

BASIC SCHOOL POLICIES

ATTENDANCE

1. In order to receive grades for any grading period, a student must be in attendance 90% of the time. A grade of (I) or Incomplete will be issued to those who attend less than 90% of the time if absences are excused absences due to illness, death, or funerals in the family. Homebound programs are available for those students who must be absent for extreme circumstances for extended periods of time.
2. Any exceptions to the above policy must have prior arrangements approved by the High School Principal or Superintendent

In order to obtain an excused absence, the parent must call the principal the day the student is absent or call by 8:05 the day the student returns.

AUTOMOBILES:

The following rules will help to establish proper control of student automobiles.

1. Students who wish to park a motor vehicle in any school parking area must.
 - A. Obtain permission from principal.
 - B. Register the vehicle with the school.
 - C. Possess an appropriate and valid Oklahoma operator's permit or license.
 - D. Show evidence that the vehicle is properly insured for personal and property damage liability.
2. On arrival at school, students will park their cars in the parking area where they will remain until the end of the school day. No students shall move their vehicle during the school day without permission. Exceptions will be granted by principal in inclement weather, emergencies or for medical reasons.
3. Twenty-five miles per hour speed limit on the road leading to the school will be enforced.
4. Students driving cars are not to pass buses loading or unloading.
5. Students may not sit in, or upon, or congregate around vehicles at any time during lunch period. Upon arrival at school, students are to park their cars and move into the building area.
6. Vehicles shall not be driven on any grass area or upon or into any area not designated as a drive way or parking area.
7. All state laws, city laws, ordinances, and school rules and regulations shall be strictly enforced. Driving of cars in a careless or reckless manner will be strictly forbidden.

8. Any student in violation of any of these rules shall on the first offense, be suspended from operating a vehicle on school premises for two (2) weeks. A second violation shall result in the permanent suspension of driving privileges

9. As the space available for student parking becomes scarce, the administration is empowered to control, restrict, and if necessary, eliminate parking of automobiles on school grounds.

**FAILURE TO COMPLY WITH THE ABOVE RULES WILL RESULT IN
SUSPENSION OF DRIVING PRIVILEGES.**

USE AND PARKING

Roff Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus may park the vehicle in the parking lot designated for student parking. Students will not park vehicles in driveways or on private property. The vehicle will not to be used during the school day. In the event of an emergency, permission may be granted for a student's use of a vehicle.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

ASBESTOS MANAGEMENT

To Parents, Teachers, Students, and Employees:

Roff Public School has completed the inspection and management plan as required by the Asbestos Hazard Emergency Response Act or 1987. The management plan is available in the Superintendent's office.

As part of the rule all parties with an interest in the actions of the school district are to be notified of the steps taken to eliminate any asbestos containing material which may be harmful to the school occupants.

ASSAULTS UPON SCHOOL EMPLOYEES

It is the policy of the Roff Board of Education to encourage the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student, or who threatens and places an employee or student of the Roff Public schools in immediate fear of bodily harm while the employee or student is in the performances of his duties as a school employee or student.

School employee is hereby defined to include any duly appointed person or employee of a firm contracting with a school system for any purpose, including personnel not directly related to the teaching process and including school board members during school board meetings.

ASSEMBLIES AND OTHER PROGRAMS

Teachers will escort and seat students together as well as supervise during the programs.

BOOKS, SUPPLIES, AND DUES

Pupils are requested to purchase the supplies, which are prescribed, by the teachers of each class. Most books will be furnished. Some fees and dues may be required.

BUSES

There will be no loitering in buses at any time. Students are not permitted to be in or near the bus at any time of refueling. The emergency door will never be used except in an emergency. The students are expected to follow the rules of each bus driver. Seats may be assigned to all students by each driver. Buses will not stop at a local business except in case of an emergency.

CHANGE OF CLASS

Approval of the principal and the teachers involved must be secured before program change can be made during the first 2 weeks of each semester. Those desiring to change after this time must have the approval of the principal, the teachers involved, and the parent.

CIVIL RIGHTS

EMPLOYMENT RIGHTS

It is the policy of the Roff School District to provide equal opportunities without regard to race, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the superintendent who is the Compliance Coordinator.

This is to inform Roff Public Schools Patrons of their rights.

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 educational record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record in a hearing if necessary.
4. The right to report violations of the FERPA rights.
5. The right to be informed about FERPA rights.

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

Recognizing the challenges faced by military recruiters, Congress recently passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. Both *No Child Left Behind Act of 2001* and *the National Defense Authorization Act for Fiscal year 2002* reflect these requirements.

In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. As clarified in the enclosure, providing this information is consistent with the *Family Educational Rights and Privacy Act*, which protects the privacy of student education records. Student directory information will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. For some of our students, this may be the best opportunity they have to get a college education.

CLOSED CAMPUS

It is the policy of the Roff Board of Education that the elementary and the junior high school will have a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the school day.

When a student leaves home for school in the morning (whether walking, riding a bus, or driving a vehicle), the school day starts for the student. Each student should plan to arrive at school before the 8:05 bell, allowing time to get books, organize for the morning and be ready to meet the first class.

Upon arrival on campus, the student is to go to an approved area to wait for the first bell. Sitting in a vehicle is not permitted.

Students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office.

Before permission can be granted for a student to leave campus:

1. The principal's office must have received a phone call from the student's parent/guardian stating the reason why the student needs to leave school.
2. The principal or office personnel must talk personally with the parent/guardian.
3. Students must check in at office upon return.
4. No student can check him/herself out.

DESTRUCTION OF SCHOOL PROPERTY

The student and/or parents may be held responsible for damages. Students may be required to pay restitution for damages they are responsible for.

DISCIPLINE

Teachers have the authority to discipline any student at any time during the school day. Pupils will be suspended from school and not reinstated until accompanied by one or both parents for refusal to accept punishment from the Principal.

The following examples of behavior are not acceptable. The involvement of a student in the behavior listed below will generally require remedial or corrective action.

1. Unexcused tardiness to school
2. Unexcused tardiness to class
3. Skipping class
4. Leaving school without permission
5. Refusing discipline
6. Smoking, dipping, or use of tobacco
7. Truancy
8. Possessing or using alcoholic beverages or other illegal drugs
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons
14. Distributing obscene literature
15. Destroying/defacing school property
16. Any other behavior deemed unacceptable

DISCIPLINE POLICY

Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

Consideration will be given to methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents on disciplinary measure that might prove most effective in particular instances.

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

1. Conference with student/parents
2. Noon detention
3. After school detention (weekly)
4. Friday detention (monthly)
5. Referral to counselor
6. Behavioral contract
7. Referring the student to an appropriate social agency
8. Involving the police
9. Corporal punishment
10. Suspension
11. Referring the student to an appropriate social agency
12. Suspension
13. Any other disciplinary action deemed appropriate to the situation

DRESS CODE

Students are not to wear cut-offs, see-through apparel, midriff-type apparel, sleeveless shirts, tank tops, mini-skirts, headbands, or any article of clothing that would create a distraction. Shoes are to be worn at all times.

Clothing shall not display lettering or numerical figure, which carry a connotation of immorality, vulgarity, obscenity or alcoholic beverages.

Caps or hats may not be worn in buildings.

No student will wear clothing of any type that advertises or advocates beer, drugs, or any other questionable items. No chains on wallets etc. All clothing is expected to be clean and reflect good taste at all times. Bare midriffs and see-through shirts will not be allowed. Pants should be worn at waist level. All Students must wear shoes. Any jewelry deemed distracting or a safety issue by the principal must be removed.

DRUG AND ALCOHOL FREE SCHOOL

PHILOSOPHY STATEMENT

Therefore, the following policy is enacted and possession/use of drugs/drug paraphernalia/alcohol will not be tolerated.

STUDENT DRUG POLICY

The Board/Administration prohibits any student from knowingly possessing, using, transmitting, or being under the influence of any of the following substances:

Alcohol, marijuana, stimulants (of any kind) such as amphetamines, speed or any inhalant: any narcotic: hallucinogenic: hypnotic, sedative drug: any mind modifying chemical capable of altering or impairing the physical or mental faculties or processes of the user: or any other substance within jurisdiction of controlled substances and not prescribed by a licensed physician for the personal use of the possessor.

This policy is in effect by law within one thousand feet of school property: on school property; on any school bus, during the normal course of the school day on in attendance at a school sponsored activity (on or off campus).

The disciplinary procedure for the infraction will be left to the discretion of the administration with possibility of suspension for the remainder of the school year. Discipline consistent with local, state and federal law will be imposed up to an including the following.

PROCEDURE

1. Suspension
2. Referral for prosecution
3. Completion of an appropriate Rehabilitation Program
4. Alternative Education
5. Other disciplinary action deemed appropriate by the administration

Any disciplinary action taken will be after consultation with the parents.

Any student who is found to have sold any of the prohibited or controlled substances listed in this policy to another person on school grounds, at a school activity, function, or event, shall be suspended and criminal charges will be filed.

School lockers and parking lots are school property and are subject to search if there is a reasonable cause to believe that contraband or illegal substances are present. An alert by a drug-dog will be such a cause.

Those that participate will be disciplined.

Note: According to board policy, students are also prohibited from possessing prescription drugs and over-the-counter drugs on school property. Any student who requires carrying a prescription or nonprescription drug during school hours shall deposit the drug in the principal's office immediately upon entering school property. The drug will be administered through the administrator's office.

It is the school policy of the Roff Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession; alcoholic beverages – including the legally non intoxicating beverage commonly referred to as 3.2 beer – or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicion. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student, if possible.

Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule.

Each teacher employed by the board of education who has reasonable cause to suspect that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer), or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

DRUG TESTING

High School athletes will be required to be in compliance with Roff Athletic Drug Testing Policy.

FIRE DRILLS:

Fire drills will be initiated by activating the alarm system.

FOOD:

Drinks only will be allowed at the teacher's discretion.

HARASSMENT

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

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

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

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

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievement, etc.;

4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment or bullying;
2. The expeditious correction of the condition causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

**Prohibiting Harassment, Intimidation and Bullying
(Investigation Procedures)**

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

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

“Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district’s discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or personnel.

INSURANCE (STUDENT ACCIDENT)

Roff School District and/or school officials will not be liable for accidents occurring in classroom, at school or on school grounds. Roff School does not carry liability insurance or any other type of insurance for the protection of the students in the event of accident or injury. The public school may not legally pay medical expense for students.

All students will be informed that if they wish insurance protection against injury or accident, or for liability insurance for protection against injury to others, they must secure insurance themselves. It is the responsibility of the student to provide whatever insurance protection is considered necessary without reference to the school. Students enrolled in vocational programs, physical education, and competitive athletics should give serious consideration of their insurance needs at the time of enrollment in these classes. Students enrolled in competitive athletics must have on file in the school office a signed parental release of liability form and a physical examination.

LOCKERS

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

They are to be kept clean and never defaced in any manner. This applies to the inside as well as the outside. Lockers are not to be changed without the principal's permission.

Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers.

All student lockers, desks, and other school property are subject to periodic inspection.

Students have no expectation of privacy concerning lockers, desks, or other school property.

LOST AND FOUND

Students finding articles on the school grounds or in the building with no knowledge of ownership are asked to turn them in to the principal's office. If you lose an article, please check with the principal's office.

MOMENT OF SILENCE

Roff School must observe one moment of silence each day where students may "reflect meditate, pray or engage in other silent activity" that is not disruptive to the classroom.

SCHOOL CANCELLATIONS

Roff Public School will use an automated notification system in addition, parents are asked to listen to any local radio or television station to receive this information. They will be notified prior to 7:00 a.m.

CELL PHONES

Students in 9th through 12th grade may possess a cell phone under the following conditions:

1. Students must agree not to use their phones **in class** at any time during the school day. (Either voice or text)
2. Students may only use their phones in class when instructed by a teacher, administrator or school employee.
3. Roff Public School assumes no responsibility for the possession, loss or misuse of any cell phone while at school, on school grounds or at a school sponsored event.
4. Students are reminded that any misuse of a cell phone to commit a criminal act may be referred to local, state or federal authorities for prosecution. This may include, but not limited to sexting, lewd comments or photographs or anything that may be considered pornographic, cheating or attempting to cheat on an assignment or exam and any photography taken from a cellular device.
5. Students are also reminded that any misuse of a cell phone that leads to classroom disruption may result in corrective action.
6. Students must temporarily surrender their cell phone to any teacher, administrator or school employee immediately when asked. Students will have no expectation of privacy for any cell phone voice or text message if the phone is temporarily confiscated by a school employee. All phones that have been temporarily confiscated for misuse may be picked up by parents or guardians after 3:05 or by arrangement with the principal.

This policy is for the benefit and protection of students, parents, teachers and administrators. It is in accordance with the law of the State of Oklahoma and the United States.

PLEDGE OF ALLEGIANCE

Students are authorized to recite, at the beginning of each school day, the Pledge of Allegiance to the Flag of the United States of America. Each student shall be informed that students not wishing to participate in the pledge shall not be required to do so.

SEARCH OF STUDENTS

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

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property, alcohol, dangerous weapons, electronic devices, controlled dangerous substances, (as defined by law) or stolen property it is reasonable to have it taken from the student. It may be taken by a school employee, or the school authorized school employee during school activities. Any other items, which have been or may be disruptive of school operations or in violation of student discipline rules may also be taken.
2. School lockers and school desks are the property of the school not the student. The user of lockers, desks, and other storage area or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subject to search at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not to be at school. Students shall not exchange locker or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any search of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant.
7. Items that may be seized during lawful search-in addition to those mentioned in paragraph 1 above-shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognized as unlawful items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substance, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.
9. A student suspended as a result of this regulation may appeal the suspension to the Board of Education

STUDENT CENTER/GYM LOBBY

All 6-12 students may use the student center before school and during the noon hour. Six, seventh and eighth grade students will remain on north end while 9th through 12th students will

use the south end. Water fountains and rest rooms are available for student use. Students are not to be in the classrooms before school or during noon hours unless supervised by a teacher in their classroom.

TARDINESS

A student is tardy when he is not in the chair when the last bell rings. If a student is more than 15 minutes late to class they will move to an absence. Excessive tardiness will result in parental involvement.

TELEPHONE

The telephones located in the offices are for business use only. Students may receive emergency calls only. The principal must approve all out-going calls. Students will not be called to the telephone except in case of an emergency.

TEXTBOOKS

Textbooks and laptop computers (9-12) are furnished to students, without cost, as provided by law. They are to be used by students to who issued and may not be transferred to another student but must be turned in to the teacher from whom they were received. Upon leaving school, or at the close of school, each student must settle for loss or damage other than ordinary wear.

TOBACCO

Roff is a 24/7 Tobacco Free Campus. No tobacco use is permitted by anyone at anytime.

TORNADO DRILL

Tornado drill will be initiated by announcements.

VISITORS

Visitors are welcome but must check through the office. Student guests are not allowed in the classroom or anywhere else on campus.

WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a

projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

"...Any pistol, revolver, dagger bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, Billy clubs, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

ZERO TOLERANCE

NO Tolerance Policy on threats of violence or acts of violence.

At Roff Public Schools, the safety & security of our students, teachers, board members, administrators, support personnel & facilities are our top priority.

Any threats of bodily harm to any individual or threat to the school will result in one or all of the following:

1. Notify Parents/Guardians
2. Referral to Police
3. Alternative Education
4. Permanent Suspension
5. Other disciplinary action deemed appropriate by the administration.

ANY DISCIPLINARY ACTION WILL BE TAKEN AFTER CONSULTATION WITH PARENTS.

ACADEMIC POLICY

GRADING SYSTEM:

90 -100	A	Excellent	4 Grade Points
80 - 89	B	Satisfactory	3 Grade Points
70 - 79	C	Average	2 Grade Points
60 - 69	D	below Average	1 Grade Point
59 - Below	F	Unsatisfactory	No Credits

Advance placement classes will be based on 5 points

SENIOR HIGH GRADUATION REQUIREMENTS

Students graduating from high school in the year 2010 and thereafter and are enrolled in ACE (Achieving Classroom Excellence) will meet the following credits in order to graduate.

4 English Units

3 Math Units: Algebra I, Algebra II, Geometry, Trig, Calculus

3 Lab Science Units: Biology I, Chemistry, Physics or other lab science classes.

History and Citizenship Skills (3 Units)

1 American History Unit

½ American Government

½ Oklahoma History

1 unit from the subjects of World History, Government, Geography, Economics, Civics, or non-Western Culture.

Foreign Language or Computer Technology (2 Units)

2 Units Foreign Language or

2 Units Computer Technology

1 Additional Unit selected from the courses listed above or career and technology education courses approved for college admission requirements.

Fine Arts or Speech (1 Unit)

Fine arts, such as music, art, or drama/speech

Plus electives to meet 24 total credits.

For those students whose parents have opted out of ACE, the Core Curriculum graduation requirements for 2010 and thereafter are:

4 English Units

3 Mathematics Units: Algebra I, and two other math classes above Algebra I.

3 Lab Science Units; Biology I and two other lab sciences.

3 Social Studies Units

1 Unit American History

½ to 1 Unit United States Government

½ Unit Oklahoma History

½ to 1 Unit of World History, Geography or economics

2 Units of Arts

Visual Arts or General Music or both.

Plus electives to meet 24 total credits.

Oklahoma's Promise Curricular Requirements

English (4 Units

Mathematics (3 Units)

Grammar, Composition, Literature

Algebra I, Algebra II, Geometry, Trigonometry,
Math Analysis, Calculus, Advanced Placements
Statistics

Science (3 Units)

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

History and Citizenship Skills (3 Units) Including one unit of American History and two units
from the subjects of History, Government, Geography,
Economics, Civics, and/or non-Western Culture.

Foreign Language or Computer Technology (2 Units) Two years of the same foreign
language or two computer technology courses in programming, hardware, and business computer
applications such as word processing, databases, spreadsheets, and graphics. Keyboarding or
typing classes do not qualify. One foreign language and one computer course will not meet this
requirement.

One additional Unit of the Subjects Listed Above.

Fine Arts or Speech (1 Unit or Set of Competencies)

Fine arts, such as music, art, drama or speech

Testing Requirements for the class of 2012 and thereafter:

Beginning with students entering 9th grade in 2008-2009, every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

1. Algebra I
2. English II and
3. Two of the following five:
 - a. Algebra II
 - b. Biology I
 - c. English III
 - d. Geometry
 - e. American History

Passport to Personal Financial Literacy

Beginning with students entering 7th grade in the 2008-2009 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for a Personal Financial Literacy Passport during Grades 7 through 12.

VALEDICTORIAN AND SALUTATORIAN HONORS (Senior High)

1 Therefore, a student must have a 3.0 or above to qualify. The following regulations shall apply to students receiving such honors from Roff High School:

- a. Students must complete 3 math courses from advanced math offerings such as:
 1. Algebra I
 2. Algebra II
 3. Geometry
 4. Trigonometry
- b. Students must complete 3 science courses from advanced science offerings such as:
 1. Biology
 2. Physical Science
 3. Chemistry
 4. Earth Science
 5. Physiology & Botany
2. Students must have 3 consecutive semester grades earned at Roff High School in order to qualify for Valedictorian and Salutatorian Honors.
3. The grade point average will be calculated through the second grading period of the first semester.

STUDENT ATTENDANCE

EXTRACURRICULAR ACTIVITIES

The Roff Board of Education believes that extracurricular activities are those activities, which primarily involve students in other than classroom situations. The board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas. Therefore, the superintendent is directed to establish a regulation, subject to approval of the board, governing participation in extracurricular activities.

EXTRACURRICULAR ACTIVITIES REGULATIONS:

In accordance with the policy of the board of education, these regulations shall govern extracurricular activities in the public school:

An extracurricular activity is defined as any activity sponsored by the school and at the convenience of the school which causes students to be absent from curricular class periods.

The following are considered extracurricular activities:

1. Student government and its related activities and organization.
2. Musical festivals or a contest, speech contests, debates, and dramatics contests.
3. Organized activities, which are part of interscholastic athletics.
4. Organized activities which are part of intramural athletics.
5. All types of interscholastic competition.
6. Special interest clubs.

In an effort to provide a reasonably safe and educationally sound extracurricular activities program, the following guidelines shall be observed:

1. Only drivers currently licensed to operate a school bus shall operate a school bus on any school sponsored activity.
2. All activities must be scheduled through the principal's office and placed on the calendar in the superintendent's office.
3. Evidence of insurance shall be required for each student who participates in an extracurricular activity.
4. All extracurricular activities shall operate within the rules and guidelines of The Oklahoma State Department of Education and the Oklahoma Secondary School Activities Association.

While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. The student must meet the school's attendance policy. This required 90% attendance at all times in each class.
2. The student must be in good standing within the rules of the activity.

STUDENT ACTIVITIES ELIGIBILITY

It is the policy of the Roff Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. Teachers will submit eligibility lists to the office each Thursday. If a student is failing any subject, the student may not participate in any school activity during the following week. The superintendent is directed to establish a regulation governing eligibility. Such regulation, when approved by the board, shall be incorporated into this policy and become a part thereof.

STUDENT ACTIVITIES ELIGIBILITY REGULATIONS

In accordance with the policy of the board of education, these regulations shall govern student activity eligibility requirements.

Oklahoma Secondary School Activities Association eligibility rules (1-13) state that a student is eligible:

1. If the student will not be nineteen years of age before September 1st.
2. If the student has attended classes 90% of the time for the current semester.
3. If the student is passing all subjects in which enrolled and passed five solid credit subjects the preceding semester.
4. If the student has not been disqualified from a contest because unsportsmanlike conduct or a flagrant foul, or are under school discipline. (Principal may reinstate student following a conference and after a written report of details and action taken has been filed with OSSAA)
5. If the student has not participated in a contest where professionalism is being practiced or cash or merchandise prizes were offered; given, or paid to individuals or to the team.
6. If the student has not participated in a contest under an assumed name.
7. If the student has not attended school eight semesters in grades 9 through 12.
8. If the student has not participated in the sport four seasons, or have had three seasons of opportunity in the sport after attending two semesters in the 9th grade.
9. If the student's parents are true residents of this high school district.
10. If the student has not participated in organized practice or a game of football or basketball before the season opens, or after the season closes.
11. If the student has on file, in the principal's or authorized director's office, a physician's and parent's certificate for the present school year.
12. If the student does not belong to a fraternity, sorority or secret society in violation of the State Law of Oklahoma or the regulations of the local board of education.

NOTE: There are some exceptions to the above rules. There are also additional requirements. Consult your coach or principal for additional information.

To be eligible to participate in activities involving other schools, a student must be passing in all classes. The student must be attending classes at least 90% of the time. This applies to all students in any school sponsored activity (basketball, FFA, FHA, music, etc.).

Any student who reaches his or her nineteenth birthday before September 1 will not be eligible in athletic contests or in any activity. Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools.

Any person absent during the day of an activity must have the absence accounted for prior to being eligible. If the absence is considered as unexcused by the administration, the student must attend at least one day of school and satisfy the requirements for it before again becoming eligible.

Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. Fans, school personnel, and students must conduct themselves in true sportsmanship manner. Any student participating in a contest will not be permitted to play the next game or games if the student was ejected from the game. A second offense will automatically disqualify that student for that sport for the rest of the season.

PROFICIENCY BASED PROMOTION

- A. Upon the request of a student, parent, guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
 - 1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area; for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students to be able to perform relevant laboratory techniques.
 - 2. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year. Once before the beginning of the school term and at the end of the school term as identified in 70 O.S. 11-103.6:
 - a. Social Studies
 - b. Language Arts
 - c. The Arts
 - d. Language
 - e. Mathematics
 - f. Science
 - 3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
 - 4. The opportunity for proficiency assessment will be provided prior to the beginning of each school term as well as at the end of each school term.
 - 5. Qualifying students are those who are legally enrolled in the local school district.
 - 6. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
 - 7. Students will be allowed to take proficiency assessments in multiple subject areas.

8. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
 9. A local district may approve exceptions to standard assessment for those students with disabling conditions.
- B. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
1. The school will confer with parents in making such promotion/acceleration decisions. Factors, such as social and mental growth, should be considered.
 2. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. The statement shall be included in the permanent record of the student.
 3. Failure to demonstrate proficiency will not be noted on the transcript.
 4. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
 5. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma.
 6. Units earned through proficiency assessment will be transferable with students among school districts within the State of Oklahoma.
- C. Proficiency assessment will measure mastery of priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.
- D. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are limited to, the following:
1. Individualized instruction
 2. Correspondence courses
 3. Independent study
 4. Concurrent enrollment
 5. Cross-grade grouping
 6. Cluster grouping
 7. Grade/course advancement
 8. Individualized education programs
- E. Roff Public School will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.

Appropriate notation will be made for elementary, middle level or high school level student satisfactorily completing a 9-12 high school curriculum area. Completion will be noted with a "P" for passing. This unit will count toward meeting the requirements for the high school diploma.

INTERNET USE POLICY

Our world is rapidly changing because of the vast technological innovations that are occurring daily. Those changes are inherent in every facet of daily life, from the home to the farms and ranches to the business centers. Students who are familiar with the tools of this information age have the abilities to cope with the demands that they will face. Students who do not have these advantages are quickly left behind.

Not long ago, computers were considered luxury items, only available to a few. But today, computers are used in every workplace to help control the mountain of information that is now available, and they are also required to enable greater success. With the recent availability of on-line services, internet access, and email, even remote locations are connected with the rest of the world. No longer are our students just citizens of their communities; they are truly citizens of the entire world. More affluent students have these tools in their own homes; less affluent students do not have the means to develop the skills that are becoming necessary for success. The public schools must provide every student the opportunity to develop those important tools for success.

If a student knowingly accesses sites which defy our existing media policies regarding subject matter, offensive language, and inappropriate text or images, he or she can be disciplined. The options are restriction or removal of internet privileges, and, if needed, assignment to Alternative School.

SCHOOL BUS TRANSPORTATION PASSENGER SAFETY CODE

This information is to inform parents of the Roff School policy for school bus transportation. Please read the attached pages carefully, complete and sign the bottom of the Parent./Student Awareness Statement. This statement is in accordance with the rules of proper conduct and safety for students to follow when riding Roff School Buses.

The school bus is to be considered an extension of the classroom and all rules of proper order and discipline governing student's conduct will be applicable.

Conduct Of Student: School bus transportation is a privilege provided for the convenience and safety of the students. Undesirable conduct of the students can create a

very dangerous situation. It may not only cause someone to be injured inside the bus but could lead to a collision with another vehicle. If the driver is distracted by student behavior, any of the above could result. Quietly visiting with the student sitting next to him/her is permissible. There is to be no loud talking or moving while on the bus. Students are to obey requests of the driver the same as they would a teacher. Smoking, eating, and soft drinks are prohibited on the school bus. No one is to put any part of his/her body out of a window or throw any objects out of a school bus window. Hands and feet are to be kept out of the aisles and any object carried on the bus is to be held in the student's lap or place where the driver requests.

Entering the Bus: All students are to stand back until the bus comes to a complete stop. Line up in an orderly fashion to enter the bus with no pushing or shoving. Once inside the bus, go directly to a seat and sit down. If the driver has assigned seats, students should sit in the seat he/she is required to sit in. The driver will be the judge as to how many should be in each seat. Seats are not to be held for a student who enters at a later stop and everyone is expected to share seats.

Departing the Bus: All students are required to remain seated until the bus comes to a complete stop. When the bus stops, students who get off are to depart in single file and move away from the bus. If a student must cross the street/road he/she is to walk ten feet in front of the bus and wait for the driver to signal when it is safe for him/her to cross. Never walk behind a bus! All students will be on their bus at school or at their regular stop.

Bus Stops: Buses will stop to load and unload only at designed bus stops.

Defacing a School Bus: Any students caught writing on a bus, tearing or cutting a seat or defacing a bus in any manner will be suspended immediately from riding a school bus. Parents of such students are liable for damages.

Rules for Discipline

First Offense: Upon the first offense of unacceptable conduct, the bus driver will complete a Bus Conduct Report and turn in to building principal. The principal will notify the student and parent. The driver will take necessary actions on bus to modify behavior.

Second Offense: Upon the second offense the principal will notify the student and parent that the student is suspended from school bus riding privileges for three (3) school days. The student will be transported home the last time he/she rides the bus.

Third Offense: Upon the third offense the principal will notify the student and parent that the student is suspended from the bus riding privilege for ten (10) school days. The student will be transported home the last time he/she rides the bus.

Fourth Offense: Upon the fourth offense the principal will notify the student and parent that the student is suspended from bus riding privileges for the equivalent of one semester.

BUS PASSENGER SAFETY RULES

Before loading students should:

1. Be on time at the designated school bus stops-keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Not move toward the loading zone until the bus has been brought to a complete stop.
6. Respect people and their property.
7. Receive school permission to be discharged at locations other than the regular bus stop.

While on the bus students should:

1. Keep all parts of the body inside the bus.
2. Not eat or drink on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Refrain from loud talking.
6. Treat bus equipment as you would your own home.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects in or out of the bus.
11. Remain in seat while bus is in motion.
12. Not participate in horseplay or fighting on the school bus.
13. Be courteous to fellow bus riders.
14. Remain quiet when approaching a railroad-crossing.
15. Remain on the bus during roadside emergencies except when it may be hazardous to your safety.

After leaving the bus, the student should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.

2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extra-Curricular Tips:

1. The above rules and regulations apply to all trips under school sponsorship.
2. Sponsors should be certified staff only.

CONCURRENT STUDENTS & CLASSES

Concurrent Enrollment

-Concurrent enrollment allow outstanding juniors and seniors high school students to take credit-earning college courses. If you are a junior or in high school, you may enroll in college courses if you meet the admission requirements and other conditions listed below.

Concurrent Enrollment Standards- Fall 2009

High School Seniors

Oklahoma State University- Score a 24 ACT or 1090 SAT **or** have a 3.0 GPA AND rank in the top 33 percent of you class

University of Oklahoma- Score a 24 ACT or 1090 SAT AND have a 3.0 GPA or rank in the top 50 percent of your class **or** have a 3.0 GPA and rank in the top 30 percent of your class

University of Science and Art of Oklahoma- Score a 24 ACT or 1090 SAT **or** have a 3.0 GPA AND rank in the top 50 percent of your class

All other Regional Universities- Score 20 ACT or 940 SAT **or** have 3.0 GPA AND rank in the top 50 percent of your class.

Community Colleges- score 19 ACT or 900 SAT **or** have a 3.0 GPA.

High School Juniors

Research universities (OSU and OU)- Score a 25 ACT or 1130 SAT **or** have a 3.5 GPA

Regional Universities- Score a 23 ACT or 1050 SAT **or** have a 3.5 GPA

Community Colleges- Score a 21 ACT or 980 SAT **or** have a 3.5 GPA

All concurrent students must have a signed statement from their high school principal stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of their senior year and must also provide a letter of recommendation from

their school counselor and written permission from a parent or legal guardian. A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-workload, one-half school until shall be equivalent to three semester credit hours of college work.

Additionally, high school students who want to enroll in college-level courses must earn a score of 19 or higher on the ACT subject test for the area(s) in which they want to enroll. Subject test include: English, reading, mathematics, and science reasoning. An ACT subject score of 19 in reading is required for enrollment in any subject area other than English, mathematics and science reasoning. Instructional secondary testing may not be used for placement.

Also, concurrent students may not enroll in remedial (zero-level) coursework offered by colleges and universities and designed to remove high school deficiencies.

UPDATED AP COURSE LIST AND CONCURRENT ENROLLMENT POLICY

1. The following policy addressing concurrent enrollment will begin with the Junior class of the school year 2009-2010.
2. After a student has been accepted as a concurrent student through an accredited college or university in the state of Oklahoma, the courses below may be taken and the grade transcript on A=5.0, B=4.0, C=3.0 scale.
3. All core classes required for high school graduation will be transcribed on a 5.0 scale.
3. Students who receive university credit by passing an Advanced Placement exam with a core of 3 or above will receive a letter grade of "A" on a 5.0 scale for the courses credited.
4. The following courses that are sanctioned Advanced Placement by the Oklahoma Department of Education will be on a A=5.0 grading scale. The teacher must have taken the recommended state A.P. training. The courses available on a 5.0 scale are:

ROFF HIGH SCHOOL COURSES

AP English IV

AP History

AP Government

Class Arrangements: When a scheduling conflict occurs for seniors, arrangements may be made at the principal's discretion.

COLLEGE/UNIV. CONCURRENT COURSES

Composition I & Composition II

American History to 1865 & American History since 1865

Government & Economics

Sandy Garret State Superintendent of Public Instruction Oklahoma State Department of Education

The 2009 Regular Session of the Oklahoma Legislature passed Senate Bill 290, which became effective July 1, 2009. This bill amends
70 O.S. 628.13.

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

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

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

Courses not listed and for which academic credit is sought may be submitted to OSDE for review of course curriculum alignment with the Oklahoma *Priority Academic Student Skills*. For more information regarding this process, please contact Dr. Jennifer Watson, at (405)-522-3521, or <Jennifer_Watson@sde.state.ok.us>