



# ***STUDENT HANDBOOK 2025-2026***

\*\* Any information in the Reopening Plan that is different from than the Handbook supersedes the information in the Handbook.

(Revised 7-1-25)

Okeene JR/SR High School  
Student Handbook  
2025-2026

**CANCELLATION OF  
SCHOOL**

During severe and inclement weather, the announcement for school cancellations will be made on television stations KFOR (Channel 4), KOCO (Channel 5), KWTW (Channel 9). A call will also be made to everyone enrolled in One-Call-Now.

**TOLL FREE TELEPHONE NUMBER  
AMES, HITCHCOCK, LOYAL, & CANTON**

**1-888-443-4846**

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# **OKEENE PUBLIC SCHOOL CIVIL RIGHTS POLICY NOTIFICATION**

Okeene Public School does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Okeene Public School also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Shane Feely, High School Principal;  
Okeene Public School  
P. O. Box 409  
Okeene, OK 73763  
Phone # (580) 822-3219  
Monday-Friday-----7:45 AM to 4:00 PM.

This notice is available from the compliance coordinator in additional alternative formats upon request.

## **FOREWORD**

This handbook has been prepared to serve for your use and guidance. You are to keep it in your possession during the school term and the school day and refer to it when necessary. There are some additions and changes, which you will want to read very carefully. The essence of a smooth-running school is for each student to know the policies of the school and to do his or her part in carrying them out.

The primary purpose of this handbook is to serve as a guide for students of the Okeene School and to present to you the opportunities that the school has to offer. We feel that the Okeene School is one of the best and that you will want to share its achievements and experiences.

This book gives definite information of which each student should be familiar with and will serve as a ready reference to regulations and policies.

Parents may use this book to become familiar with and understand the operation of the school. It will help them to clarify what the school presents to the student.

# **THE WHIPPET WAY**

## **OKEENE PUBLIC SCHOOLS**

**MISSION STATEMENT:** Okeene Public Schools believe that education is the foundation of our democratic society and should be designed to fit the needs of every student in the community he/she represents, now and in the future. Therefore, our educational program should reflect the wishes of stakeholders, and the needs of the community and nation for the best education of our future citizens. These educational programs should allow our students the best opportunity to succeed at the highest level in whatever career path they choose to follow upon graduation from Okeene High School.

**THEME:** Together Everyone Achieves More.

**VISION:** Provide quality and creative instruction to develop a foundation of great work ethic and sound moral ethics, inspire innovative thinking, and to inspire lifelong learning.

### **IN OUR DISTRICT WE VALUE:**

**RESPECT:** We will treat each student and each other with the highest level of respect at all times. We will all treat others as we would expect others to treat us.

**CHARACTER:** Our actions will always speak louder than our words. We will strive to be men and women of integrity and great moral values throughout the highs and lows that life has to offer. We will hold steadfast to the values, morals, and ethics which through the test of time has made and will continue to make our school great.

**COMMITMENT:** We will remain loyal and committed to our students, employees, community, and to each other. We will make the sacrifices necessary to ensure our learners succeed.

**COMMUNICATION:** We will work diligently to instill and continue open communication between our staff, students, parents, and community. Communication is and has to remain a two-way street between all parties.

**TRUST:** We are all accountable to our learners and to each other. We must all work hard to earn and keep respect in all areas of life. We must understand that our success in building trust only furthers our abilities to fulfill our mission.

### **HOW WILL WE SUCCEED:**

**INVEST IN OUR STAFF:** It is the responsibility of this leadership to provide opportunities through professional development, peer guidance, or the use of other resources at our disposal to ensure our staff is skilled and proficient in their field of expertise. This commitment will be ongoing in order to ensure we are maximizing the learning potential of our learners and continually meeting the expectations within our district.

**MAINTAINING AN ACADEMIC FOCUS:** We will create opportunities for EVERY LEARNER to grow and reach their full potential.

We will create curricular paths of learning that develop literacy, numeracy, and provide opportunities in other curricular subjects.

Extra-curricular, co-curricular, and education travel will play a role in broadcasting learning opportunities throughout our district.

Learners will be given a “VOICE” and “CHOICE” in their learning as WE assist them in their personal growth.

**CHARACTER DEVELOPMENT:** We will work to develop a “CRUCIBLE” of character and leadership to help students develop core values and establish a high value of personal responsibility.

As a staff, we will look for every way that we can put our students in situations of leadership and to create an environment of high expectations.

Our goal is that our students take “*OWNERSHIP*” in the choices they make, their health, and their well-being.

We will strive to graduate students who will be model citizens, husbands/mothers, parents, and leaders in our society.

**CAREER PATHWAYS: Find Their Passion**

We will find ways to provide our students the opportunity to explore possible careers with real life experiences.

We will create relationships with business and industries that allow exposure to the working world and possible career options.

Career explorations will be a part of every grade level from PK-12.

We will work hard to assist our students in choosing a pathway that is fulfilling to them and creates a passion for learning and helping others.

**ACADEMIC ENRICHMENT PROGRAM - 5 Pt. “A”**

The Academic Enrichment Program provides a medium through which the student who is highly motivated is encouraged to explore selected subjects in greater depth than is required by the regular classroom.

Students at Okeene High School who take college level classes while attending High School shall be rewarded based on the following scale.

Weighted GPA will be used starting with the OHS Class of 2026 to determine Valedictorian and Salutatorian honors but not for Honor Roll.

**Normal Grade Point System  
For Regular Courses.**

**A = 4**  
**B = 3**  
**C = 2**  
**D = 1**  
**F = 0**

**Weighted Grade Point System  
For Advanced Placement and  
College Level Courses.**

**A = 5**  
**B = 4**  
**C = 3**  
**D = 1**  
**F = 0**

The classes that will use the weighted grade point system are:

1. AP courses in which the student takes the AP exam at the end of the course.
  2. Classes in which the student is concurrently enrolled and will receive college credit for the course upon completion
- 

The student's transcript will reflect all courses in which additional grade points were earned in the Academic Enrichment Program. Notation of the Academic Enrichment Program and additional G.P.A. credit will be forwarded to colleges or universities requesting transcripts on the student.

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**ACCIDENTS OR SICKNESS**

When students suffer physical damage or become ill, every effort to contact their parents will be made by the school. In the event that parents cannot be located, the school officials will use their best judgment on determining the need for professional care. The school or any teacher will assume no obligation for any medical bills.

## ACTIVITY PROGRAMS

Students must be in attendance the full day in order to be eligible to participate in that night's activities. An exception may be approved by the principal.

Students must meet the eligibility requirements as set forth by the Oklahoma Secondary School Activities Association to represent the school in any activity.

A student who represents the school in any activity must meet the dress code and hairstyle as established by the administration and the activity sponsor.

A player whose conduct at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school, may be suspended from any activity.

## ACTIVITY AND ATTENDANCE REGULATIONS

### (10 Day Rule)

Students attending Okeene Public Schools are allowed to be absent from any one class period a maximum of ten times during the school year. The local School Board of education shall each year approve an Internal Activities Review Committee. The Internal Activities Review Committee shall consist of at least five (5) people. This committee is responsible for recommending any activities that will not be counted against the Ten (10) Day Rule. Furthermore, this committee will meet yearly to review and recommend any deviation of the activities attendance policy to the local board of education.

The following activities will **not** count against the ten-day limitation:

- Band/Vocal: State Vocal and Instrumental Contests  
Honor Band or Choir that require an audition  
State and National FFA Chorus and Band  
An event performance in which the student was selected by auditioning.  
(e.g. Star-Spangled Banner at an OSSAA event)
- FCCLA: Officer Training  
STAR event winner  
Voting Delegates at State Convention and National Convention
- FFA: State or National Convention (the student must be accepting an award)  
Qualified show or events above the county level including but not limited to NW District Show, Tulsa State Fair, State Fair of Oklahoma and the Oklahoma Youth Expo  
COLT Conference  
State Wheat Show  
Speech, Parliamentary Procedure and Greenhand Quiz Contests
- Speech: Regional and State Speech and 1-Act Contests  
NFL Districts and Nationals
- OSSAA: OSSAA sponsored play-offs that required earned qualification to participate.  
(above the level that all teams are allowed to participate)
- Other: State Science Fair  
Class meetings  
College Career Days

\*Some of the events and items listed above fall under several organizations. While they are listed by only one organization that does not limit them from counting as exempt from the ten day rule in others.

The local board of education shall have final authority in deciding if a student's deviation from the ten day (class period) rule shall be approved. Any deviation from the ten day (class period) absence rule shall not exceed five days (class periods). Any absence exceeding the ten day (class period) rule, and not approved as a deviation by the local board of education, will result in the student being counted as not in attendance for that day (class period).

## **ALARM--FIRE AND TORNADO**

Fire alarm drills will be scheduled on regular intervals. In general you should remember to walk quickly to the nearest door and not stop within 100 feet of any building. The fire alarm will be a series of short, sharp blasts of the class bells in the high school. Elementary students will listen for the fire gong.

The tornado alert will be one long ring of the school bell. Students will go to the gym in groups as follows: 1st, 2nd, and 3rd grade students -- to the southeast locker room; 4th, 5th and 6th grade students -- to the southwest locker room; 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade -- to the northwest locker room, and all 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> students -- to the northeast locker room.

## **ALCOHOL -- DRUGS**

Students may not use, possess, transport, sell, or be under the influence of narcotics, illegal drugs, controlled substances, alcohol, tobacco or vaping products, "look-alike" drugs, or steroids, nor possess any drug paraphernalia in any form during the school day, on the school premise, or at any school function (home or away). Violations of this will not be tolerated. The principal for class demonstrations may approve exceptions. Okeene Schools are designated as drug free schools.

## **ALCOHOL POLICY**

### **REPORTING STUDENTS UNDER THE INFLUENCE OR POSSESSING ALCOHOLIC BEVERAGES, LOW POINT BEER, OR CONTROLLED DANGEROUS SUBSTANCES**

It shall be the policy of the Okeene Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of -- or said student has in his or her possession:

1. low point beer;
2. alcoholic beverages; or
3. a controlled dangerous substance;

as the above are now defined by state law, shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter. Reference: O.S. Title 70, Section 133.

Authority is given to school administrators to conduct a search of any pupil or property in the possession of a pupil including a car on any school premises, while in transit under the authority of the school, or while attending any function sponsored by the

school when reasonable suspicion exists to suspect the possession of the following:

1. dangerous weapons;
2. controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substance Act;
3. intoxicating beverages;
4. low-point beer, as defined by Section 163.2 of Title 37 of Oklahoma Statutes;
5. missing or stolen property if said property is reasonably suspected to have been taken from another pupil, a school employee, or the school during school activities.

Any pupil found to be in possession of a dangerous weapon, or a controlled dangerous substance, intoxicating beverages, wireless telecommunication devices, or missing or stolen property may be suspended in accordance with appropriate school regulations.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. Authorization is given for school lockers, desks, and other areas of school facilities to be opened and examined by appropriate school officials at any time and no reason shall be necessary for such search.

## **AP COURSES**

Okeene High School will offer up to four AP Courses. The following AP courses will count for Okeene High School graduation credit: **(REV: 5-31-24)**

<b>AP Course</b>	<b>Okeene High School Graduation Credit</b>
AP English & Language	English III or English IV
AP US History	US History 1877-Present
AP Biology	Biology
AP Computer Science	CBA I or CBA II

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan, which is located at the superintendent's office and at each campus. Please schedule an appointment with the superintendent or designated person.

The Okeene Public Schools annually notifies all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated posting a notice, or using handout bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our coordinator will notify the appropriate people as prescribed by law.

### **ASTHMA, ALLERGIES, DIABETES, OR OTHER HEALTH IMPAIRMENT**

1. The parent, guardian, or person having legal custody of any student with asthma, allergies, diabetes, or other health impairments must bring medical documentation signed by the child's doctor recording diagnosis, medications, and any precautions that must be adhered to while at school.
2. The parent, guardian, or person having legal custody of the child is responsible for informing designated school officials of any change in the student's health or change in medication.
3. The school district is to inform the parent/guardian that the school and its employees shall incur no liability as a result of any injury arising from the self-medication of medications by the student
4. The parent/guardian shall sign a statement acknowledging the school district shall incur no liability as the result of injuries arising from the self-medication of the medication.
5. The documents need to be updated each year upon enrollment and/or when any changes occur.

## **ATHLETICS**

### **A. Eligibility**

Every student who represents Okeene High School in an athletic event must meet the minimum requirements of the Oklahoma Secondary Schools Activities Association (OSSAA). Eligibility will be checked each Monday and students who are failing may not become eligible until the following Monday. Students who are ineligible need to be afforded the opportunity to become eligible each week. Each teacher will therefore record a minimum of one (2) grade each week.

All junior and senior high students must have a physical examination, a medical release form, and medical insurance to play interscholastic sports. Those participating in senior high athletics will be required to participate in a drug urine screening. For further information concerning this testing, contact the head coach or sponsor of each sport. There will be no charge for the physical examinations or drug screenings if the physicals are taken with the groups, but students who take the physical individually are responsible for paying for the physical on their own. The cost of the drug screening will be taken care of by other sources.

### **B. Letters**

Athletic letters will be awarded to the student athlete who meets the attendance and playing conditions set by the coach.

### **C. Sportsmanship**

Our school and community are judged by your action on the field, court, or in the stands. Booing or other unsportsmanlike behavior is not part of the Okeene High School tradition. Play hard to win, but learn defeat gracefully.

### **D. Transportation**

The school will provide transportation to all athletic contests for its athletes. If you ride the bus to a contest, you must return the same way or have a parent excuse you personally.

E. Athletic Credits

For participation in a sport, students will receive 1/2 non-solid credit per semester. For participation in sports for the entire year, students will receive 1 non-solid credit per school year. Students must complete at least 1 sport or he/she will receive an I(incomplete) in athletics for that semester (REV: 08/04/2020).

F. Student Costs

Students will be required to furnish some of their own athletic expenses, such as shoes, socks, insurance, etc. Students may not place a key-type lock on their athletic lockers, but may be issued a combination lock from the school.

G. Letter Jacket Policy

The school will help purchase a letter jacket for an athlete after the following conditions are met:

1. the athlete satisfies the requirements established by the coach to earn a letter in each particular sport;
2. **the athlete pays the full amount for his/her letter jacket (Rev: 08/04/2020).**

H. Athletic Event - Admission

Gate admission to athletic events will be:

Sr. High Football	\$5.00/Adult, \$5.00/Student.
Jr. High Football	\$5.00/Adult, \$5.00/Student.
Sr. High Basketball	\$5.00/Adult, \$5.00/Student.
Jr. High Basketball	\$5.00/Adult, \$5.00/Student.

Season tickets will be sold at the High School. Season tickets cover high school and junior high school home games, except tournaments and play-offs. The prices are as follows:

Football season tickets:	\$40/Adult;	\$25/Student.
Basketball season tickets:	\$50/Adult;	\$35/Student.
Super Sports season tickets:	\$75/Adult;	\$50/Student.
Family Super Sports season tickets:	\$150 (members living at home)	

Super sport season tickets are good for all home athletic events except tournaments and play-offs.

## **ATHLETIC EVENT – STUDENT ATTENDANCE**

All students are welcome and encouraged to attend the athletic events to support the Okeene teams. Good sportsmanship and proper decorum are the expectations set forth by the Okeene school system. Any deviation from this appropriate behavior will result in the student being asked to leave the game and possibly not to attend future games.

After being admitted to the game, the student should find a seat and give positive support to the Okeene teams. If a student leaves the game, then he/she is to leave the campus and not return for the rest of the game. Students will not be in the hallways or in the school without proper permission from an administrator or teacher. If special situations arise, and it is necessary for a student to leave and return, special permission may be granted through the principal or the student may leave and return in the custody of their parents.

A section will be reserved at the west end of the gym in the bottom bleachers for the

7-12 student body.

## **ATTENDANCE AND GRADES**

Any student not in attendance 90% of the time per class per semester will not be given credit (This means having more than 9 absences per semester). The student or parent/guardian of the student may appeal those absences caused by extenuating circumstances. (Illness or Injury----under a physician's care (the physician must state that the student is not able to attend school due to an illness or accident, not just state that the student was seen in the office for an appointment), death in the immediate family, etc.) All appeals must be completed two weeks prior to the end of each semester. The student must turn the doctors' statement into the high school office within 5 days of returning to school for the absence to be considered. Three times tardy in any class will count as an absence. If a student misses more than 20 minutes of class time, the student will be counted absent for that class period.

This attendance policy is in agreement with the OSSAA concerning eligibility requirements, which states "A student who has not attended classes ninety percent of the time for the semester becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family etc."

Any student leaving school during the school day must check out through the principal's office and must check back in through the principal's office.

## **ATTENDANCE AND MAKE-UP WORK**

Students receive maximum benefits from school only through preparation and participation each day in all classes. Daily attendance, therefore, is expected of all students unless illness or family emergencies prevent it; and, in such cases it is the responsibility of the parents to notify the school by telephone or in person before 10:00 a.m. Absences for participation in school business or school activities do not count against the student's attendance. However, if a student is absent for a school activity they are required to gather their assigned work for the period of time they will be absent prior to the activity. The work missed during a school activity is due upon the students return to class. All other absences will count as an absence, but each student will have the opportunity to make up all work missed. Each teacher will allow the number of days absent to make up work missed. If an assignment or test is planned while a student is present it is the responsibility of the student to have that work ready or take that test on the first day returned to class.

As of July 1, 1996, any student who misses 10 consecutive days without notification to the school by the parent/guardian, will be taken off the school attendance roll. The school must send a statement of this fact to the Oklahoma Department of Public Safety, which will result in the loss of the student driver's license. Any student who misses fifteen (15) days or parts of days per semester is also subject to this policy.

## **AUTOMOBILES AND CYCLES**

**NOTE: In case of high winds, blowing gravel may cause damage to your vehicle.** When automobiles and cycles are driven to school they must be parked west of the gym, north of the gym, or north across the street from the gym. The parking area south of the high school is designated for faculty, visitors and bus activities. Autos and cycles are not to be gotten into or moved during the school day except by special permission from the principal. After a student arrives on school campus and leaves the automobile or cycle, he/she may not go back to the vehicle unless approved by the principal.

Safety first should be practiced at all times by drivers while arriving and leaving school. Cars must be parked with the vehicle facing the curb. Students are not to sit in automobiles at noon or any other time during the school day. Any unsafe or reckless driving -- seen or reported -- while coming or leaving school will result in the student losing the privilege of driving his or her vehicle to school. Permission to get something from your car during school hours can only be granted by the principal. Only students with special dietary or medical needs will be allowed to drive their vehicles home at noon.

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises, in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

## **BAND & VOCAL MUSIC**

### **A. Eligibility**

Every student who represents Okeene High School in a music event must meet the minimum requirements of the Oklahoma Secondary Schools Activity Association.

### **B. Fees**

A fee of \$10.00 will be assessed from each student receiving a uniform. This fee is non-returnable and will be used to dry clean the uniforms at the end of each year.

### **C. Transportation**

The school will provide transportation to and from all music activities. A student may be permitted to use other transportation; however, the driver of the car must be the student's parent or a responsible adult. If you ride the bus to any activity you must return the same way or have a parent excuse you personally.

### **D. Music Credit**

A student will be given 1 solid credit per school year.

### **E. Letters**

A school award letter will be presented to each high school student who participates in band the full school year.

## **BUS RULES - GENERAL**

A bus driver has the same authority as a teacher or parent. Students will be expected to maintain good conduct while riding the buses. The bus driver will stop at each bus stop every morning. If no one is there, he will sound the horn; if no recognition is shown, he will drive on. It is only common courtesy to notify the driver before he leaves home if you do not wish to ride.

No food or drink will be allowed on the bus.

When waiting for buses to load in the afternoon at school, students must remain on the sidewalk away from the curb until the bus comes to a complete stop.

The loading zone for Jr./Sr. High students is on the south side of the high school in front of the auditorium.

There will be no radios or musical devices without headphones allowed on buses. On any school sponsored trips the student must return on the bus they are riding. Only through parental permission with the sponsor can the student do otherwise.

Profanity, hitting, shoving, throwing objects, or unruly behavior is not allowed. All school rules apply while on the bus. No one is to stand or move from seat to seat while the bus

is in motion.

## **BUS RULES – ACTIVITY BUS**

The Okeene Activity Bus is to be given special care by both students and sponsors.

### **Activity Bus Rules**

1. Food and drink will be allowed, at the discretion of the activity bus driver.
2. Students are to remain in their seats during travel.
3. No radios, tape players, or musical devices without earphones or individual listening attachments are allowed.
4. Misconduct such, as throwing of any objects or playful contact with other students will not be permitted.
5. Students are not to place their feet on the back of seats.
6. Metal cleats are not to be worn on the bus.

## **CAFETERIA DRINKS**

It is the policy of the Okeene Board of Education **and the USDA** to prohibit the sale or the consumption of soda water/carbonated beverages (pop) and sports drinks (**such as Powerade or Gatorade**) in the Okeene School cafeteria during lunch **or breakfast**. **This includes students bringing lunches or breakfast**. This does not pertain to after school or evening events.

## **CELL PHONE/PERSONAL WIRELESS DEVICE POLICY**

SB 139 requires school boards to adopt policies to implement a “bell-to-bell” ban on the use of cell phones or personal electronic devices by students while on school grounds in SY 2025-26.

- “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. No student personal electronic devices will be allowed into the school building.
- Cell phones may only be stored in student vehicles or cell cubbies. Students are not allowed to carry their phone on their person from “bell to bell.”
- “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.
  - Exceptions will be made for the following
    - Emergencies during the school day per approval by the principal
    - Monitoring of student health issues.

**1st offense:** The phone will be confiscated and turned into the office. Students will have one day of In School Suspension. The student may pick up the phone at the end of the day. Parents will be notified.

**2nd offense:** The phone will be confiscated and turned into the office. Students will have one day of Out of School Suspension. Parents will be notified. Parents may pick up the phone at the end of the day.

**3rd Offense:** The phone will be confiscated and turned into the office. Students will have one week of Out of School Suspension. Parents will be notified. Parents may pick

## **CHEATING**

When cheating occurs in the classroom, the teacher will collect the papers and take action as stated in the class syllabus. The parents will be notified immediately and be informed that a second offense will bring more drastic action from the school. The teachers of Okeene High School will make a concerted effort to observe and deter this type of activity. It is in the best interest of all students that homework assignments and tests be done independently.

## **CHEERLEADERS**

In the spring preceding a new school year, football and basketball cheerleaders will be selected. A sponsor will be appointed by the administration and all cheerleader activities must be under their supervision.

## **CHILD NUTRITION REFUND OF MONEY**

At the end of each school year Okeene School Child Nutrition Program will refund any money over \$5.00 upon request. The request must be made by June 30<sup>th</sup> of that year. If a request is not made, the money will be put into their account for the next school year or if the student is graduating, into a sibling's account.

If a student checks out to leave the school district without requesting a refund, any money over \$5.00 will be used as a donation to the Child Nutrition Program. If the amount is more than that, the money will be forwarded to the known address of the student. If the envelope is returned unopened, the money will be treated as a donation to the Child Nutrition Program.

## **CLASS PARTIES AND BANQUETS**

Dances are allowed at Okeene Junior/Senior High with special permission granted by the High School Principal. Various organizations will have a banquet from time to time.

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

The College-Level Examination Program offers the opportunity to obtain college credit at some colleges by examination. Information and applications are available in the counseling office. CLEP scores will count the same as a concurrent score on the student transcript. A passing CLEP score will be transcribed as an A on the final high school transcript. (Rev: 5-31-24)

## **COLLEGE AND VOCATIONAL SCHOOL VISITS**

Students who are preparing to continue in higher education (College or Career Tech) will be allowed to visit the site of potential further study. A Junior student or an eleventh (11<sup>th</sup>) grader will be allowed one (1) College or Career Tech visit, herein referenced as a "CCT" visit beginning with the second semester. A Senior student or a twelfth (12<sup>th</sup>) grader will be allowed three (3) CCT visits during their last year of high school.

All CCT visits must be scheduled through the counseling department. All CCT students must be accompanied by a parent or legal guardian. All visits will include an appointment with an academic advisor from the prospective College or Career Tech. All students will be required to have a signature of the CCT advisor placed on the form as documentation of the visit. Form A will be issued at the time of scheduling with the high

school counselor.

## **COMPUTER - INTERNET USE POLICY**

The INTERNET is a resource provided by the District for administration, education, and academic research. Every student must have a current "Use Agreement for District Computing Resource and Internet", signed both by the student and parent/guardian, on file at the school in order to make use of any school computer. The use of the Okeene District computing resources is a privilege, not a right. Violation of the policies and procedures may result in cancellation of computer-use privileges and/or other disciplinary action. If Federal or State laws are violated, the offender will be reported to the proper authorities. System administrators will deem what is inappropriate use of District networks under their jurisdiction. No personal computers, (laptops, I-pods, I-phones, etc.) will be allowed at school unless approved by the instructor and the principal. Any student who brings an outside device to school will have the device taken and kept with the principal until parents are notified to come pick it up.

### **Chromebook Use**

Okeene Jr./Sr. High School is a one-to-one environment. Each student will be issued a Chromebook. Each student at Okeene Jr./Sr. High and their parent must sign a Chromebook Agreement Form before being issued a Chromebook. Once a student has a Chromebook checked out, he/she will be responsible for bringing it to school charged daily and for the care of the device.

## **CONCURRENT ENROLLMENT**

Seniors are encouraged to take advantage of concurrent enrollment. To enroll in college concurrently the student must have an ACT composite score of 19. The student must also have an ACT score of 19 in the area of enrollment. The high school counselor should be contacted for detailed information.

If a concurrent enrollment course is taken to fulfill a graduation credit, written parental approval will be required. **(Rev: 7-5-2023)**.

The state waiver does not cover other mandatory fees (activity, facility, library, and technology fees nor the cost of books). The student is responsible for paying for books if they need to be purchased digitally and/or for single use only. The student must speak to the counselor prior to dropping any concurrent class(es). ALL concurrent enrollment grades will be entered on the high school transcript and will be calculated in the student's GPA and class rank based on 5.0 scale. **(Rev: 5-31-24)**

## **CORRESPONDENCE/ONLINE COURSES**

Students may enroll in correspondence courses through either Oklahoma State University or the University of Oklahoma -- only if this school does not offer the course, the course cannot be worked into their schedule, or they have failed the course in this school.

If a student wishes to take a correspondence/online course they must notify the counselor of their intent. A committee made up of two (2) teachers, the high school principal, and the high school counselor will meet (this committee will be the same as the Alternative Education committee appointed yearly by the principal). The committee will also include a parent/guardian of the student. In the case that the student is eighteen (18) years of age the student may serve on the committee in lieu of their

parent/guardian. The committee will meet to discuss the merit of the student's need or aptitude for taking a correspondence / online course. The committee will vote and by a simple majority of the five (5) person committee the student will be allowed or not be allowed to take the correspondence/online course.

If a student is not allowed to take the course, the student may go through the committee process again during the semester following their denial by the committee.

If a student is allowed to attend, any credits received will not affect the student's grade point average on their transcript. For each class completed by correspondence the student will receive the required credit but will receive no grade on their transcript. All courses must be completed 2 weeks prior to the end of each semester. The courses that the student takes must be approved by the committee. All providers of online courses must be approved by the committee for each course taken. All tests and administration of the course will be administered by the high school counselor. All costs of the program will be paid for by the student and is not the responsibility of Okeene Public Schools.

## **CREDIT RECOVERY**

Students at Okeene who are at risk for high school or junior high failure for a variety of reasons which may include academic deficiency, behavioral difficulties, excessive absences, pregnancy or parenting, adjustment problems, or juvenile justice involvement may be allowed to get help through credit recovery. Students must be enrolled in a minimum of 6 hours of class each day. Students attending the credit recovery program can be in the class up to 4 hours per day. Students will need to attend at least 2 in person classes to be enrolled in Okeene Public Schools. A graduation plan will be made for any student needing credit recovery.

## **CUMULATIVE RECORDS**

The central office will maintain a permanent cumulative record folder for each student that will show his entire academic record, extra-curricular activities, health records, standardized test scores, disciplinary actions, and any other pertinent information which might be of value. These records will be open only to each student, his parents, and faculty members. Records or transcripts may be released only after the parents of a student (or student, if 18 years of age) complete a required form obtained from the principal's office. (Educational Family Privacy Act of 1974.)

## **DETENTION TIME**

All detention will be served in the High School after school unless other arrangements are made by the administration. During detention the student must work on school related material for the duration of the detention. If a student misses an assigned detention the student will serve an extra day. If the student misses a second time then they will be assigned In-School-Detention (ISD). If the students do not abide by the rules posted in the room they will serve extra days or move into In-School-Detention (ISD).

## **DIRECTORY INFORMATION**

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

1. the student's name;

2. the names of the student's parents;
3. the student's date of birth;
4. the student's class designation (i.e. first grade, tenth grade, etc.);
5. the student's extracurricular 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 or she enrolled in the Okeene School District.

Within the first six week of each school year, the Okeene School District will publish in the Okeene Record the above list, or a revised list, of the items of directory information it proposes to designate as directory information for student's parent or eligible student and the time and place of enrollment.

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

At the end of the two-week period, each student's records will be appropriately marked by the record's custodian to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible students.

## **DISCIPLINE POLICIES AND PROCEDURES**

All students enrolled in the Okeene Public Schools will be expected to abide by the rules and regulations set forth by the board of education, administration, and teachers while in attendance at school or at school sponsored activities. All rules will be based upon the moral, ethical, and reasonable acceptable codes of conduct for society and particularly those common to schools. Any student that is found to be disobeying the rules or showing disrespect for any teacher and/or school property will be subject to corrective action. The corrective action to be taken will depend on the severity of the violation and the number of times the student has violated regulations. Every type of corrective action cannot be listed here, but any teacher or principal may use reasonable physical force to maintain proper discipline. The teacher or principal must use discretion. A school administrator or teacher shall:

1. Act from good motives and not from malice
2. Determine that the punishment is in proportion to the gravity of the offense
3. Be sure the rule he seeks to enforce is reasonable
4. Under no circumstance strike a child about the face
5. Strive to work with individual punishment rather than group punishment.

In considering alternatives for disciplinary action, the faculty and administration will be using items from the following list. However, school staff is not limited to these methods, nor does this list reflect an order or sequence of events in disciplinary actions:

- a. Conference with student,
- b. In-school detention,
- c. Detention,
- d. School service (work around school campus -- cleaning, picking up trash, etc.),
- e. Behavioral contract,
- f. Restriction of privileges,

- g. Corporal punishment,
- h. Suspension, or
- i. Any other disciplinary action deemed appropriate to the situation.

## **DISCIPLINE SYSTEM**

Acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other pupils will not be considered acceptable.

### **Category 1 (0-1 Points)**

1. Disruptive behavior in class
2. Dress code violations
3. Failure to participate in required activities
4. Failure to attend Teacher assigned detentions
5. Inappropriate behavior
6. Inappropriate language
7. Leaving class without permission
8. Parking violations

### **Category 2 (1-2 Points)**

1. Leaving school grounds without permission - Truant
2. Misuse of school property
3. Unacceptable behavior at a school event (home or away)
4. Public displays of affection
5. School bus misbehavior
6. Report of misbehavior by a substitute teacher
7. Harassment/Intimidation
8. Computer usage violations
9. Unexcused absences
10. Excessive tardies

### **Category 3 (2-4 Points)**

1. Cheating
2. Plagiarism
3. Driving violations on school grounds
4. False note/call
5. Vandalism
6. Failure to follow a teacher directive

### **Category 4 (3-6 Points)**

1. Extortion
2. Flagrant misbehavior
3. Open Defiance
4. Fighting/physical contact with anger
5. Possession of tobacco or vape
6. Prejudice/racist behavior
7. Sexual harassment
8. Threats, obscenity, profanity, gestures TO a staff member
9. Filming or taking pictures with an electronic device (cell phones).
10. 1st offense personal electronic device violation

### **Category 5 (4-12 Points)**

1. Weapons
2. Arson
3. Assault/Battery
4. Illegal substances or prescriptions that do not belong to student
5. Possession OR under the influence of alcohol or drugs
6. Physical force against ANY staff member
7. Terroristic threat
8. Theft/possession of stolen property
9. Other matters not listed but at the discretion of the Principal or Dean of Students
10. Subsequent personal electronic device violations

### **Procedures**

1. Penalties may be assigned by the teacher, Principal, or Dean of Students
2. Parents/Guardians will be notified by mail EACH time the student is assigned a discipline point.
3. When a student has accumulated 6 points, parents/guardians will be notified and a conference will be set up to determine what strategies will be implemented to resolve the behavior.
4. When a student reaches 12 points, they will be subject to a long term suspension hearing or an expulsion hearing in front of a committee made up of faculty members.
5. If the student is granted a return to school by the faculty committee, the hearing committee will determine how many points/stipulations will be allowed.
  - a. Students' discipline points will not be reset to 0 upon their return. They will start at 12 points and potentially be given more points before another hearing would take place.
6. If a student is denied re-entry to the school by the faculty committee, the student may appeal to the school board by requesting an appeal in writing within ten(10) working days (excluding weekends) of the student's notice or the decision.
  - a. Failure to appeal in a timely manner waives all rights to further challenge such a decision.
  - b. The Board of Education shall review the documentation of administrative hearings and determine the guilt or innocence of the student and the reasonableness of the punishment.
  - c. The student may submit any written documentation or arguments to the board for its consideration.
  - d. The appeal to the board is an appeal, not a new hearing of witnesses upon the appeal unless requested by the board.
  - e. The decision of the board is final.
  - f. Students on a long-term suspension will be offered an educational plan, which normally consists of taking semester tests in core classes to earn credit.
  - g. According to Oklahoma state law, students suspended for a violent or heinous act will not be provided an educational plan.

## **DRESS & ATTIRE - STANDARDS**

One of the primary objectives of Okeene JH/HS is to instill in each student proper personal pride and self-respect. Okeene takes pride in having students well dressed to

represent what it means to be a Whippet. Good standards of dress and appearance reflect good judgment and poise, increase maturity, and help create the business-like and purposeful atmosphere at a good school. A student's character is reflected in their daily appearance. While personal appearance is ultimately the responsibility of the students and parents/guardians, the school takes a personal interest in this and feels that this is an important part of educational training. The following standards of dress will be followed during the school day.

- A student's appearance should not distract classmates from the important task of learning. Attire for students must be reasonable, modest, and in such style as it will not cause distraction.
- Shoes must be worn at school at all times, no house shoes or slippers
- Clothing displaying disruptive or suggestive lettering and/or symbols is considered inappropriate and will not be permitted. Items advertising alcoholic beverages, drugs, tobacco products, and those that are sexual in nature -- or obscene -- will not be permitted.
- Facial piercings and gauges will not be permitted.
- Visible tattoos must not display any disruptive or suggestive wording or messages as listed above.
- Hats, caps, and sunglasses will **not** be worn inside the school building. Any kind of head-cover or forehead bands are to be removed when the student enters the building.
- **Shirts:** shirts must cover the belly and back area at all times even when hands are raised, shirts should not be low cut (low cut is defined as displaying cleavage), sleeveless shirts should have a width of 4 fingers across the shoulder strap and be worn on the shoulder, no off the shoulder tops are allowed, no showing bra straps, shirts should not curve in toward the shoulder blades in the back,
  - **Shirts NOT allowed:** tank tops, tube tops, backless tops, halter or strapless tops, low cut tops, transparent or see-through material
- **Pants:** Pants and shorts must extend to approximately the mid-thigh area at all times (while walking and standing, mid-thigh is halfway between the top of the leg and the knee), pants with holes must not have any holes above the fingertip even if leggings are worn underneath, shorts must extend to mid-thigh all the way around and have no raised sides shorter than mid-thigh
  - **Leggings, tights, & form fitting pants** must be worn under a dress or garment that extends to **below** the butt or top of the legs all the way around, no high/low tops unless the front of the top covers below the top of the legs area
  - **No pajama pants of any kind should be worn to school.**
- **Dresses and Skirts:** Dresses should be modest in style to reflect good character and respect for Okeene Public Schools. The tops of dresses must have a strap that is 4 fingers in width and rest on top of the shoulder, the top should not be too low cut, all dresses and skirts should be no shorter than 3 inches above the knee

Students who show up at school not following the dress code will be allowed to call a parent to bring different clothing to the school. If a parent cannot be reached or clothes cannot be brought, then the school will give the student a t-shirt and/or sweat pants to wear for the day. If the same student violates dress code multiple times then disciplinary action will be taken as determined by the administrator.

Dress Code is to be followed at all times while students are representing Okeene Public Schools. If a student decides to show up for an activity or event not following the proper dress code, that student will not be allowed to participate in that event. This includes pictures, award/recognition assemblies, promotions, and graduations.

The sponsors of extra-curricular activities may set their code stricter than those listed, as long as the code is reasonable. They must have their code approved by the principal.

Final authority on any dress code matter or policy rests at the discretion of the building principal.

## **DRIVER LICENSE REQUIREMENTS**

Before applying for a Driver License, each student must have the following documentation from the school. Check at the principal's office to get the required paperwork prior to trying to get your license.

- **Status of Enrollment**

Any student, beginning at the age of fourteen (14), wishing to obtain a driver's license (motorcycle or vehicle) must have an official statement from the principal/counselor stating that the student is in good standing (especially concerning absences). (Effective date January 1, 1997)

- **Reading Proficiency**

Any person under the age of eighteen (18) to be eligible for a driver's license, he/she must:

1. have performed satisfactorily on the 8th grade Criterion-Referenced Test, or
2. have performed satisfactorily on an alternative reading proficiency test approved by the SDE, demonstrating the reading equivalence, or
3. have documentation from a school district of reading proficiency if the student has a learning disabilities defined in 70 O.S. 109.5, or be a special education student, an alternative education student, or a learning disability student who has an IEP and is reading at his or her expected level pursuant to the IEP.

### **Reading Proficiency Re-Test**

Any student who does not pass the 8<sup>th</sup> grade CRT must be re-tested. The re-testing policy is as follows: The Okeene Public Schools are required to offer four (4) re-testing dates throughout the school year for any student who has not passed the 8<sup>th</sup> grade OSTP ( Oklahoma School Testing Program). These testing dates will occur once in each 9 week period. Okeene Public Schools will use one of the State Department of Education approved assessments to measure whether a student can properly read at the required 8<sup>th</sup> grade level. A fee of \$25.00 will be paid to Okeene Public School each time a student is re-tested.

This fee will be paid prior to the testing date or the student will not be allowed to re-test.

- **Drivers Education & Completion**

Any student receiving driver education instruction shall be fifteen (15) years old and a secondary school student to operate a vehicle as part of instruction.

There are new requirements for driver education courses as outlined in Oklahoma State Statutes, title 47 § 6-107.3. Each student must take the "green card" issued by the Driver Education Instructor as proof of completion.

# EIGHTH GRADE PROMOTION

For students to be eligible to participate in the 8th Grade Promotion Ceremony, he/she can only have failed no more than 3 classes in the 7th and 8th grades combined. The 8th grade class of 2021 will be exempt from counting their 7th grade year.

(REV:08/04/2020).

## ENROLLMENT/CLASSES

Students must have a teacher signature to enroll in yearbook, upper level classes in math, science, AP English and teacher's aide as a senior (Rev: 08/04/2020).

## ETIQUETTE DURING ASSEMBLIES

Assemblies for the Junior and Senior High School will be held as needed in the auditorium. Special assembly programs will be scheduled from time to time. All students should be courteous toward speakers. Although a program may not be of interest to some students, there are other students nearby who are interested. Applause is the correct and courteous way of showing your approval of a program or speaker. Stamping, yelling, and whistling are not in good taste. Students should remember that any public demonstration such as clapping is not correct at a religious program. The impression of a school that a speaker takes away with him is the important reason for good assembly etiquette. Your school's reputation can be greatly damaged by bad behavior in assemblies.

## EXPECTATIONS (GENERAL) OF THE STUDENTS

1. Students will follow each teacher's class rules and regulations, which will be posted in the room and in the class syllabus.
2. Students will bring all required materials to each class daily. Book bags may be used to carry school items to and from school, but are not allowed in the halls or in the classes.
3. Students are not to write or mark on desks, books, or classroom walls.
4. **Food, drinks or candy will be allowed in the high school class-rooms or halls at the discretion of the teacher.** Sodas or food will be allowed in the commons area.
5. Students will NOT be allowed to bring any device to class that can distract from the educational process of learning of their peers or themselves. This includes but is not limited to MP3 players, I-Pods, CD players, laser lights, cameras, video equipment, personal laptops, etc. Any devices that are taken during the school day will be kept with the principal until a parent or guardian is notified to come pick it up.
6. No students are allowed in the building during the noon hour unless accompanied by the principal or teacher.
7. The student center and Library will be open before school and during the noon hour for the students.
8. Students will NOT be called from class to answer the telephone unless there is an emergency. NO student will be allowed to use the phone during class time.
9. Violation of class rules or school rules may result in the following action:
  - Verbal warning;
  - Conference with parents by teacher or principal
  - Loss of privileges such as leaving campus during the noon hour or other privileges that are decided by the principal
  - Requiring student to clean or straighten items or facilities damaged by the

student's behavior

- Noon school detention determined by the principal
- Student being sent to the principal's office for disciplinary action
- In-school suspension
- Referral to counselor
- Involvement of local authorities
- Out of school suspension
- Referring student to the appropriate social agency
- Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate in or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or any field trips or school activities

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION**

Within the first six weeks of each school year, the Okeene School District will publish in the Okeene Record a notice to parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included in the Student Handbook provided to parents or an eligible student when the student enrolls during the school year.

This notice will include the following:

1. the right of a student's parents and eligible student to inspect and review the student's education records;
2. the intent of the Okeene School District is to limit the disclosure of information contained in a student's education records except:
  - (a) by the prior written consent of the student's parent or the eligible student,
  - (b) as directory information, or
  - (c) under certain limited circumstances, as permitted by the FERPA;
3. the right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believe to be inaccurate, misleading, or in violation of the student's rights; This right includes the right to a hearing to present evidence that the record should be changed, if the district decides not to alter it according to the request of the parent of the eligible student.
4. the right of any person to file a complaint with the U.S. Department of Health, Education, and Welfare if the Okeene School District violates the FERPA;
5. the procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may obtained are as follows:
  - (a) the notice provided under the first paragraph of this section must also indicate the places where copies of the policy adopted under 99.6 are located;
  - (b) an educational agency or institution may provide this notice by any means that are reasonably likely to inform the parents and eligible students of their rights; and
  - (c) an agency or institution of elementary or secondary education shall effectively notify parents of student who have a primary or home language other than English.

The district will arrange to provide translation of this notice to non-English speaking parents in their native language.

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

## STATEMENT OF RIGHTS

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

1. the right to inspect and review the student's education record;
2. the right to exercise a limited control over other people's access to the student's education record;
3. the right to seek to correct the student's educational record, if hearing is necessary;
4. the right to report violations of the FERPA to the Department of Health, Education, and Welfare; and
5. the right to be informed about FERPA rights.

(June 9, 1997) The school district in which a child is currently enrolled is allowed to inspect certain confidential records including juvenile court records and other agency records without a court order. The information obtained by the school still remains confidential.

For any student that enrolls in a school district other than the school district for which the student was enrolled for that year or the prior year, upon the request of the receiving school district for the education records for that student, the sending school district will include in the records a copy of any disciplinary record for that student. (This will be in accordance with the annual notification requirements and provisions of the Family Educational Rights and Privacy Act of 1974--FERPA).

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

A parent of a student or an eligible student may request a copy of the FERPA policy from the Okeene School District by contacting the record custodian of the following locations:

<u>Location</u>	<u>Types</u>	<u>Custodian</u>
<u>High School</u> <u>Principal's Office,</u> 822-3219	<u>Cumulative school</u> <u>Records</u>	Shane Feely H.S. Principal
<u>Elementary</u> <u>Principal's Office,</u> 822-3425	<u>Cumulative school</u> <u>Records</u>	Jake Regier Elem. Principal
<u>Special Education</u> <u>Rooms:</u> Elementary, 822-3425 High School, 822-3219	<u>Special Tests</u> <u>Records</u>	Shane Feely
<u>Central Office,</u> 822-3268	<u>School transportation</u> <u>records</u>	Mike Jinkens Superintendent

### FACS

Students who wish to become members of FACS need to see the sponsor of this activity (the teacher of Family and Consumer Science courses).

### FFA

Students who enroll in any Agricultural Education course will be a member of FFA. For further details see the sponsor of this activity. Only members of FFA may wear the

official FFA jacket.

## 4-H CLUBS

Okeene students are eligible to apply for membership in the 4-H Club. Many 4-H students do fine work and any interested student is encouraged to enroll.

## FLAG ETIQUETTE

*“The flag is the symbol of our national unity, our national endeavor, our national aspiration. The flag tells of the struggle for independence, of union preserved, of liberty and union one and inseparable, of the sacrifices of brave men and women to whom the ideals and honor of this nation have been dearer than life.”* (Excerpt from “National Symbol” by Charles Evans Hughes)

### Important Things To Remember Concerning Respect For The U.S. Flag

The Pledge of Allegiance to the Flag should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

Display the U.S. flag on all days, but especially on national and state holidays and other days that may be proclaimed by the President of the United States. On Memorial Day, the U.S. flag should be half-staffed until noon.

The U.S. flag should be displayed on or near the main building of every public institution during school days in or near every school, and in or near every polling place on election days.

Always hoist the U.S. flag briskly. Lower it ceremoniously.

Students not wishing to participate in the pledge will not be required to do so. Please notify the building principal in advance of your choice so other arrangements can be made for you during the Pledge of Allegiance.

## GRADING AND REPORT CARDS

The following policy will be followed in grade 2 through 12:

A --- 90 to 100	=	Excellent
B --- 80 to 89	=	Above Average
C --- 70 to 79	=	Average
D --- 60 to 69	=	Below Average
F --- 59 and below	=	Failing

Pluses and minuses may be used to indicate a high or low range but they will not be recorded on the permanent records. It is the school policy that the grades will be rounded up if the decimal part is .5 or better.

The report cards will be issued to students on the Wednesday following the end of each nine-week period. They are to be taken home for the use of the parents.

Periodic progress reports will be sent home to the parents.

Report cards will not be issued to students at the end of the school year who still have unpaid bills at school.

## **GRADUATED SANCTIONS SCHOOL POLICY**

Okeene Public Schools will cooperate with local law enforcement agencies and the Blaine county District Attorney's Office in the enforcement of the laws of the State of Oklahoma.

In addition to appropriate school disciplinary procedures explained elsewhere in this handbook, the following types of violations will result in referrals to the District Attorney's Office and/or the appropriate law enforcement agency.

1. Excessive truancy: If a child is absent from school without valid excuse-
  - For four (4) or more days or parts of days within a four-week period, or
  - For ten (10) or more days or parts of days within a semester, school officials are required by state law to notify the parent or guardian and immediately report the absences to the District Attorney's Office.
2. Students, who are not performing daily work on a consistent basis, not trying or giving little effort to be successful in the classroom setting will be referred to the District Attorney's office and the Graduated Sanctions committee.
3. Any criminal act allegedly committed by a student occurring either on or off school property which is either observed by or reported to a school official.

A police officer may be called to the school to immediately remove student from school property, or from a school-related event or school-sponsored functions under the following circumstances:

1. When a student is engaging in criminal behavior anywhere on school property, or during school-related events or school-sponsored functions, that is endangering the safety of him/herself or others.
2. When a student's conduct is so disruptive that order is lost in the classroom or elsewhere on school property or during any school-related event or school-sponsored function either on- or off-campus, and order cannot be restored through other means.

When a police officer is called to remove a student, a school official will attempt to notify a parent or guardian by telephone. If a parent or guardian cannot be reached or is unavailable, a form authorizing the student's release to the custody of police officers will be signed and placed in the student's file before the student is released to law enforcement.

## **GRADUATION/COMMENCEMENT EXERCISE**

Graduation will be held on Friday May 22, 2026. Okeene High School has many honored traditions which need to be upheld and embraced. The cap and gown that will be worn during graduation must not be defaced with any type of decoration or writing. Proper footwear will be worn e.g. Dress shoes, flats, heels or nice sandals. No flip-flops will be allowed. The graduates should understand that graduation is a formal occasion and they should dress and act accordingly. Violation of any of these stipulations may result in the graduate not being allowed to walk across the stage to receive their diploma.

## **GRADUATION REQUIREMENTS AND RECOMMENDATIONS\*\***

Beginning in the 2015-16 school year, Okeene Public Schools will require twenty-eight (28) or more units or sets of competencies of regularly organized classroom instruction to be graduated and receive a standard diploma. The twenty-eight will include:

Units	Subject Area	Courses
4	Language Arts	4 HS English, Honors English, AP English, Concurrent College English, etc.
3	Math	1 unit of Algebra I, Intermediate Algebra, 1 unit of Algebra II, 1 unit of Geometry, Pre-Calculus, Calculus, Trigonometry, etc.
3	Science	1 unit of Biology I, 1 unit of Physical Science, 1 unit of Anatomy, Chemistry, Physics, Physiology, Biology II, etc.
3	Social Studies	1 unit of American History, ½ to 1 unit of US Government, ½ unit of Oklahoma History, ½ to 1 unit of World History, Geography, Economics, etc.
1	Arts	Art I or II, Instrumental Band I, II, III, or IV, Speech, Family & Consumer Science Housing Design, etc.
12	Electives	Courses offered in Family & Consumer Science, Agriculture, Technology Education, STEM, Business, etc.
2	Foreign Language	2 units of foreign language are highly recommended for those students who are planning on attending a college or university.
<b>28</b>	<b>Units Total</b>	

Any student who has not attended Okeene High School for three (3) full academic years will be required to attain 26 credits to meet the graduation requirements. Any discrepancies in credits of student who have moved into the district will be at the discretion of the administration (Superintendent and HS Principal)

For more details concerning these requirements and for a more comprehensive list of classes that can meet these requirements, please see the high school counselor or principal.

Each year in the spring (pre-enrollment) and again in the fall (enrollment), the school counselor and/or principal will meet with each student individually to help with each student's individual education plan (the parents/guardians will also be involved in all of these decisions). Please give careful attention to your schedules to ensure that you will be prepared for any future plans whether it is graduation from high school, or continuing education at a technology center or university. Planning now will save many anxious moments later.

Seniors must complete all graduation requirements to participate in graduation ceremonies.

Wellness class will be worth 1(one) credit hour per school year.

## **GUIDANCE SERVICES**

The purpose of the Okeene High School Guidance Program is to assist the individual student to develop and prepare for his future by making the appropriate decisions and

adjustments in view of their own interests, abilities, and levels of aspirations.

The main goal of the guidance program is to visit personally with the students during the school year to talk about educational plans, vocational plans, or personal and/or school problems of any nature.

The counselor will assist students in understanding themselves in career awareness, making appropriate decisions, accepting responsibility for choices they make, and following a positive plan of action in harmony with their choices and goals.

To keep the total perspective of the guidance program functioning to its fullest the counselor will also involve parents in its various phases.

## **HANDLING OF COMPLAINTS**

If a parent or other citizen has a complaint to wage against any employee of the Okeene Public Schools, they will first be directed to discuss their problem with the person involved. If a satisfactory solution is not worked out, the parent or citizen may take the matter to the official next in line of authority, such as (1<sup>st</sup>) the Principal, (2<sup>nd</sup>) the Superintendent. Final appeal may be made to the Board of Education and in this case must be made in writing with copies of the letter being sent to the employee, the principal, and the superintendent.

## **HARASSMENT AND/OR BULLYING**

**Bullying** means the systematically and chronically inflicting of physical hurt or psychological distress on one or more students or school employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but it not limited to: A. Unwanted Teasing, B. Social Exclusion, C. Threat, D. Intimidation

Bullying is often characterized by an imbalance of power.

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. Places a student or school employee in reasonable fear or harm to his/her person or damage to his/her property.
- B. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits.
- C. Has the effect of substantially disrupting orderly operation of a school,

**Bullying and/or Harassment** also encompass: 1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying and/or harassment. Reporting an act of bullying and/or harassment that is not made in good faith is considered retaliation. 2. Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

1. Incitement or coercion
2. Assessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the school district.
3. Acting in a manner that has an effect substantially similar to the effect of

bullying and/or harassment

**Cyberstalking** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**Cyberbullying** is defined as a situation when a student or school employee is repeatedly harassed, humiliated, threatened, and intimidated, or otherwise targeted by another student or school employee with the use of digital technologies, including but not limited to, instant and text messaging, email, blogs, social websites (e.g. Instagram, Twitter, Snapchat, Facebook), and chat rooms.

When a report of bullying and/or harassment has taken place, the principal will promptly initiate a preliminary investigation to determine whether there is probable cause to believe an act of bullying and/or harassment has occurred. If it is determined that it is in the scope of the district, appropriate actions will be taken. If it is outside the scope of the district, and determines a criminal act, the principal will refer to appropriate law enforcement immediately, notify parent or legal guardian, and document the referral.

A complete copy of the bullying policy can be obtained from the principal’s office.

### **HAZING OF STUDENTS**

Any student organization or any person associated with an organization sanctioned or authorized by any governing board of any public school requires a copy of this policy or rule, which prohibits hazing be given to each student enrolled in the school. Any incident of hazing will result in the person being suspended pending an investigation.

### **HEADPHONES/EARBUDS**

**Headphones or earbuds of any kind will not be allowed in the hallway or in the classroom. Unless allowed or assigned by the teacher (Rev: 08/04/2020)**

### **HEAD LICE/COMMUNICABLE DISEASES**

Numerous communicable diseases may affect a school age population and/or school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both. For the rules and regulations concerning communicable diseases go to <http://www.okeene.k12.ok.us>

Okeene Schools reserve the right to periodic checks of the student body for head lice. In such cases the students will be pulled into a private setting for the examination. The examinations will be conducted by the school nurse or designees who have been instructed in the proper procedures.

#### **Recommended Exclusion and Return to School**

##### **Exclude from**

<b><u>Disease</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>To Return to Classroom</u></b>
Chicken Pox	X		Seven days after onset of rash or when all lesions are crusted over
Hepatitis	X		Parents or staff member requested to provide a release from M.D.
Impetigo		X	If under proper treatment and monitored by a qualified medical person.
Meningitis	X		Parents or staff member requested to provide release from M.D.

Mononucleosis, Infectious	X	If under proper treatment and monitored by a qualified medical person
Mumps	X	Parents or staff member requested to provide a release from M.D.
Pediculosis (Head Lice - live)	X	Student will need to treat lice and continue to monitor for re-infestation. It is recommended to treat again 7-10 days after first sighting. Student may return when free from live lice. The office will do a check prior to admittance.
Pediculosis (Head Lice - nits)	X	Parent will need to treat nits and continue to monitor for re-infestation. It is recommended to treat again 7-10 days after first sighting.
Roseola	X	When fever subsides and no evidence of rash
Tuberculosis	X	Doctor release statement and monitoring of proper treatment as verified by a qualified medical person.

**Confidentiality:** Information relating to students with communicable diseases will be confidential. Only those people designated in writing by the parents as having a need to know shall be informed of the student's condition.

### **HOMEBOUND STUDENTS**

A homebound teacher will be provided when the student has a prolonged illness of more than ten (10) days. The student must be under the care of a physician. The parent or guardian should notify the building principal when such services are needed.

For extended absences of less than ten (10) days, please contact the building principal. The school will provide daily assignments for the student.

### **HONOR ROLL – PRINCIPAL’S & SUPERINTENDENT’S**

At the completion of a semester of work, honor roll lists are published which contain the names of students who qualify. The following criteria must be met in order to be eligible for honors:

1. must maintain a B average with no grade lower than B;
2. be enrolled in all the basic subject areas required for graduation,
3. must be in grades 7 through 12.

Students maintaining a straight “A” average and meeting the other qualifications will be listed on the Superintendent's Honor Roll. Students making a 3.0-3.99 average with no C's, D's, or F's will be listed on the Principal's Honor Roll.

### **HONOR SOCIETY - NATIONAL**

Okeene High School is a member of the National Honor Society. Membership is based upon the student's cumulative grade point average since entering the ninth grade. The minimum grade point average for membership is 3.65. A faculty committee will select qualifying students on the basis of scholarship, service, leadership, and character.

Students initiated into the National Honor Society will receive National Honor Society pins and certificates. Senior members will be awarded pendants for graduation exercises.

## HONOR SOCIETY - STATE

Students of the Senior and Junior High Schools are eligible to compete scholastically to become members of the State Honor Society. Students who qualify must be in the upper 10 percent of their school enrollment. The grade averages are based on the work done during the last two completed semesters, with the exception of the 7th and 9th grades, which are based on the first semester of the current year. The Junior High Honor Society will include 7th and 8th grades. The State High School Honor Society will include the four upper grades of high school. Certificates from the State Department of Education will be awarded for the honor. Students selected for State Honor Society must meet the criteria for the Okeene Honor Roll.

## HONORS & VERY HIGH HONORS PROGRAM (8TH PROMOTION & SENIOR GRADUATION)

### VERY HIGH HONORS

1. G.P.A. must be 3.8 or above for seven semesters beginning with the first semester of the freshman year for the class of 2026 and after.
2. Must meet the minimum requirements for graduation in addition to the following:
  - a. **Math:** 4 courses which must include one of the following: must take trigonometry/pre-calculus, calculus, AP statistics, or concurrent college math class.
  - b. **Science:** 3 courses which must include one of the following: Chemistry, Human Anatomy and Physiology, Aeronautics, Physics, AP Biology, Principles of BioMed, Human Body Systems, Medical Interventions, Biomedical Innovations or concurrent college science class.
  - c. **English:** 4 courses must include either English IV or English Composition 1 and 2 or AP Language & Composition.
  - d. **History:** 3 courses which can include Psych/Soc/Econ/Geog, AP US History, or concurrent college history class.
  - e. Two Foreign Language or Computer Technology courses approved for college admission

### HIGH HONORS

1. GPA must be 3.5 to 3.79 and meet all of the requirements for Very High Honors.
2. \*Concurrent enrollment courses can be substituted for a core curriculum per state regulations.
3. Class must be at least a 3 hour course.
  - a. \*\*GPA will be cumulative.
  - b. \*\*\*Any student who has been suspended for 5 days or more from school or suspended/dismissed from an extracurricular team/group MAY not be eligible to graduate with Honors or be honored at the Academic Assembly as a senior.
  - c. High School Online courses (Imagine Learning) may not meet requirements for this policy.
  - d. Students who qualify for academic achievement at the end of seven semesters will be recognized at commencement exercises. **(REV: 7-5-23)**

## **INOCULATIONS AND VACCINATIONS – STATE MANDATED**

Oklahoma School Law states that no minor child shall be admitted to any public, private, or parochial school operating in this state unless such child can present to the appropriate school authorities certification from a licensed physician or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles (rubeola and rubella), poliomyelitis, or is likely to be immune as a result of the disease.

Parents may sign an exemption certificate on the basis of medical, religious, or personal reasons to fulfill the requirements of this law.

The minimum immunization requirements for every child entering school in grades kindergarten through twelfth grade are:

Five (5) doses	DPT or DT vaccine
Four (4) doses	Polio vaccine
Two (2) doses	measles (rubeola) vaccine
One (1) dose	rubella vaccine (females over 12 years are exempt),
One (1) dose	varicella (students entering Kindergarten fall of 1998)
Hepatitis B Series (students entering Kindergarten & 7th grade fall 1997)	
Hepatitis A Series (students entering Kindergarten & 7th grade fall 1998)	

Student entering 7<sup>th</sup> grade in 2011-2012 are required to have one dose of Tdap (tetanus, diphtheria, acellular pertussis vaccine) before the start of the year.

No student will be enrolled without a current shot record and a transcript.

## **INSURANCE**

The school will make accident insurance available to all students. Whether students purchase this insurance is optional. However, in no case will students be allowed to participate in any sports without adequate insurance.

The Attorney General of the State of Oklahoma has ruled that a school district may not pay medical bills on its students. In making this insurance available the school district assumes no obligations as an agent or representative of the insurance company but will assist students and parents in filing claims.

## **INTERNET BASED INSTRUCTION**

Okeene Public School has adopted policies and procedures that conform to rules for Internet-Based Courses as adopted by the Oklahoma State School Board. For further information please contact the principal.

## **LIBRARY**

The librarian will establish expectations and procedures for the high school library along with checkout guidelines. These will be communicated to students at the beginning of each school year. Each student is responsible for library books in his/her possession and for all fines incurred during the school year.

## **LOCKERS**

Each Junior High and High School student will be issued a locker upon enrollment. This locker will be changed only by permission from the office. Lockers are personal and all rights should be respected by keeping out of lockers other than one's own. Do not put books and other objects on top of lockers. Objects found on lockers will be taken up.

Decals, stickers, or signs requiring tape must not be placed in or on lockers. Book bags, and/or duffel bags must fit into the locker and may not be stored on the floor or on top of lockers. Book bags will not be carried during the school day in the halls or to the classrooms. All book bags must be stored inside one's locker. Any students found using a locker that is not assigned to them will be disciplined appropriately.

## **LOST AND FOUND**

There will be a lost and found department at the reception desk of the principal's office. Turn in all found articles there. Books left in the lunchroom or other places will be taken to the principal's office.

## **LUNCH HOUR POLICY**

The lunch hour shall be closed for grades 7-10. No students in these grades shall be allowed to leave the school grounds during the noon hour except in the custody of their parents. Parents who are taking their child for lunch may pick them up at the front door of the high school. If a student in grades 7-10 does not desire to eat lunch in the cafeteria, he/she may bring a sack lunch to be eaten in a specified area. All juniors and seniors who remain in good standing concerning attendance, tardiness, eligibility, and discipline will be permitted to walk off campus during the noon hour but will not be allowed to drive vehicles. Any student caught driving off campus during the lunch hour may be given lunch detention served in the cafeteria for 1 week for the first offense, 1 month for the second offense, and will lose all off campus privileges if caught a 3rd time. Consequences will be determined by the principal. At the end of the first semester, all sophomores in good standing concerning discipline, tardiness and attendance will be afforded the privilege of leaving school grounds during the noon hour. Inappropriate behavior during the noon hour or any discipline, eligibility, attendance, or tardiness problems may result in loss of noon privileges.

Students who are failing any class will not be permitted to go off campus during lunch until they have a passing grade.

## **LUNCHROOM**

The price for student lunch will be \$3.50. The price for an adult lunch will be \$5.25. Reduced price meals will be .40 cents.

Okeene Public School will provide a breakfast program. Breakfast will be served from 7:40 until 8:05 am. The price for a student breakfast will be \$2.00. The price for adults is \$3.00. Reduced breakfast will cost \$.30.

Parents may apply for free or reduced price meals for their children by obtaining an application blank from the superintendent's office. Parents may purchase lunches for students weekly, monthly or yearly. Students may pay on a daily basis as needed.

Payments may be made in the elementary office (Elizabeth Burghardt) or in the superintendent's office (Lynn Doane). Make checks payable to the "Okeene School". If paying cash, make sure that students have the correct amount of money. Change is not available in the cafeteria. Parents may use RevTrak to pay as well.

Please note the following school board policy: Students may "charge" their lunches. A maximum of 10 charges per student is allowed.

## **MEDICATION CONCERNING STUDENTS**

It shall be the policy of the Okeene Public Schools that neither prescription nor non-prescription drugs or medicines will be administered to students unless written

permission by a parent is on file in the student's personal file. The school will provide a form for this purpose. Only the school nurse, the building principal, or his/her designee will be permitted to administer medication. A permanent record of each administration of medication will be maintained in the student's record.

Any student who self administers a medication such as an inhaler or insulin needs to provide to the school a Doctor's order stating that the student has been trained to administer that medication. The district will permit the self-administration of replacement pancreatic enzymes for treatment of cystic fibrosis.

### **MOMENT OF SILENCE - DAILY**

Approximately one minute of silence will be observed each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract or impede other students in the exercise of their individual choices.

### **MONEY RAISING AND SOLICITATION**

There will be no money raising or solicitation of funds during the school day.

### **Non Discrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-000>

[usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-000](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-000) 2-508- 11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. fax (833) 256-1665 or (202) 690-7442; or 3. email [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Noon Detention/ZAP**

Any student who is serving noon detention or ZAP will receive a sack lunch from the cafeteria or students may bring their lunch. They will eat their lunch where they are serving detention **(REV: 08/04/2020)**.

### **PARENTS RIGHT TO KNOW**

The No Child Left Behind Act of 2000 requires that all Title I schools notify parents of all children in Title I schools that have the right to request and receive timely information on the professional qualifications of their child's teachers.

Schools are required to report:

1. Whether the teacher has met state qualifying and licensing criteria for the grade levels and subjects in which the teacher is teaching;
2. Whether the teacher is teaching under emergency or other provisional statute through which the state qualifications or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and other graduate certification or degree held by the teacher, including the field discipline of the certification or degree; and
4. Whether the child is provided services by paraprofessionals and if so, their qualifications.

The above information will be posted in the school's handbook, or the parents may request the information from the school office. The information will be available within 10 days. Because of privacy issues, no personal information about the teacher will be posted or provided.

## **PLAYS**

Play(s) may be presented each year. The drama instructor, who will be responsible for selecting the play and casting the characters, will direct these plays. Admission -- \$3.00/Adult, \$1.50/Jr-Sr High, and \$.75/Elementary.

## **PROFICIENCY BASED PROMOTION POLICY**

It is the policy of the Okeene Board of Education that students may be promoted upon the successful demonstration of proficiency in the appropriate academic outcomes. Elementary and secondary students may advance on one or more levels of the core curriculum if they perform at the 90% level on Okeene's designated assessments. Parents are encouraged to confer with the principal or counselor at the student's grade level and determine what is appropriate for their child. Tests are available at the discretion of the administration. **(REV: 5-31-24)**

## **PROM - JR/SR**

The Junior Class will host the Junior/Senior Prom for their guests, the graduating seniors. All juniors and seniors are encouraged to participate in this yearly event. Any junior or senior of Okeene High School that are in good standing concerning grades, attendance, etc. may attend and invite a guest to the Prom provided the following criteria are met. Formal dress is required to attend prom. Dresses should be modest and reflect good character.

1. The guest must be no younger than a freshman (at any school in which he or she attends).
2. **No guest can be over the age of 20 to attend the OHS prom.**
3. The Okeene junior or senior must fill out a specific application concerning the guest they wish to bring; submit this application to the principal's office; and receive school approval in order to bring anyone other than a current Okeene High School Junior or Senior. An incomplete application will not be given consideration. The application must be submitted to the office of the principal at least three (3) weeks prior to the date of the prom. No guest will be considered past this deadline.
4. No outside food or drinks are allowed inside the prom. Parents or guardians may not bring outside food or drinks to students during the prom. Food and drinks are provided for all students attending the prom.
5. Once a student leaves the area of the prom, he or she may not return to the prom. When and if a student leaves the prom early, sponsors may notify the parents of the student and his/her date.

A priority of the school administration is the safety and concern of the Okeene students. The Junior/Senior Prom is a school-sponsored event that is not open to the public, but only to a specific group of individuals. To this end, the Okeene Public School reserves the right to not include any guest who may be inappropriate or may cause problems.

## **AFTER PROM**

A priority of the school administration is the safety and concern of the Okeene students. Okeene High School has offered After Prom activities for several years. Unfortunately, there is little attendance to the school sponsored After Prom. The After Prom activities will now be given to the junior and senior parents. Parents are responsible to plan activities for after prom if they would like for their children to have that option.

## **PROPERTY OF OKEENE PUBLIC SCHOOL**

The school is home for students many hours of the day. The school district spends a great deal of money in the purchase and maintenance of the property. Students should show the same consideration for the school property as they would if it were their own.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The Okeene School district shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. To that end, the violation or infringement of anyone's civil, social, or physical rights will not be tolerated. Activities, language (written or oral), pictures, gestures or touching that in any way disparages a person's dignity, race, ethnic origin, gender, religion, or creed is not acceptable. Students shall exercise their rights responsibly in compliance with the rules established to achieve and maintain order in the school. Harassment of any kind will not be tolerated as it disrupts the positive learning environment of the school. Any student who feels that any of his/her rights as stated above have been violated should contact the principal.

## **ROYALTY - SCHOOL**

School royalty will be selected from the student body each year. To be eligible the participant must be in good standing concerning grades, attendance, etc. with the school.

- A. Band Carnival King and Queen/ Prince and Princess – One male candidate and one female candidate will be chosen from each class grades 7-12. The candidates must be currently enrolled as band students. The Band King and Queen will be selected from the sophomore, junior or senior candidates by student vote. The Band Prince and Princess will be selected from the 7<sup>th</sup>, 8<sup>th</sup>, or freshman candidates by student vote.
- B. Football Homecoming Queen – Attendants, one each from the freshman, sophomore, and junior classes, and 3 queen candidates from the senior class will be selected by the football team. The Football Homecoming Queen will be voted on by the football team from the 3 senior candidates. The crowning captain will also be selected by the football team.
- C. Basketball Homecoming Queen – Attendants, one each from the freshman, sophomore, and junior classes, and 3 queen candidates from the senior class will be selected by the boys basketball team. The Basketball Homecoming Queen will

be voted on by the boys basketball team from the 3 senior candidates. The candidates will all be current members of the girl's basketball team. In the event that no candidates are available on the basketball team, the boy's basketball team may choose a candidate from the cheer squad. The escorts and crowning captain will also be selected by the girls basketball team. The escorts will be members of the boy's basketball team; one each from the freshman, sophomore, and junior class. The crowning candidates will be seniors and boys basketball team members as well. **(Rev: 5-31-24)**

## **SCHEDULE CHANGES**

Students may make changes in their schedule. The student must pick up a drop/add form in the counselor's office to make any class change. This form must be signed by the two (2) teachers involved in the class change and by the parent /guardian of the student. Each class change form with the proper signatures must be turned into the counselor no later than the end of the day on the 10th school day after each semester begins.

## **SCHOOL DAY**

Supervision of students at school will begin at 7:45 a.m. and will end at 3:50 p.m. All other supervision before and after school is the responsibility of the parent or a school sponsor who has scheduled an activity. The school day will be from 8:10 a.m. until 3:27 p.m., unless unusual circumstances exist. The doors will open to students to enter at 7:50. They will report to their 1st hour class to wait for class to begin at 8:10.

## **SCHOOL PAPER**

The school newspaper, known as The Whippet, will be published in the Okeene Record. The sponsor of the newspaper, who is appointed by the superintendent, must edit all news before it is printed.

## **SOCIAL CONDUCT**

The development of personality is a matter of training. Good manners, politeness, and friendliness are excellent ways to train oneself. Practice speaking politely and with respect to your classmates and teachers; and, learn patience and cooperation. These are attributes that will be a decided asset.

There must not be any display of affectionate friendship for each other -- such as holding hands, arms around the waist or neck, kissing, and so forth. These public displays of affection do not constitute good manners.

The school environment is not the appropriate place for showing gang signs or hand signals or any gang related dress or actions. Corrective disciplinary action will be taken to discourage any such interruptions in the learning environment of the school.

## **SUSPENSION/DETENTION**

After other disciplinary actions fail, a student may be suspended from school for a period of time based upon the school laws of Oklahoma.

Suspensions will normally be for a period of three days, but the number of days may vary depending upon the seriousness of the offense or the number of previous suspensions. A suspended student is suspended to the custody of the student's parent(s) and is not allowed to be on or near school premises, nor participate in or attend any school activity while the student is suspended. To do so will result in further suspension. The parent or guardian of the student shall be responsible for the provision

of a supervised structural environment. The parent or guardian shall bear the responsibility for monitoring the student's educational progress when the student is suspended for six (6) or more days until the student is re-admitted into school.

Suspensions of over ten (10) days cannot extend beyond the current semester and the succeeding. Those students found to be in possession of a firearm will be suspended for not less than one (1) year. (June 9, 1997)

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act showing deliberate disregard for the health or safety of faculty or other students will not be entitled to enroll in a public school of this state. No public school will be required to enroll the student, until the terms of the suspension have been met or the time of suspension has expired.

No public school of this state will be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent until the school in which the student is subsequently enrolled determines that the student no longer poses a threat to self, other students, or faculty.

Any student who is guilty of the following acts while in attendance at school, in transit by school transportation, under school supervision to or from school, at any school function, or when present on any facility under the control of the school district may face possible suspension:

1. conduct which jeopardizes the safety of others
2. possession, threat, or use of a dangerous weapon
3. using, selling, passing, buying, or in any way possessing any tobacco, narcotic drug, stimulant, or alcohol
4. fighting, assault, and battery
5. immorality or profanity
6. theft or possession of stolen property
7. destroying or defacing school property
8. truancy
9. showing disrespect to faculty, staff, or other school employees
10. conduct which disrupts the normal educational process
11. violation of school rules, regulations, or policies
12. tardy six (6) times
13. refusal of punishment.

Three types of suspension/detention will be considered:

1) **In-School-Detention:** Under this detention, the student will attend school and do all the work assigned, and receive credit for the work. The student will be in a room under principal supervision and must study and complete the assignments. Breaks will be given as needed and lunch will be served in the In School Detention room. The student will not be allowed to interact with other students at any time. Any student under In-School-Detention will report to the office immediately upon arrival at school and will be dismissed by the principal shortly after the other students leave the building at the end of the day. At no other time during the day will the student be allowed to be on or near school premises nor to participate in or attend any school activities while under In-School-Detention.

2) **Out-of-School-Suspension(Violent Behavior)** Any student under this suspension will be dismissed to the custody of the parents and may not return to the school until the suspension time has been served. A parent must accompany

the student back to school after the suspension time is completed. The student may receive 0's on all the work missed in the classes for those days under Out-of-School-Suspension at the discretion of the principal. While under this suspension, the student will not be allowed to be on or near school premises nor to participate in or attend any school activities.

3) **Out-of-School-Suspension For Non-Violent Behavior or Home-Based Suspension. (Short Term)** This suspension requires the student to stay at home under parent/guardian supervision. Any student suspended for 5 or fewer days may or may not be allowed to make up the homework missed during the suspension. The decision will be at the administration's discretion. (Long Term) For those students suspended for six or more days an alternative educational plan will be made available for the core curriculum in which the student is currently enrolled only. The core curriculum subjects are English, math, Science, Social Studies, and the Arts. If and when this suspension occurs, the principal will contact the parent as to the procedures and conditions. It will be the parent's responsibility to obtain all work, make appointments with teachers for help, and have all work turned in at the teacher specified time. Students accompanied by the parent/guardian may only pick work and books up between 3:45 and 4:15 p.m. Appointments with teachers must be scheduled during this time. At no other time will the student be allowed on campus or to attend any school function until the suspension has been served. A parent must accompany the student back to school after the suspension time is completed.

Effective July 1, 1997 - Any student suspended for a violent offense, which is directed toward a classroom teacher, shall not be allowed to return to that teacher's classroom without the teacher's approval.

## **SUSPENSION APPEAL**

Any person suspended from school has the right to a hearing and/or to appeal the suspension in front of the faculty committee. If the student or parent of the student wishes to pursue the hearing and/or appeal process to the school board, they need to contact the superintendent of the school district and make a request to that fact. At such time the superintendent will explain the process as established by Okeene School Board Policy and make arrangements as needed.

## **TARDINESS**

It is the student's responsibility to be in class on time. A student is tardy if he/she is not in the classroom when the bell rings. Three tardies are counted as one absence. Each tardy will count as 1/3 of an absence. Any student who misses more than 20 minutes in any given class will be counted absent for the class.

Tardies reported to the office will be handled in the following manner:

1. On the third, fourth and fifth tardy of each semester, the teacher will take action (3<sup>rd</sup> tardy -1 noon detention, 4<sup>th</sup> tardy - 2 noon detentions, 5<sup>th</sup> tardy – 3 noon detentions).
2. On the sixth tardy of each semester, Disciplinary Action will be taken by the principal.
3. It is the duty of the teacher to report the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> tardy to the principal's office with disciplinary referrals.

## **TESTS - SEMESTER**

All students will be required to take 1<sup>st</sup> and 3<sup>rd</sup> nine weeks tests. All students who meet the following attendance and grade requirements will be exempt from semester tests:

**A average**-exempt with no more than 3 absences

**B average**-exempt with no more than 2 absences

**C average**-exempt no more than 1 absence

**D or F average**-No exemption

The following are also considerations for semester test:

1. Any suspension from school will result in a student taking semester tests in all classes;
4. Any student that has been in in-school suspension 2 or more times will be required to take all semester tests.

## **TEXTBOOKS**

The school district and the State Department of Education will furnish hardback textbooks to students. Students should return the books that have checked out to them in the same condition in which they received them, minus normal wear. Students will be expected to pay for books lost or destroyed.

## **TOBACCO & VAPING PRODUCTS**

The use and/or possession of tobacco, tobacco products and e-cigarette/vaping products is prohibited. Any student who violates this rule is subject to school disciplinary action. The rules apply on the way to and from school, during lunch, at school activities and during the school day.

2019 SB 33 added the following to the Tobacco-free Schools Act:

The use of a tobacco product or vapor product shall be prohibited in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited in school vehicles, and at any school-sponsored or school-sanctioned event or activity. This act shall become effective July 1, 2019

"Vapor product" shall mean noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor products" shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. "Vapor products" do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

## TRUANCY

Any student is considered truant when the student leaves school without being officially checked out by the principal or when the student remains away from school without the knowledge or consent of the student's parents or guardian.

### VALEDICTORIAN AND SALUTATORIAN

Effective with the Class of 2026: to achieve Valedictorian status, the following formula will be used: **(7 semester weighted cumulative GPA X 100) + (Highest ACT Composite Score X 10)**.

- Seniors must achieve a score of at least 640 or higher on the above formula.
- In addition to achieving a score of at least 640, students must complete at least two credits of either concurrent enrollment (English Comp I and College Algebra or Trig/PreCalc) or two credits of AP courses at OHS or a combination of the two.
- Salutatorians will be the next two highest scores based on the above formula.
- Furthermore, in order for a student to be considered for Valedictorian or Salutatorian, they must be enrolled at OHS by September 1st of their senior year and cannot have any grade lower than a B on their transcript.
- The December National ACT test date of the student's senior year will be the last score that will be considered for calculation (no residual ACT score will be used).



In the event that no student reaches the above criteria, the top formula score will be the Valedictorian and the second score will be the Salutatorian.

### **VETERAN'S DAY ASSEMBLY**

Veteran's Day recognizes the important contributions of the millions of our citizens whose military service had a profound effect on history. It is a time set aside to remember and honor the men and women who have served America in our Armed Forces. We must never forget that the peace and freedom we enjoy today as citizens of the United States came at a high price. The Veteran's Day Assembly observed at the eleventh hour of the eleventh day of the eleventh month (November 11th, at 11:00 a.m.) provides our students a greater opportunity to appreciate our national heritage.

### **VISITORS TO THE SCHOOL**

Parent visitors are encouraged to visit the school at any time they feel necessary. Parents should come by the principal's office before going to any classroom. Any individual visiting the school for any reason must report first to the principal's office. Teacher or room visitations are discouraged, but under special circumstances visitations may be arranged either by directly contacting the teacher or by requesting an appointment through the principal's office. In either case, visitors must first report their presence in the building to the office. NO visiting students will be allowed to attend school with students of Okeene Jr./Sr. High school for any reason. There will be no exceptions.

### **POLICY REGARDING SCHOOL VISITORS THIS POLICY REQUIRED BY LAW.**

It is the policy of the Okeene Board of Education that all visitors to any school facility obtain permission at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such a fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy.

**THIS POLICY REQUIRED BY LAW.**

**Reference:           70 O.S. 24-131  
                          21 O.S. 1375, 1376**

**Reviewed and adopted by Board of Education June 6, 2019**

**SCHOOL VISITORS  
(GRIEVANCE/APPEALS PROCESS)**

Any person who has been removed from this institution or from a school activity or event whether held on site or off the premises shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

Filing a Grievance or Appeal

Within five (5) working days of being directed to leave the premises, the individual (“complainant”) may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such a request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant’s request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator’s decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for the hearing before the

board of education.

### Hearing

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;
2. The complainant shall present each of the board members with a copy of a written response to the administration's paperwork;
3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to the complainant.

The decision of the board of education shall be final and unappealable.

## **THIS POLICY REQUIRED BY LAW.**

**Reviewed and adopted by Board of Education June 6, 2019**

### **WEAPONS (DANGEROUS) IN SCHOOL – POSSESSION OF**

In order to provide a safe environment for the students and staff of the Okeene Public School District, the Board of Education adopts this policy prohibiting the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.

Federal law prohibits the possession or discharge of firearms within one thousand (1,000) feet of school property. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the Okeene Public School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupt the education process and interfere with the normal operation of the school district.

For the foregoing reasons, possession of a dangerous weapon, as defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus is prohibited.

A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nunchaku, dagger, any kind of knife, bowie knife, dirk knife, butterfly knife, any knife having a blade of greater than three (3) inches, any knife which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocket knife with blade shorter than three (3) inches that can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, and any replica or facsimile thereof.

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may be placed under emergency suspension from school pending an investigation of the incident by the appropriate school or legal authorities. Additionally, school administrative staff members may seek to file criminal charges against the student.

Students in violation of this policy may be suspended for the maximum period authorized by law.

A student, who has been suspended from another school district because of the possession of a dangerous weapon, shall not be accepted as a transfer student into the Okeene Public Schools.

An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the principal, in consultation with the superintendent of schools, is required

### **WEB PAGE FOR OKEENE PUBLIC SCHOOLS**

The web page address of the Okeene Public School is: <http://www.okeene.k12.ok.us>

### **WITHDRAWAL FROM SCHOOL**

Students wishing to withdraw from school must see the principal to obtain a withdrawal slip. These must be filled out in detail and signed by the teacher in order for grades and other information to be forwarded to the next school.

### **WORK PERMITS**

The recent change in law removes the option for schools to release senior high students who meet graduation requirements. All students must be enrolled in 6 classes to meet the new state requirements. The high school principal must approve any Senior seeking a work-permit as long as they are on track for graduating. This permit may be revoked at any time.

### **YEARBOOK**

Okeene High School will publish a yearbook annually under the supervision of a sponsor appointed by the Administration.

# **OKEENE PUBLIC SCHOOLS**

“A Tradition of Academic Excellence”

## **Oklahoma Foundation of Excellence**

<b>1998</b>	<b>Academic All-State</b>	<b>Joelle Parrot</b>
<b>2007</b>	<b>Academic All-State</b>	<b>Sean Fuller</b>
<b>2017</b>	<b>Academic All-State</b>	<b>Hunter Westfahl</b>

## **OSSAA State Academic Champions**

<b>1999</b>	<b>Class A Baseball</b>
<b>2006</b>	<b>Class A Boys Basketball</b>
<b>2007</b>	<b>Class A Boys Basketball</b>
<b>2007</b>	<b>Class A Boys Track</b>
<b>2008</b>	<b>Class A Boys Basketball</b>
<b>2009</b>	<b>Class A Boys Basketball</b>
<b>2009</b>	<b>Class A Boys Track</b>
<b>2010</b>	<b>Class A Boys Basketball</b>
<b>2010</b>	<b>Class A Boys Track</b>
<b>2011</b>	<b>Class A Boys Track</b>

# OKEENE PUBLIC SCHOOLS

“A Tradition of Competitive Excellence”

- 2025 Boys Track State Champions**
- 2024 Boys Track State Runner-Up
- 2017 Boys Track State Champions**
- 2011 Boys Track State Runner-Up
- 2010 Boys Track State Champions**
- 2009 Boys Track State Runner-Up
- 2008 Football State Runner-Up
- 2008 Girls Track State Champions**
- 2007 Boys Track State Runner-Up
- 2007 Girls Track State Runner-Up
- 2007 Boys Basketball State Champions**
- 2007 Football State Champions**
- 2006 Football State Champions**
- 2006 Girls Track State Champions**
- 2005 Girls Track State Champions**
- 2004 Girls Track State Champions**
- 1990 Football State Runner-Up
- 1986 1-Act State Champions**
- 1984 1-Act State Runner-Up
- 1983 1-Act State Champions**
- 1982 Girls Basketball State Runner-Up
- 1981 Football State Champions**
- 1980 Girls Basketball State Runner-Up
- 1977 Football State Runner-Up
- 1974 Football State Runner-Up