, the following:

- Proof of payment of local personal income tax or ad valorem taxes;
- Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
- Proof of provisions of utilities;
- A valid unexpired motor vehicle operators permit or motor vehicle registration;

- Maintenance of voter registration;
- Notarized affidavit verifying residency, that the affiant is related within the fourth degree, and/or has assumed permanent care and custody of the student.

DISCIPLINE

It is imperative that students develop self-discipline to enhance their learning and reach their full academic potential. We ask that parents discuss with their children the importance of and need for good behavior and a good attitude while at school. ***Bullying***, *fighting, battery, disrespect toward others, obscene language, destruction of school property, disruption of the educational process, and conduct that interferes with the rights of others will not be tolerated*. Several disciplinary methods are available including in-school detention, Saturday School or suspension.

Hopefully, students and teachers will develop a relationship that will minimize the need for discipline outside of the classroom. However, when students push the lines of appropriate conduct too far then fair and consistent disciplinary actions will follow.

Corporal Punishment: Ripley Public Schools does not participate in corporal punishment.

SEXUAL HARASSMENT

Sexual harassment is serious and will not be tolerated in any form.

Sexual harassment includes, but is not limited to, the following: (1) Verbal or physical sexual advances, including subtle pressure for sexual activity; (2) Demeaning comments; writing graffiti (anywhere) which names or identifies a student; (3) Inappropriately hugging, touching, pinching, patting, or deliberately brushing against other students; (4) Comments regarding physical or personality characteristics of a sexual nature; and (5) Sexually-oriented kidding, teasing, and jokes.

DETENTION

During Breaks or Before/After School

Teachers may retain students in their classroom during breaks or before/after school. Parents will be notified if a student misses breaks or an excessive number of times due to a lack of completed work or inappropriate conduct.

SUSPENSION OF STUDENTS

It is the policy of the Board of Education that the principal may suspend from school a student whose conduct disrupts the academic atmosphere of the school; exercises immoral conduct, speech or language; endangers or threatens fellow students, teachers or officials; or damages the property of another at school or on a school sponsored trip. Students may be suspended up to the remainder of the current semester and the succeeding semester. A long-term suspension of this nature may result in a fact-finding hearing between the suspension committee, student, parent(s), and the Board of Education. If a student is accepted in the Alternative Education Program and recommended by the suspension committee, he/she may be placed in Alternative School rather than completing a long-term suspension; however, any student suspended from school will be provided an appropriate education including necessary educational materials. **Any student who brings a gun to school must be suspended for one year according to federal regulations**.

BEHAVIOR SPECIFIC CONSEQUENCES: Student Discipline

The following is the district guidelines for consequences due to specific behaviors. All students enrolled in the Ripley Public Schools will be expected to abide by the rules and regulations set forth by the administration,

teachers, and Board of Education. The following specific infractions and consequences are for students in PreK-12th grades (Administrator reserves the right to modify any and all discipline consequences).

USE OF ALCOHOL, MARIJUANA, OR CONTROLLED SUBSTANCE: These guidelines are in effect for during the school day as well as for students attending extracurricular school activities.
● 1st Offense: Law Enforcement notified, and a 45 Day Out of School Suspension (Instructional Days)
● 2nd Offense: Law Enforcement notified and a suspension for the remainder of the current semester + the next semester.
Students will be provided a virtual schedule. Students will not be allowed to participate in any extracurricular activities or school functions during the time of being suspended.

POSSESSION OF ALCOHOL, MARIJUANA, OR CONTROLLED SUBSTANCE: These guidelines are in effect for during the school day as well as for students attending extracurricular school activities.
● 1st Offense: Law Enforcement notified and a 45 Day Out of School Suspension (Instructional Days)
● 2nd Offense: Law Enforcement notified and a suspension for the remainder of the current semester + the next semester.
Students will be provided a virtual schedule. Students will not be allowed to participate in any extracurricular activities or school functions during the time of being suspended.

POSSESSION OR USE OF TOBACCO (SMOKING, DIPPING, CHEWING, VAPING, OR E-CIGARETTES): These guidelines are in effect for during the school day as well as for students attending extracurricular school activities.
● 1st Offense: 5 Day of Out of School Suspension
● 2nd Offense: 7 Day of Out of School Suspension
● 3rd Offense: 10 Day Out of School Suspension

ASSAULT OF STUDENTS: Willful and malicious attack of another student for the purpose of inflicting physical harm, or, the instigation thereof:
● 1st Offense: 3-5 Day Out of School Suspension
● 2nd Offense: 5-10 Day Out of School Suspension
● 3rd Offense: 15-30 Day Out of School Suspension

ASSAULT OF TEACHER, COACH, STAFF MEMBER OR ADMINISTRATOR:
● 1st Offense: Suspension for rest of current semester plus up to one (1) more semester.
● 2nd Offense: Up to one (1) year suspension.

ATTEMPT TO FALSIFY RANDOM DRUG TEST RESULTS:
● Law Enforcement will be notified and 5 Days Out of School Suspension and violation counts as a positive test result. Student consequence will follow district drug testing procedure policy.

PERSONAL ELECTRONIC DEVICES AND MISUSE:
● 1st Offense: The student's personal electronic device will be turned over to the building principal's office for any violation of personal electronic device policy. The device will remain in the building principal's office until personally retrieved by the student or parent guardian at the end of the day.
● 2nd Offense: Retrieval by parent or guardian.
● 3rd Offense: Retrieval by parent or guardian and Lunch Detention
Any violation after the 3rd offense will result in suspension for the remainder of that school day.
Any refusal of a student to allow their personal device to be confiscated by a staff member, while in violation of the district personal device policy, will result in a 2 day suspension.

NO TOLERANCE POLICY

The intent of this policy is to provide a safe learning and working environment within the Ripley Public School District. Encroachment upon a student's individual rights must be balanced with the safety of the entire school system. Rules that respect the wishes of the majority are just as important as those rules that protect the rights of the minority and individual. Therefore, the following "no tolerance" rules, including but not limited to dangerous and destructive gang activities, shall be implemented for all students while at school or representing the school. Students shall not wear, use, engage in, and/or bring to school:

1. Clothing that promotes gangs (i.e. sagging pants, gang colors, do-rags, hair nets, hats, caps, improperly worn clothing, or apparel that denotes gang membership).
2. Clothing that could conceal weapons or other dangerous items.
3. The use of gang signs or language.
4. The use of gang-style writing, including graffiti.
5. Gang paraphernalia (clothing, chains, jewelry, tattoos, etc.).
6. Body rings or jewelry that could injure the student or others if used as a weapon.
7. Drugs and/or drug paraphernalia.
8. Alcohol of any kind.
9. Tobacco or vapes of any kind.
10. Weapons of any kind.
11. Toy guns and knives.
12. Knives of any kind.
13. Guns of any kind.
14. Inappropriate or distracting body or facial piercing.
15. Engaging in the use of alcohol or drugs before attending any school activity.
16. Students who threaten others with any type of dangerous weapon at any school activity may be subject to any and all penalties available.

Any student who brings a gun (any firearm or similar explosive device) on the school grounds/campus shall be suspended for one year!

Students should leave toys, sports equipment (unless required for school sponsored programs), and entertainment items at home. The school will not be responsible for damaged, lost, or stolen items (including cell phones) and will not tolerate disruptions from such personal articles.

ALTERNATIVE EDUCATION

The Ripley Board of Education provides educational opportunities to all students. When students find themselves in trouble or when they are unable to attend school on a regular schedule there is usually a way to continue their education if the student's desire is strong enough. Administrators and teachers may recommend the Alternative Education Program and design an alternative education plan specific to the student. If you know someone who could benefit from this type of educational program please contact Alternative Education Director, Kaleb Hoffman at (918) 372-4242.

THE RIGHT PLACE TO BE

If you're at school during regular school hours, then you are in the right place! However, students in a crowded hall or unsupervised classroom, is an invitation for trouble. Therefore, assuming the weather conditions are favorable, when students arrive at school before 7:45 a.m., when they finish lunch, or when they are released from a class too early, they are expected to wait outside (in front of the building) until it is time to enter the building for breakfast or the next class period. Remember that the courtyard, cars, parking lots, gymnasiums, and other buildings are off limits during the lunch period. Students who attend a.m. career

technology, those enrolled in a zero hour class, or those who have been asked by a teacher to come into the building are the only students who should be in the building before 7:45 a.m. Due to possible liability factors and past break-ins, students are not allowed on school premises after school hours, on weekends, and during the summer break unless they have been granted permission by a school official and are supervised by a school official or designated adult sponsor.

HAZING AND HARASSMENT

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or organization that is in any degree related to the school or a school activity.

No student in this school district will be subject to hazing, harassment, or any other form of persecution by another student or employee, for any reason, including the student's initiation to school organizations. Hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks. This policy addresses unnecessary hazing and harassment and is not intended to prevent school authorities from taking necessary and appropriate disciplinary action toward a student or employee if necessary. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

SEARCH OF STUDENTS

The Ripley Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the Board of Education that the superintendent, principal, or security personnel shall have the authority to search a student or a student's property (backpacks, car, etc.) when there is reasonable suspicion for such searches.

LOCKERS AND DESKS

It is the policy of this district that school lockers and desks will be assigned to students on the first day of school or as soon as possible thereafter.

- Lockers may be locked if the student provides a lock and gives a key/combination to their respective office.
- Lockers and desks should be organized at all times and should be cleaned weekly.
- Lockers or desks should never be defaced in any manner (inside or outside).
- Any locker malfunction should be reported to the office.
- Students are cautioned not to keep money or other valuables in their lockers or desks.
- Never open or tamper with another student's locker or desk.
- Students should remain quiet while at their lockers.

Never bang or slam locker doors, close it by kicking it shut, or force it shut.

Students are not permitted to change lockers without their principal's permission.

Lockers are the property of the school district and remain under the district's control.

The school district retains the right to inspect or search student lockers, desks, and other school property for any reason, at any time without notice, without student consent, and without a search warrant. When such inspections or searches are announced, each student shall open his/her locker and remain present during the inspection or search.

TELEPHONE USAGE AT SCHOOL

In emergency situations only, students may make or receive telephone calls during school hours. However, unless an emergency clearly exists and is explained by the student or caller, classes should never be interrupted and students should never be dismissed from class to make or receive a call.

WIRELESS TELECOMMUNICATION DEVICES

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:

a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or

b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or

2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or

3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

"Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

"Personal electronic device" means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may shall be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis. Inappropriate communications such as, but not limited to, bullying, harassment, and/or sexual messages and photos using personal electronic devices is a major concern and will result in severe disciplinary action. The school is not responsible for lost, damaged, or stolen electronic devices. Students with lockers are encouraged to use a lock (see student locker policy) in order to keep personal items safe.

Cell phone and camera technology enables students to (1) inappropriately text message, (2) use photography/video capabilities inappropriately, (3) disrupt class with unnecessary calls, and (4) create chaos during emergency situations. Because these potential disruptions exist, cell phones, cameras, or similar devices will be confiscated by school officials and kept in the office if they are used at school without permission from the building principal, even if a written agreement has been approved. **Parents should respect the schools instructional integrity by calling the office to get messages to their children.**

Capturing video of any inappropriate activity, via cell phone or camera, is prohibited. Capturing video, texting, sending, or displaying inappropriate pictures or movies will result in immediate suspension. It is against school policy for students to photograph or video individuals without their consent.

Music listening devices are not to be used in the building or during class times unless authorized by the individual classroom teacher. These devices may be confiscated if they are used without permission during the school day.

OUT-OF-SCHOOL ACTIONS - STUDENT DISCIPLINE

It is the policy of this School District that any student attending Ripley schools will be subject to disciplinary action including, but not limited to, suspension from school for any conduct that, in the opinion of the school administrators, has an adverse impact upon the school. Such activity includes, but is not limited to, the following: **damaging the school property of any school district**; engaging in activity that causes physical or emotional harm to other students, teachers, or the personnel of any school district; and engaging in activity that impedes the safety or general welfare of school activities.

DEBTS TO THE SCHOOL

All debts owed to the school such as cafeteria bills, organizational dues, late fees, etc. should be reconciled in a timely manner. After three attempts to collect a debt, the District will pursue legal action to collect. Students with outstanding debts to the school will not be considered in good standing in student activities or organizations.

LIBRARY MEDIA CENTERS

All materials purchased for the Library Media Centers are reviewed and meet the requirements of the Ripley School Selection Policy.

High School: Books and other materials may be kept for two weeks, and may be renewed once for the same period. .

Elementary: The checkout policy is as follows: PK-1st grade students may have one book at a time and 2nd-6th grade students may have two books at a time. When a borrowed book is returned the student may checkout an additional book at that time.

If library books and materials are damaged beyond reasonable wear, or not returned, the cost of replacement will be charged to the borrower. Each borrower is responsible for all materials charged on his/her account. House Bill 1177 makes the theft of library materials a misdemeanor.

CLASS SCHEDULES AND CHANGES

After students receive their class schedules and begin attending classes they have two (2) days at the beginning of each semester to make changes in their schedule providing classes are available. If a student wants to change a class he/she must get a *Class Schedule Change Form* **from the principal and return it to the principal after the appropriate signatures are obtained from each teacher involved in the class change and parent or guardian.**

GRADUATION REQUIREMENTS

To meet graduation requirements, local school district options may include, but shall not be limited to, courses taken by concurrent enrollment, advanced placement (AP), correspondence, or courses bearing different titles.

Local school district requirements may exceed state graduation requirements.

Align with 1 of 3 state requirements for students to be able to graduate.

Credit may be granted for applied Biology/Chemistry, Physics, Principles of Technology, contextual Mathematics and Computer Science whether taught at the comprehensive high school or a Career and Technology Education Center.

A Carnegie Unit of Credit is given for the successful completion of a course that meets 40 minutes a day, five days per week, for at least 36 weeks, or the equivalent of 120 clock hours within the school year.

Sets of Competencies are the skills and competencies specified in the *Oklahoma Academic Standards (OAS)*, or other skills and competencies adopted by the State Board of Education.

Rigor means a level of difficulty that is appropriate for the grade level and that meets state and national standards.

Contextual Methodology means academic content and skills taught by utilizing real- world problems and projects in such a way that helps students understand the application of knowledge.

Students may be eligible for the *Oklahoma's Promise* (see your counselor for details and read the information listed below).

COMMENCEMENT AND GRADUATION GUIDELINES

Graduates participating in commencement ceremonies shall be respectful of the importance of the activity to family, friends, and the school. Graduates must be dressed appropriately throughout (before, during, and after) the ceremony and conduct themselves in a respectful manner. Inappropriate clothing includes, but is not limited to, flip-flops, shirts without collars, shorts, short-shorts, etc. (look great, act great!). It is recommended that male graduates wear a collared shirt, slacks, and dress shoes or dress boots. It is recommended that female graduates wear a dress or dress slacks, blouse, and dress shoes. Graduates should be in attendance for practice and any other scheduled class event in regard to the graduation ceremony.

OKLAHOMA'S PROMISE SCHOLARSHIP

Students MUST take the following coursework to meet OK's Promise requirements.

4	English	Grammar, Composition, and Literature
3	Lab Science	Physical, Biology, Chemistry, Physics, or any certified lab science; *(General science with or without a lab can NOT be used to meet this requirement.)*
3	Mathematics	Algebra I, Geometry, Algebra II, Algebra III, Trigonometry, Math Analysis, or Calculus
3	History and Citizenship Skills	Including 1 unit of American History and 2 from History, Economics, Geography, or Government
2	Foreign Language, Non-English Language, **or** Computer Technology	(two years of the same language) (two years of the same language) (Courses in programming, hardware, and business computer applications such as word processing, databases, spreadsheets, and graphics. *(Keyboarding or typing classes do NOT qualify.)*
15	**TOTAL UNITS**	

Remember, YOU (the student), are responsible for completing all of the requirements for the Oklahoma's Promise Scholarship Program.

For more information, call the Oklahoma State Regents for Higher Education's information hotline at 800-858-1840, e-mail okpromise@osrhe.edu or write Oklahoma's Promise Scholarship Program, Oklahoma State regents for Higher Education, State Capitol Complex, 500 Educational Building, Oklahoma City, OK 73105.

NATIONAL HONOR SOCIETY

Students are chosen for the Ripley Academic Society if they maintain:
A cumulative GPA of 3.5 for the previous Spring and current Fall semester
Character (in and out of school)
Leadership (in the classroom and in other school activities)
Service (to the school and the community)
(Membership: Sophomore, Junior, and Senior students)

SCHOLASTIC HONORS

Any student who makes straight A's for the semester will be listed on the Superintendents' Honor Roll. A student, whose grades are no lower than a B, will be listed on the Principals' Honor Roll.

VALEDICTORIAN AND SALUTATORIAN

Any student(s) completing the courses required for graduation, with a GPA of 4.0 or higher will be the Valedictorian(s). The student completing the courses required for college entrance, with the highest GPA below 4.0 will be the Salutatorian. In January, semester grades earned from the previous seven semesters, in grades 9-12, will be used to calculate the final grade point average (GPA). At the principal's discretion, grades earned from courses completed in the 7th and 8th grades may be used to calculate the final GPA, if the course(s) are required for college entrance (see page 29), needed for graduation purposes, and/or were not duplicated in later years (i.e., 10th grade Government would satisfy the citizenship requirement, thus eliminating the need to use a grade from 7th grade Geography to calculate the GPA). Attendance requirements must be met in all eight

semesters (grades 9-12) to qualify for Valedictorian or Salutatorian awards at graduation. The grade point average will be calculated on the following scale:

Four Point Classes			Five Point Classes		
A	=	4.0 points	A	=	5.0 points
B	=	3.0 points	B	=	4.0 points
C	=	2.0 points	C	=	3.0 points
D	=	1.0 points	D	=	2.0 points
F	=	0.0 points	F	=	0.0 points

NOTE: Five-point classes come and go and will not always be available due to enrollment, curriculum, and/or teacher changes. The principal will determine which courses, if any, will count as five-point classes. Visit with your principal if you have questions about five-point courses. **Also, students whose classroom modifications reduce the amount of completed work in class will not be eligible for valedictorian or salutatorian honors.**

REPORT CARDS AND PROGRESS REPORTS

Report cards will be issued at the end of each semester period to students. Academic progress reports are sent to parents during the fifth week of each quarter or more frequently if the teacher feels a parent should be notified for any reason.

Grades appearing on report cards and permanent records are calculated based on the following scale:

90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Average
60-69%	D	Below Average
Below 60%	F	Failure
	I	Incomplete

An incomplete (I) is given only in those cases where an illness or emergency has prevented the student from completing his/her assignments or tests. Arrangements must be made with each teacher and the principal in either case. An incomplete on the report card becomes an "F" four weeks from the date it is issued unless all work is completed. Make-up work is the complete responsibility of the student.

FIRE DRILL PROCEDURES

Students and teachers will hear a continuous bell or horn and/or be notified by the administration over the intercom during a fire drill or during an actual fire emergency. Fire drills will be conducted once during the first two weeks of each semester.

Procedures:
Students should remain calm and pay strict attention to their teacher.
Students should leave the building through the nearest exit away from the fire.
If fire is blocking the assigned exit, use the next nearest exit away from the fire.
Students should remain in their assigned areas until an "all-clear" signal is given or the teacher gives instructions to return to class.
Teachers should have their students go single file to the designated exit, get their roll book, and follow the last student out of the room, shutting the door as they leave.
Teachers should check their roll of students as soon as they have reached a safe distance from the building and are in their assigned location.
Teachers should report any missing student immediately.

INTRUDER ALERT DRILLS

Drills will be conducted each semester.

TORNADO WARNING PROCEDURES

During tornado season, we should always have an orderly procedure to follow in case shelter is needed during school hours. Tornado drills will be practiced each semester.

Procedures:

When an alarm is given it will be a continual series of short rings of the bell. The administration will also inform teachers and students over the intercom to take protective shelter immediately. Students should proceed in a quiet orderly manner to the safe room following the procedure for each grade level. Teachers should bring their roll or grade book. Students should remain in the safe room until the all-clear signal is given over the intercom. Further instructions will be given over the intercom when it is safe to return to class.

DRIVING TO CAREER-TECH CLASSES

It is the policy of the Ripley Board of Education that all students attending Central Technology Center shall ride to and from its campus on the bus that is provided for that purpose. However, occasional circumstances arise when it makes more sense for a student to drive his or her own vehicle. Students and parents need to understand that driving privileges will be strictly limited to unusual circumstances and the rules regarding such will be strictly enforced. **Each time, before driving or riding to Central Tech, students must pick up the permission form from the principal's office, get the appropriate signatures from their parents and teachers, agree to the rules, and return it to the office where it will remain on file during the current school year.** Please don't misunderstand this policy – career tech students will ride the career tech bus to and from the campus. Any deviation from this policy applies to unusual circumstances and there must be a signed permission slip and approval through the high school office. The Board of Education has given Ripley administrators the flexibility to approve such requests to drive when unusual circumstances arise so please do not abuse the privilege.

GENERAL RULES

When writing a student-parent handbook, not every rule can be included. Therefore, other general rules will exist within classrooms, organizations, programs, and the Ripley Public School System. Rules of this nature will always be discussed and explained to students. Policies, approved by the Ripley Board of Education, and policies used as reference, provided by the Oklahoma State School Boards Association, will be used to more specifically explain or define questions that arise from general rules or the rules found in this handbook. Administrators shall be responsible for the interpretation of the rules found in this handbook and also reserve the right to add additional rules or change existing rules as the need arises.

NOTICE TO PARENTS

As a parent of a student at Ripley Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires the district to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each child's classroom teachers:

- Whether the Oklahoma State Department of Education has licensed or qualified the teacher for the grades and subjects s/he teaches.
- Whether the Oklahoma State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether teacher assistants or similar paraprofessionals provide services to your child and, if they do, his/her qualifications.

If you would like to look at any information concerning teacher qualifications please contact Kaleb Hoffman, Superintendent, at 918-372-4242.

Parent Civility Clause and Expectations

It is the desire of Ripley Public Schools to have outstanding, positive relationships with parents of our students within our district. In order to be able to work together it is important that parents and staff members have respectful interaction with each other. In an effort to ensure positive interactions it is the expectation of the Ripley Board of Education that parents conduct themselves in an appropriate and respectful manner while attending school sponsored activities. It is also the expectation of the Ripley Board of Education that parents will not use degrading or inappropriate language directed at any staff member. The result of these types of actions could result in removal from or a ban from school activities or school facilities. These guidelines and expectations also include any interaction that a parent may have with a teacher, coach, bus driver or any other staff member during and after school hours. Threatening behavior towards staff members could result in legal action and charges filed.

INTERNET USAGE POLICY and INTERNET USER CERTIFICATION FORM

We are very pleased to provide access at Ripley Public Schools and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in our school district by facilitating resource sharing, innovation and communication.

Internet usage requires efficient, ethical and legal utilization of the network resources. Therefore, if a District user violates any of these provisions, his/her access will be terminated and future access may (will likely) be denied. The signature(s) at the end of the Internet User Certification (IUC) form is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. Once signed, the IUC form will remain in force and on file in the district until the user leaves the district or unless usage privileges are revoked.

A complete policy including all terms and conditions of Internet access, Internet safety regulations, definitions, and information on blocking access to inappropriate material, prohibiting inappropriate network usage, and education, supervision, and monitoring student usage can be obtained at the elementary or high school offices. Students must read the Internet access policy and have on file, at school, a completed Internet User Certification form that includes a statement of understanding signed and dated by the student, parent and sponsor(s). **Outside computers or the connection of non-school computers to the schools network is prohibited without express permission of the Ripley Administration.**

Before School and Lunch Rules for H.S. Students

1. **Students are allowed only in the East-West Hallway; the south end of the North-South Hallway (up to the fire doors); the cafeteria; or outside.**
2. **Students may not be in any un-supervised classroom.**
3. **Students may not be in the north hallway un-supervised.**
4. **Students may be allowed to go to their lockers if necessary.**
5. **No one is allowed in the gym facilities unless supervised by a teacher.**
6. **Socializing and playing in the safe room area is prohibited.**
7. **No tackle football (violations will result in suspension of the game for an unlimited time.**
8. **No rough basketball play (see rule 8 for penalties).**

9. **Clean up your trash if you eat outside or in the hallway. (You will be asked to pick up your area if it is left in a mess).**
10. **No food or drink will be allowed in the classrooms. (Exceptions may include Fun-Food Friday, FACS cooking projects, parties, and organizational events).**

CLUBS AND ORGANIZATIONS

FFA
ADVISOR: Shannon Knuffman
MISSION: The FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

FCCLA
ADVISOR: Kerri Whitten
MISSION: To promote personal growth and leadership development through Family and consumer Sciences and Consumer Sciences education. Focusing on the multiple roles of family, wage earner and community leader, members develop skills for life through character development; creative and critical thinking; interpersonal communications; practical knowledge; and career preparation.

NHS
SPONSOR: Lisa Danker
PURPOSE: To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

STUDENT COUNCIL
SPONSOR: Joe Allen Peck
VISION STATEMENT: Promotes and provides leadership development opportunities to prepare and empower student leaders to serve their schools and communities.

SCIENCE CLUB
SPONSORS: Wendy Wolfe
MISSION: To foster in its young scholars lifelong growth toward reaching individual potentialities and toward finding places of work and service in a global society through the examination and exchange of ideas in a community of learners.

DRUG TESTING POLICY The Ripley Board of Education passed a student drug testing policy. Testing will include all students who are participating in extra-curricular activities such as Athletics, Band, Cheerleading, FFA, ESports and FCCLA. The initial (one-time) student fee is $25.00 per student. Both the student and his/her parent(s) and/or legal guardian(s) must read, understand, and sign the drug testing forms before a student can participate in the above mentioned activities. Students 7th-12th Grade are subject to urine testing, hair follicle testing or any other measure to detect illegal substances. Testing and analysis will be performed by an independent laboratory. Students and/or parents can pick up a copy of the policy and signature forms in the H.S. Office.