

SOUTH COFFEYVILLE SCHOOL

I-051

STUDENT HANDBOOK

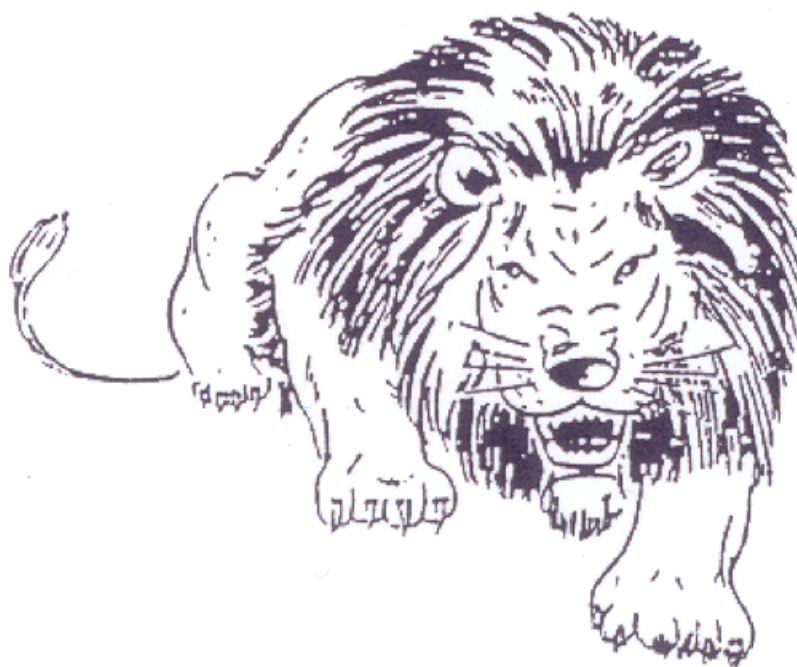


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FORWARD

The faculties of South Coffeyville Public School extend to you a cordial welcome. We solicit your cooperation in our efforts to make this year both profitable and happy.

Please read your handbook carefully. It has been prepared to better acquaint you with all phases of the school and through this knowledge to better unify our work together. Also, we have attempted to provide information that will help you in planning your work.

Enclosed within this handbook are rules and regulations that have been established to make the school programs as effective as possible. Many of the questions that arise daily can be answered by referring to this handbook.

We are proud of our school and we want you to become a part of it. As years go by, we believe that you will look back on these years as some of the happiest ones of your life.

PHILOSOPHY OF SOUTH COFFEYVILLE SCHOOL

School means the space in which students can grow, learn, and become self-reliant individuals. Responsibility for one's own actions, respect for property, and consideration for others become important learning goals. We strive to teach the basic skills so necessary for functioning and achieving in today's society.

However, we also believe that children who can share ideas, discuss problems freely, and who experience wholesome release from stress in a relaxed atmosphere will live fuller lives as adults. Self-discipline is important in today's world, and it must be allowed to begin early in order to fully develop. The school is an extension of the home, but only the beginning of life in a highly structured

society. To this end, we strive to achieve our valuable contribution to the students of South Coffeyville School.

CODE OF STUDENT CONDUCT

PREFACE

South Coffeyville Schools accepts the challenge of providing a high-quality educational program that prepares the students to compete in modern society. The program provides opportunities for the development of skills, acquisition of knowledge, and formation of desirable attitudes. It also creates an environment that is safe, secure, and conducive to learning. Most students choose to participate in this program. Regrettably, a few students exhibit behavior that prevents the established program from being successful for themselves and others. South Coffeyville Schools accepts the obligation to assist these students with a fair and consistent discipline program that provides opportunities for students to change undesirable behavior while protecting the rights of the majority.

The purpose of these regulations and guidelines is to secure uniform expectations from students in South Coffeyville School. The written code provides the foundation and framework for a fair and sound discipline policy for every student. It also allows sufficient flexibility to meet those special situations encountered.

A document of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of public schools. Therefore, **administrators** charged with the responsibility of creating and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered in these regulations. South Coffeyville School's Board policy states that *in the absence of Board policy related to a specific situation, the Superintendent, or designee, will use his/her best judgment in arriving at a decision. The decision is based on what he/she senses the policy would be if it existed, based on the spirit and tenor of other existing policies.*

The Board of Education is committed to the concept of nondiscrimination in relation to race, color, religion, gender, age, national origin, veteran status, or disability. This policy will prevail in all matters concerning staff, students, and the public.

Notes:

- ***Students who are serving an out-of-school suspension are not permitted to attend any school sponsored extracurricular activity. Students who have been placed in an alternative setting may attend school-sponsored extracurricular activities.***
- ***Students attending alternative school will be able to participate in prom and graduation ceremonies with their class and will abide by the same policies of the regular school setting.***

Section 1

Organization and Staff

1.01 Mission Statement

To ensure excellence by protecting and enhancing opportunities for students to be productive citizens and lifelong learners through an effective teaching and learning environment. Our goals as follows:

- ❖ To challenge each student to achieve at his/her maximum potential by offering a diverse curriculum that is adapted to the current need of each student, so that he/she will become productive citizens.
- ❖ To develop the school environment that will foster each student to:
 - To foster a good moral character
 - To respect law and order
 - To be obedient to the rules
 - To show honesty and respect for others
 - The understanding of justice
 - To show concern for others welfare
 - To show love for our country
- ❖ To produce a well-rounded individual by encouraging students to participate in extracurricular activities. When children participate in team activities it gives them a sense of worth and belonging. It also will help with developing and maintaining fitness, developing lifelong friendships and working in a team environment.
- ❖ To employ competent individuals throughout our facility, from our administration to our teachers, this includes our paraprofessionals.

1.02 Board of Education

- ❖ The Board of Education will consist of:
 - President-Wade Lamb
 - Vice President-Kyle Mansfield

- Clerk-Donnie Scott
- 2 members-Nick Grey and Mike Finney

Administrator and Staff

Daryl Pruter HS Principal/Superintendent	918-255-6202 ext 110	dpruter@scps.k12.ok.us
Karla Bauer ES Principal	918-255-6202 ext 103	kbauer@scps.k12.ok.us
Jade Dolan Business Manager	918-255-6202 ext 112	jdolan@scps.k12.ok.us

- ❖ For a complete list of faculty and staff members emails and pertinent information please visit the following website: www.southcoffeyville.k12.ok.us
- ❖ Morning Arrivals
 - **The school assumes no responsibility for students who walk, ride bicycles, or are brought by their parents before 7:45A.M.**
 - Pre-1st grade students will stay in the cafeteria until their classroom doors are open.
 - 2nd-5th grade students will report to the front of the Elementary school if weather permits. If weather is not favorable they will report to the commons area.
 - 6th-12th grade students will report in front of the High school building until 8:00 A.M.
- ❖ School/lunch hours
 - The school class hours are from 8:20 A.M to 3:30 P.M
 - Lunch period for PreK-1st grade is 10:45 A.M - 11:12 A.M
 - Lunch period for 6th-8th grade is 10:57 A.M - 11:24 A.M
 - Lunch period for 2nd-5th grade 11:30 A.M - 11:46 A.M
 - Lunch period for 9th-12th grade 11:46 A.M - 12:14 P.M
 - Students are allowed 4 minutes between classes.
 - Elementary playground is off limits to High School students without permission.
- ❖ Cafeteria Charges
 - It is the policy of the South Coffeyville Board of Education to no longer accept charges for breakfast or lunch. Any student who does not have a ticket will be served a peanut butter and jelly sandwich and milk. Parents are encouraged to fill out free and reduced lunch forms.
 - Prices

■ Student Breakfast \$2.60	Student Lunch \$3.35
■ Adult Breakfast \$2.60	Adult Lunch \$5.00

- Parents are welcome to have lunch with their children in the cafeteria

Section 2

Attendance

2.01 Attendance Policy

Prior to Attending school at South Coffeyville School:

- ❖ All students Pre K-12th grade entering into South Coffeyville school must furnish a birth certificate and immunization record to the school at enrollment.
- ❖ All students Pre K-12th grade who are entering into South Coffeyville school must be up to date on immunizations according to the Oklahoma State Immunization schedule or have a certificate of exemption form approved by the state.
- ❖ Children must be at least 4 years of age prior to September 1 in order to enter into Pre-K. Students who are 21 years of age, as of September 1, will not be admitted into the South Coffeyville school district.

Attendance policy:

A good education requires regular continuity of instruction, classroom participation, learning experiences and study. Regular attendance in well-planned, appropriate, instructional activities under the guidance of a competent teacher is vital to this process. The educational principle is the foundation of the compulsory school attendance law in this state.

The South Coffeyville Board of Education believes that in order for students PreK-12th grade to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

Under the compulsory education law, it is the duty of the parent or guardian to notify the school regarding the reason for the absence of a school-age child. The law also states that it is the duty of the school to notify the parent or guardian of a child's absence.

2.02 Procedure for Attendance occurrence

- ❖ Parents are expected to call (918-255-6202) the South Coffeyville School. On the day the child will be absent. (**Oklahoma law 70-10-106**)
- ❖ If there is no contact about the child's absences to the school the child will be considered unexcused/truant.

- ❖ Repeated truancy will be a just cause for legal action to be taken against the parents. (**Oklahoma law and 70-10-105**)
- ❖ A student is allowed to miss (10) days per semester per class. On the 11th day of absence a student will receive no credit (N/C) unless a waiver is granted by the attendance committee. The committee will normally meet only after the end of the semester. Meetings may be held earlier if deemed necessary by the administration. In the case of an extended illness, administration will determine absences as excused/unexcused or exempt.

2.02A Attendance Problems Requiring Action

- ❖ The student is officially enrolled but fails to report to school, to attend every class (cuts class), or to remain on campus until dismissed.
- ❖ A student is habitually tardy without a valid excuse.
- ❖ A student has been absent without a valid excuse for four (4) or more days or parts of days within a four (4) week period, and the school has not been notified by parent/guardian.
- ❖ If the parent is in violation of attendance policy:
 - The school will attempt to notify the parent/guardian that they are in violation of state law. (Oklahoma law 70-10-105)
 - The case will be turned over to an attendance officer if necessary.
 - The case will be filed with the District Attorney for prosecution. If found guilty, the parent/guardian will be responsible for fines and court costs.

2.02B Excused Absences

- ❖ Excused absences will be limited to any absences in which legal documentation has been provided. A note or letter from a doctors office, lawyer or court verifying the time and place of the student's appointment or appearance are examples of qualifying documentation.

2.03 Tardy Policy

A student is considered tardy when he/she is not in their assigned classroom when the bell rings. Tardies will be counted at any time during the school day and will accumulate per semester. After 3 absences in any given class the following disciplinary action can be taken:

- ❖ After the 3 tardies in any class 30 minutes of detention will be issued
 - If the student does not attend the 30 minute detention the time will double the next time to a one hour detention.
 - If the student does not attend the second schedule detention the student will attend (1) day of in school suspension (ISS) and will be ineligible for the following week.
- ❖ 3 tardies per class is considered (1) absents.

- ❖ If the student is tardy (3) times within one week, the student will be ineligible to attend sporting events the following week.

2.04 Absence makeup work

The student will be given two (2) days to make up one (1) day's absentee assignments and an additional day for each additional consecutive excused absence. The first day of the students' return is day one. Assignments missed during an unexcused absence may not be made up. Assignments given or known prior to the absence will be due upon the students return to school.

2.06 Absentee appeals committee

If a student misses nine (10) or more days due to extenuating circumstances, the parent and student may present their case to the Attendance Appeals Committee who will have the power to grant exceptions. The school will establish the committee. A written request to be heard must be submitted to the building administration within (10) days of the violation to appeal to the committee.

2.07 College Visits

Seniors will be allowed 2 college visits which will not count against their attendance. Students must submit a request form at least 3 school days prior to the anticipated visit. Upon return to school after the visit, students will be required to submit a signed verification form from the college that they did attend. Permission to college visits will NOT be granted during semester testing, MAPS testing or state testing.

2.08 Student leaving early or coming into school late

- ❖ If a student is late to school a parent or guardian will need to sign the child in at the elementary/high school office.
- ❖ A student shall not be permitted to leave school during the school day in the custody of a person other than the student's parent or legal guardian unless that person has authorization and can identify himself/herself. In all cases, the student will not be released from a classroom, but must be checked out through the office.
- ❖ Students of estranged parents shall be released only upon the request of the parent whom the court holds directly responsible for the student and who is the parent/guardian registered on the school records. The administration may request presentation of the appropriate court document for verification purposes.
- ❖ The school has a closed campus policy **INCLUDING LUNCH**. Once on the school campus any student leaving the school campus must be cleared through the office before leaving. Violation of this rule will result in 3 swats or 3 days suspension.
- ❖ Phone calls to the school office from a parent or guardian to allow a child to leave school early will not be accepted.

Section 3 **Discipline**

3.01 Discipline Alternatives

❖ Detention

- Detention will be assigned and monitored by the classroom teacher or the principal/superintendent. The detention will be served before school, after school, or during lunch in an area designated by the person administering the detention. Students will be required to do homework or assigned academic work.

❖ Corporal punishment

- Corporal punishment may be administered, by administration, when the punishment is age-appropriate for the student in question and with the permission of the parent. Physical punishment may be administered after less severe measures have not appeared effective and after the nature of the offense has been explained to the student. Physical discipline is defined as spanking and shall be confined to the use of a paddle applied to the buttocks through a student's regular mode of dress. Within the limitations of this policy, administration, teachers, and other certified personnel might administer physical discipline with the following restrictions.
 - An oral or written report must be made to the parent or guardian following persistent violations of the school rules by the student.
 - Physical discipline must be administered within the bounds of moderation and prudence, be suited to the gravity of the offense, and be administered with consideration of physical condition and size of the student.
 - In all cases, physical discipline shall be free from the presence of other students.
 - Physical discipline shall be administered in the presence of the schools administration
 - Administration is responsible for informing the parent/guardian of the administering of physical discipline. After physical discipline is administered, a report signed by the principal/superintendent or person administering the punishment and by the witness must be placed on file as a matter of record.
- A teacher or administrator is authorized to employ physical restraint if necessary to prevent the student from doing harm to others or to self. When so employed, physical restraint shall not be considered a form of physical punishment.

❖ Suspensions

- **Out Of School Suspension**: Participation in extracurricular activities is a privilege and not a right. Whenever a student is suspended from school, he/she automatically forfeits

the privilege in all extracurricular activities including, but not limited to, sports, socials, trips, sporting events, and graduation ceremonies. The student may not be on campus unless granted permission by an administration.

➤ **In School Suspension**

- Will be assigned by an administrator.
- The student who is to serve ISS must serve from 8:20am-3:30pm in order for the day to count. An additional day will be required for any incomplete days during ISS, regardless of the reason.
- Students will be isolated from other students.
- All work must be complete and of acceptable quality before the student can re-enter the classroom.
- Any misbehavior or refusal to work while serving in-school suspension will be immediate grounds for out-of-school suspension. Students receiving out-of-school suspension as a result of actions occurring during in-school suspension will be required to complete the in-school suspension upon their return to school.

➤ **Suspension for off campus conduct**

- The school administration may suspend a student based on the student's off-campus conduct when the principal/superintendent/designee concludes that the off-campus conduct indicates that the student's continued attendance would have an adverse impact on order, discipline, or the educational process at school.

➤ **Re-Admittance from suspension for certain violations**

- Students, and the parent/guardian, returning from a long-term suspension may be required to sign a notarized agreement upon request to re-enroll in school.
- CONDITIONS FOR the parent/guardian must appear personally and sign a notarized agreement.
- RE-ADMITTANCE such an agreement will state the parent/guardian understands if any legal offense recurs, the student will be suspended for the remainder of the current semester and the succeeding semester.

➤ **Appeal process for Suspension**

➤ The student shall have the right to appeal the administration suspension by the following procedures outlined as follows:

- Within three (3) days from the date of suspension, the student's parent/guardian may request, in writing, a review by the Superintendent and then to the Board of Education, or follow the procedures listed below as follows:
 - The appeal will be initiated by the parent/guardian by contacting the principal/superintendent within three (3) school days of the imposed suspension.
 - The principal/superintendent will set a time and place for the hearing and notify the parents. The hearing will be held during regular school hours.
 - The hearing will be closed to the public and at least one parent/guardian must be in attendance.
 - The hearing committee will consist of:
 - ◆ The Superintendent of schools, or his designated representative, who will chair the committee.
 - ◆ An Administrator who is not involved in the incident if possible.
 - ◆ Three tenured classroom teachers who are not involved in the incident.

- The appeal decision will be to sustain, rescind, or modify the action prescribed by the principal/superintendent
- The parent/guardian has the right to appeal the decision of the hearing committee to the Board of Education. Such a request must be in writing to the schools administration; and must be made at least ten (10) working days before the next regularly scheduled board meeting.
- The Administration shall schedule a timely hearing before the Board of Education and shall notify the parent/guardian in writing as to the time and place for the hearing.
- After the hearing, the Board of Education shall render a decision by a majority vote; and that decision will be non-appealable.

➤ **Procedure for Due Process**

- The student has the opportunity to know these policies or any other school regulations or procedures being informed of the provisions allegedly violated sufficient opportunity to give his/her version of the alleged violation. The right to a conference with the school administration. The right to appeal a suspension to the school administration, and if over ten (10) days, to the Board of Education.
- **SPECIAL NOTICE: A child with a disability and his/her parent/guardian are entitled to the procedural protection of Section 504 and IDEA-B before the student's placement is changed for disciplinary reasons.**

3.02 Regulations and Violations

Based on the official policy of South Coffeyville School Board, certain types of conduct (the way one acts) are prohibited (forbidden by law or order). The rules, regulations, and procedures, as indicated in the booklet, will, for the safety and convenience of everyone, be enforced immediately before, during, and after school hours. ***The rules are applicable at school, on school athletic fields, buses, in areas immediately adjacent to the school, and in all other places where school functions occur or where school activities normally take place.*** The rules are also applicable throughout the course of any school field trip or other officially sponsored school activity. Appropriate disciplinary actions will be imposed on students violating these rules. Violations are divided into discipline violations and law violations. (Law violations may also result in court action.)

3.03 Disciplinary Action Levels

- ❖ Students who break rules are subject to disciplinary action, which may be taken by teachers, counselors, administrators, or other school personnel. The action is set by federal, state/city laws, and administrative and School Board policies. These levels are for first time offenders. There are eight levels of disciplinary actions.

➤ **Level 1:Conference**

- Staff members may conduct a conference among any combination of the following:
 - Teacher/Student
 - Teacher/Parent
 - Teacher/Counselor
 - Teacher/Student/Administrator
 - Teacher/Student/Administrator/Parent

- Teacher/Student/Counselor/Parent
- Administrator/Parent
- Administrator/Student
- Administrator/Parent via telephone
- Teacher/Parent via telephone
- **Level 2: Intervention**
 - Referral to the school counselor or a counseling service.
 - ISS (In school suspension)-The temporary denial of a student's right to attend class.
 - Meeting-A meeting with school personnel and perhaps counselor and parents to address the students behavior and recommendations how to handle the behavior.
- **Level 3: Suspension 1-5 days or swats**
 - **Suspension**-The denial by the school administration of a student's right to attend school or school sponsored activities for 1-5 days.
 - **Swats**- The use of 1-3 swats. Must have written permission from parents.
- **Level 4: SUSPENSION 5-10 DAYS**
 - **Suspension**-The denial by the school administration of a student's right to attend school or school-sponsored activities for 5-10 days.
- **Level 5: Suspension 10 days**
 - **Suspension**-Student is suspended for ten (10) days. *This suspension requires that the student complete an assessment with an approved rehabilitation provider prior to reinstatement.*
- **Level 6: Long Term Suspension**
 - **Suspension**-The student can be suspended for a period not less than 11 days, but not exceed the current semester and the succeeding semester.
- **Level 7: Mandatory Semester Plus the Succeeding Semester**
 - **Suspension**: The student will be suspended for the remainder of the semester, and the succeeding semester.
- **Level 8: Mandated One-Year Suspension**
 - **SUSPENSION**: Mandated suspension of a student for a period of not less than one year.
 - *When suspending students with an IEP/disabilities refer to the Special Education guideline.*

3.04 Behavior Incident

❖ Habitual Offenders

- Any student who repeatedly breaks school policies, classroom policies, or in other ways disrupts the learning process on a consistent basis will be suspended long-term

❖ Nuisance Items

- Any item that may create a nuisance should not be brought to school. Such items may be confiscated. These include but are not limited to games, cards, etc. This is a level 1 discipline action.

❖ Tobacco Possession

- The Board of Education recognizes that the use of tobacco has been shown to be linked to illness and disabilities and federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children.
- Therefore, smoking, chewing, vaping or any other use of tobacco by staff, students, and members of the public is prohibited on, in, or upon any school property.

- “School property” is defined as all property owned, leased, rented, or otherwise used by any school in this district including but not limited to the following:
 - All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. The term shall not apply to buildings used primarily as residences.
 - All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
 - All vehicles used by the district for transporting students, staff, visitors, or other persons.
- “Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, vapes and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both, and includes cloves or any other product packaged for smoking.
- “Use” is defined as lighting, chewing, inhaling, or smoking any tobacco as defined within this policy
- *Any student found to be in possession of tobacco or imitation tobacco while attending any school sponsored activity or while transporting to or from an event or while on school premises shall be subject to suspension. This is a disciplinary level 3-8.*

❖ **Fighting**

Fighting will not be tolerated in South Coffeyville School. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence. Any student who willingly engages in a fight but has the opportunity to walk away, on South Coffeyville school grounds or during any school sanctioned activity, may be subject to the following consequences and/or suspension up to the remainder of the school year:

- 1 st offense up to three (3) days out-of-school suspension
- 2nd offense up to five (5) days out-of-school suspension
- 3 rd offense up to long term out-of-school suspension

❖ **Gang Culture**

To maintain the safety of students and staff and to ensure the appropriate learning environment, South Coffeyville Schools will not tolerate behavior, which is indicative of the “criminal street gang culture”. They will include but not be limited to gangster style clothing, gangster rap music, and gang-style language, graffiti, or gestures. South Coffeyville Schools recognizes that this “criminal street gang culture” is dynamic and ever-changing, and those students participating in such behavior will be counseled and dealt with under discipline codes of Gang Symbols or Gang Behavior. South Coffeyville Schools realizes that many of these characteristics are “fashionable” with students and the district is not accusing persons exhibiting these behaviors of having gang affiliations. However, these behaviors are known to endanger students and disrupt the learning environment, and will not be tolerated.

This can be a disciplinary level 2-8

❖ **Physical/Verbal assault on an adult**

Any act of physical violence or the verbal threat of physical violence directed at the administration, teacher, or staff may result in a suspension of up to 1(one) calendar year.

❖ **Alcohol and Controlled Substance**

- It is the policy of the South Coffeyville Board of Education as defined by state law, that may have reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession and alcohol or controlled substance will immediately

notify the principal or Superintendent of such suspicions. The school administration will notify the parent/guardian of the student.

- Any suspension and/or search of the student will be subject to any applicable school policy, state law, or student handbook regulation.
- Any teacher or employee employed by the South Coffeyville Board of Education who has reasonable cause to suspect that a student is under the influence of, or has in his/her possession, alcoholic beverages, or a controlled, dangerous substance and who reports such information to the appropriate school official shall be immune from all civil liability.
- It is the policy of this school district that no student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, or any alcoholic beverage, malt beverage or fortified wine, or other liquor, or possess, use, or transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood of behavior.
- This policy shall apply to all students before, during and after school hours at school, in any school building, and on any school premises; in any school-owned vehicle or in any other school or school activity, event, or function; or during any period of time when students are subject to the authority of school personnel.
- This policy shall not apply to the proper possession and use of prescription medication or to the legal possession of any of the above listed substances in connection with an approved school project when such possession has been approved by the school official in charge of the project.
- This is a level 4-8 on the disciplinary level.

❖ Weapons

➤ Guns

- It is the policy of this school district to comply fully with the Gun-Free Schools Act.
- 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 may be removed from school for 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 firearms or weapons will be confiscated and released only to a law enforcement authority.
- 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 or 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; 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-club; hand chain; metal knuckles; or any other offensive weapons.

- 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 school administration
- The school administration may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

❖ **Vandalism**

- Any act of vandalism will result in a requirement of restitution and may also include a suspension up to 1(one) calendar year.

❖ **Disruptive acts at the end of the school term**

- Any student who engages in disruptive behavior on or near the last day of the school year with obvious intent of avoiding disciplinary action may be suspended for the remainder, if any, of the current school year and into the first semester of the following year.
- The students who are graduating from South Coffeyville School could lose their ability to graduate with their class.

3.05 Bullying and Harassment

- ❖ Oklahoma Statute has established the School Bullying Protection Act. The school board recognizes that intimidation, harassment, and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment and bullying. The Act defines the terms “harass, intimidate, or bully,” as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize 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
 - This also includes the use of any electronic devices to intimidate or threaten, both at and away from school.
- ❖ No student in this district will be subject to bullying, hazing, harassment of any other form of persecution by any other student or group on school grounds or during school sanctioned activities. Students that bully, harass, or haze will be subject to an out-of-school suspension up to 1(one) calendar year. This is a level 2-8 disciplinary level
 - **Bullying**
 - Bullying is a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else.
 - Bullying can be defined as:
 - ◆ **Physical Bullying**-includes harm or threatened harm to inflict bodily harm or property damage through verbal or written speech or gestures. Common acts include tripping, hitting, pushing,

pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon or other acts of violence.

- ◆ **Emotional Bullying-** includes the intentional infliction of harm to another's self-esteem, including insulting or profane remarks or gestures, harassing and frightening statements.
- ◆ **Social Bullying-** includes harm to another's group acceptance including intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group. Also intentional planning or implementation of acts of public humiliation, undermining current relationships, the false or malicious spreading of an untrue statement or statements that exposes the victim to contempt or ridicule or deprives the victim of the confidence or respect of student peers.

➤ **Hazing**

- Hazing is an activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission to any organization operating subject to the sanction of the school district.

➤ **Harassment**

- Harassment is the deliberate taunting of a student by means of language or physical contact in an attempt to degrade or humiliate.
- Harassment exists when an individual student or a group uses rough practical jokes or causes a student to perform meaningless, difficult, or humiliating tasks.

➤ **Sexual Harassment**

- Sexual Harassment is a form a discrimination based on sex. Discrimination based on sex means treating someone differently because she or he is a female or male. Sexual harassment is illegal and is prohibited by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964.
- Includes harm by making unwelcome sexual comments, vulgar, profane, or lewd comments or drawings or graffiti about the victim. Also committing physical acts of sexual nature at school including fondling or touching of private parts of the victim's body. Also gossiping or spreading false rumors, either written or verbal, about a student's sexual life or threats of force to commit sexual acts. It can also include off-campus dating violence that adversely affects the victim's school performance, attendance or behavior.

- ❖ Students and staff are encouraged to inform the appropriate administrators if they are a victim or witness to acts of harassment, intimidation, or bullying.
- ❖ Parents are encouraged to inform the appropriate administrators if their child has been a victim or witness to acts of harassment, intimidation or bullying.
- ❖ Tattling vs Reporting
 - South Coffeyville Public School defines tattling as telling an adult about another student's actions with the sole purpose of getting that student in trouble.
 - South Coffeyville Public School defines reporting as telling an adult about another student's actions with the purpose of getting help with a difficult situation, e.g., one that is threatening or hurtful.

3.06 Confidentiality/No retaliations

❖ **Confidentiality**

- South Coffeyville Public School staff will strive to maintain confidentiality of any student target or bystander who reports bullying or sexual harassment. The school staff will also respect the confidentiality of the student accused of bullying or sexual harassment. Any disclosure of reported information, including the identity of a student, will be made only to individuals involved in the school's response to the incident.

❖ **No retaliation**

- South Coffeyville Public School will not tolerate retaliation for reporting bullying or sexual harassment. School staff will discipline any student who retaliates against anyone who reports an incident or against any person who testifies or assists in an investigation. Retaliation includes, but is not limited to: any form of intimidation, reprisal, or harassment, whether physical or verbal.

Section 4

Child Abuse Procedure

When child abuse is suspected by a principal/superintendent, teacher, and/or counselor, it is important that the action be logged. Many times the child abuse is just suspected or reported to school personnel by concerned patrons and/or neighbors.

Should child abuse be reported to the school, the principal/ superintendent should inform the person calling that by law they are to report child abuse.

If the teacher is aware of abuse, they should immediately talk with the principal/ superintendent and the final action as to the plan procedure always rests with the principal/superintendent. If the abuse is just suspected, the principal/superintendent should have the teacher document the situation.

If a student comes to school with visible evidence of abuse or the student reports that he/she has been abused to the teacher, then the teacher should inform the principal/superintendent.

When it has been determined that there is abuse, the principal/superintendent should contact the Department of Human Services (DHS).

If the student needs to be removed from school supervision, it is the responsibility of the principal/superintendent to ask the police to contact the family before the student leaves the school.

The principal/superintendent is to prepare a detailed case write-up for the principal's/ superintendent file.

If the child abuse is suspected and can't be pinpointed, teachers have been urged to set a conference with the parents and/or ask the police to make a home visit. An effort should be made and documented in the area of prevention.

Section 5 Searches

❖ Search of school Property

- All school property such as lockers, desks, etc. assigned to students is the property of South Coffeyville Schools. The student is given a temporary right to use the property, and this right may be revoked at any time.
- School property will not be used to store materials, objects, etc. that are in violation of school rules. The school administration may authorize the search of school property temporarily assigned to a specific student and without the permission of the student or the presence of the student. Students have no expectations of privacy as to lockers, desks, or other school property temporarily assigned for personal use.
- School personnel may remove from lockers or desks any articles which are prohibited at school or could be used to interfere with or disrupt the educational process.

❖ Search of students person

- No person attending a school-sponsored event may conceal on his/her person or in a purse, handbag, etc. any weapon, narcotic, dangerous drug, alcohol, or any other substance or object that is in violation of local or state ordinances or school rule. The school principal/superintendent or designee may authorize the search of a student's person or personal property and seize illegal or harmful items in his/her possession as follows:
 - There must be reasonable suspicion for school authorities to believe the student is in possession of an item, which constitutes a crime or a school rule violation.
 - The student must be told, prior to the search, what item or substance is being sought.
 - The search must be done in a manner that avoids undue humiliation to the student. *The search must be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. Under no circumstances should a strip search be conducted.*
 - Illegal items or other substances reasonably determined to be a threat to safety or security of others may be seized by school authorities.
 - Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from student possession

❖ Use of a trained drug dog for search

- To enforce the South Coffeyville School District Student Drug Abuse Policy, the school administration shall arrange for periodic unannounced searches of the school grounds by a trained dog.

Section 6

Student/Staff Accountability and Complaints

❖ Student Accountability

- South Coffeyville Public School expects students to demonstrate respectful behavior throughout campus, on the bus, and at all school sponsored events. Students whose behavior is found to be in violation of this policy will be subject to appropriate sanctions.

❖ Staff accountability

- All school staff are expected to model respectful interaction with all students and staff at all times. Any staff member is expected to respond to bullying and sexual harassment incidents immediately and in a manner consistent with school policy. Training will be provided as needed to educate and enhance staff skills for responding effectively to bullying and sexual harassment.
- Staff who witness an incident among students are expected to intervene by:
 - Responding immediately
 - Establish the safety of the target
 - Education both students by identifying the unacceptable behavior and explaining its harmful impact on the target and other students.
 - Setting a logical, reasonable and educational consequence for the bully or harasser, which promoted the safety of the target. Target will not receive consequences.

❖ Parent complaints

- Complaints should be handled at the most immediate level, which is between parent and teacher involved. Should there be parental or citizen complaints to a school administration concerning a teacher, the principal/ superintendent shall inform the teacher of the complaint and the substance of the complaint, including names(s) of the complaint(s). When a parent makes a complaint to the administration , the parent shall be told that the teacher will be informed of the complaint. If either principal/superintendent or teacher determines the complaint is of such a nature as to warrant a conference with the parent one shall be arranged.

Section 7

Bus Riders

Your bus driver is an important person in your school life. Do what he or she tells you. Your life may depend on it. Any bus student who continues to annoy others or break regulations will be referred to the school administration.

Be at the appointed bus stop on time. Remember you are only one. If you know you will not be riding the bus any day, notify your driver so he or she won't make an unnecessary trip or stop for you. The buses will not wait for you after school. It is your fault if you miss your bus.

Use of tobacco in any form, using profane language, and horseplay of any kind will not be tolerated on the bus at any time.

❖ Bus Behavior

- All students are under the supervision of the bus driver while on the bus. The principal/superintendent or designated representative for the following behaviors may remove a student from riding the bus:
 - Talking to bus driver while bus is in motion
 - Leaving seat while bus is in motion
 - Reserving seats for other students
 - Using tobacco on bus
 - Excessive littering
 - Offensive/vulgar language
 - Disrespect to bus driver
 - Throwing object in or off the bus
 - Fighting
 - Spitting in the bus
 - Loud talking or unnecessary confusion
 - Destruction of school property
 - Putting any part of the body outside the bus
 - Unlocking emergency door except at direction of the bus driver
 - Indecent behavior

Section 8

Motor Vehicles on School Grounds (Students)

- ❖ In order to protect the students attending the South Coffeyville Schools, the following “Student Driving Regulations” have been adopted.
 - All students who drive vehicles to school must drive in a safe manner both on and off the campus.
 - **All students who drive vehicles to school will park the vehicle and not move the vehicle during school hours without permission.**
 - In addition to the above, other driving offenses leading to disciplinary action are:
 - Driving in excess of 20 miles per hour around the school campus.
 - Driving a vehicle in a reckless manner.
 - Riding on the outside of a vehicle or in the back of a pick-up truck.
 - No parking in an unauthorized area.
 - Not exiting the vehicles upon parking.
 - Controlling excessive noise.
 - Not wearing a seat belt

Section 9

Cell Phone/other wireless devices

**NO student cell phones, or Personal Electronic Devices (PEDs) such as smart watches, earbuds, air pods, headphones, etc, will be allowed to be in use in any building. This new policy applies to all South Coffeyville School Sites.
(Elementary, Middle, and High School)**

This policy is in effect any time the student is in the building. **This policy pertains to all building classrooms, hallways, restrooms, the gym, and the cafeteria.** Devices must be left at home, or placed in a school-designated area (secured in the site office). If students bring their cell phones or PEDs to school, they are to take their cell phones or PEDs to their site's designated secure location.

Disciplinary Consequences and Action

The goal of the campus-wide cell phone usage policy is to create and maintain a level of engagement and focus in the classroom and to be void of distractions that include the usage of students' cell phone devices. Due to the potential disruption a cell phone or PED may cause to the instructional environment the disciplinary actions outlined below will be strictly enforced.

Any staff members have the right to confiscate cell phones when in violation of this policy. Students who refuse to relinquish a cell phone or other PED will be referred to the principal/ superintendent or designee. Rules governing insubordination will apply as outlined in the student handbook.

South Coffeyville Public Schools assumes no liability for theft, loss, or damage of cell phones and other PEDs possessed by students who violate this school policy.

First Violation:

- Confiscate cell phones or PED.
- The student will serve ONE (1) day of in-school suspension.

Second Violation:

- Confiscate cell phones or PED.
- The student will serve THREE (3) days of in-school suspension.
- The student will be ineligible from ALL activities for the rest of the current week and the following week.

Third and all subsequent Violations:

- Confiscate cell phone or PED for the remainder of the semester.
- Out-of-school suspension for the remainder of the semester.

**A PARENT/GUARDIAN MUST PICK UP THE CELL PHONE AT THE SCHOOL
DAY'S END FOR ALL VIOLATIONS.**

Section 10

Dress Code

The Board of Education believes that the majority of the students in the public schools recognize their own individuality and have no need to express themselves in extreme dress and grooming styles. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirement the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or distract from school activities, or create a health or other hazard to the student's safety or to the safety of others. Additionally, any clothing that interferes with the educational function entrusted to the board of education is prohibited.

Students will be expected to keep themselves well groomed and neatly dressed at all times.

1. Students are to refrain from wearing halter-tops or midriff blouses. Stomachs must be fully covered. Shoulder widths of garments must be a minimum of three inches in width.
 2. Shorts, skirts, etc. may be worn as long as they are no shorter than a dollar bill's length from the middle of the kneecap. (6 inches). (If a student violates the short policy the third time, the student will lose the privilege of wearing shorts the rest of the year, plus serve 1 day ISS.)
 3. Accessories such as bandannas, blankets, gloves, hats, caps, hair picks, or sunglasses are not acceptable.
 4. All students are required to wear shoes. Cleated shoes are not permissible in the school building. Skate shoes/sneakers must be worn with wheels in.
 5. Clothing that deals with tobacco, alcoholic beverages, drugs, drug paraphernalia, vulgar or implied slogans, vulgar pictorial images, hate, violence, cults, or that is gang related may not be worn.
 6. Shirts with excessively large arm holes, which expose too much skin are not allowed.
 7. Jeans, pants, britches, etc. must be worn above the hip bone at the natural waistline, must be fully hemmed, and for safety reasons cannot bag, sag, or drag the floor. Overalls must have both straps over the shoulder and fastened in the manner in which they were intended. Side buttons or snaps must be fastened on all overalls.
 8. Trench coats are not allowed at any time. Students attending extra-curricular activities will be subject to random security checks.
 9. Pajama pants (flannel, patterns, plaids, etc) are not an acceptable form of attire. SOLID sweatpants are acceptable.
- ❖ Disciplinary action for dress code violations
- 1st offence-Warning to the student
 - 2nd offence-Parent/Guardian will be called to have child change clothes and 1 day detention
 - 3rd offence- Parent/Guardian will be called to have the child change clothes and the child will serve the remainder of that day plus 1 day of ISS.
 - If the student continues with dress code violations the student will not be able to wear anything to school other than jeans and a tee shirt.

Session 11

Athletics

11.1 Attendance for Student Activities

- A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible. Only exceptions allowed by O.S.S.A.A. will be considered.
- *All students who are members of school activity groups are limited to (10) absences per school year per class period (O.S.S.A.A. Administrators Handbook, Board of Directors Policy: XXX).* Absences for the following reasons will not be charged against the ten-absence limit:
 - Participation in school-sponsored state/national level contests in which the student has earned the right to compete.
 - Activities held on campus and sanctioned by the principal/superintendent.
 - On-campus visits by college or vocational representatives.
 - College entrance examinations.
 - Field trips in conjunction with an academic class.
 - Appearance before local civic groups.
 - Field trips to area vocational-technical schools.
 - Service as a page in the legislature.

11.2 Eligibility

- Only those students who are scholastically eligible as defined by the following rules, and who are not under any restrictive disciplinary action, will be permitted to represent the school in any extra-curricular capacity, including athletics, FFA, ect.
 - Junior High (6-8) and High School (9-12th)**
 - **Semester Grades**
 - A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement is five school credits for the 6th through 12th grade students.)
 - If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the **six weeks** of the next semester they attend.

- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in **all subjects** he/he is enrolled in, at the end of a **six-week period**.

➤ **ELIGIBILITY DURING A SEMESTER: (Local eligibility meets with that of OSSAA)**

- Scholastic eligibility for students will be checked at the beginning of the third week of a semester and each succeeding week thereafter.
- A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- A student who has lost eligibility under this provision must regain passing grades in all of their classes in order to regain eligibility. A student regains eligibility under OSSAA's Rule 3 with the first class of the new one-week period (Monday through Sunday).

➤ **Special considerations**

- An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Section 10.2 of this policy at the end of a three-week period.
 - Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, and death in family and natural disaster.) (Board policy allows a maximum of two weeks to apply to this exception.)
 - One summer school credit earned in an Oklahoma State Department of Education in accredited program may be used to meet the requirements of this Section 10,a of this policy for the end of spring semester.
 - Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked. Those students missing more than two hours of school on the day of the school activity will not be allowed to participate unless the Principal/Superintendent can justify waiving the rule!
- ❖ No child will be allowed to leave from an away game with anyone other than their parent/guardian.
 - ❖ No child will be allowed to leave the school after an away game with anyone other than their parent/guardian.
 - If Parent/guardian will not be able to pick the student up after an away game, arrangements will need to be approved by the administration at least one day in advance.

Section 12 **Academics**

12.01 Current requirements For High School Students

4 English, 3 Mathematics, 3 Science, 3 Social Studies (includes American History and Oklahoma History), 1 Art (Includes Visual Art and General Music), 7 Electives. Beginning with the graduates of 2003, each student must complete the following:

4 LANGUAGE ARTS

- 1 GRAMMAR AND COMPOSITION
- 3 AMERICAN LITERATURE
ENGLISH LITERATURE
WORLD LITERATURE
ADVANCED ENGLISH, or
Other English courses with content and/or rigor equal to or above grammar and composition.

3 MATHEMATICS

- 1 ALGEBRA OR ALGEBRA 1 (contextual)
- 2 ALGEBRA II, GEOMETRY OR GEOMETRY (contextual)
TRIGONOMETRY, MATH ANALYSIS OR PRE-CALCULUS, CALCULUS,
STATISTICS, AND/OR PROBABILITY, COMPUTER SCIENCE, OR
Other Math courses with content and/or rigor equal to or above Algebra I.

3 SCIENCE

- 1 BIOLOGY I OR BIOLOGY I (contextual)
- 2 CHEMISTRY I, PHYSICS, BIOLOGY II, CHEMISTRY II, PHYSICAL
SCIENCE, EARTH SCIENCE, BOTANY, ZOOLOGY, PHYSIOLOGY,
ASTRONOMY, APPLIED PHYSICS, PRINCIPLES OF TECHNOLOGY,
QUALIFIED AGRICULTURE EDUCATION COURSES, OR
Other Science courses with content and/or rigor equal to or above Biology I.

3 HISTORY & CITIZENSHIP SKILLS

History, Government, Geography, Economics, Civics or Non-Western Culture
+1 Additional unit or Set of Competencies

1 ART

May include but not limited to: Visual Arts or General Music

2 FOREIGN OR NON-ENGLISH OR COMPUTER TECHNOLOGY

- 1ST year of Foreign or Non-English language
- 2ND year of same Foreign or Non-English language

**PERSONAL FINANCIAL LITERACY
CPR/AED**

Sophomores	5 Units or more
Juniors	11 Units or more
Seniors	15 Units or more
Graduation	24 Units or more

CERTIFICATE OF DISTINCTION OPTIONAL

- 4 Units of English
- 3 Units of Mathematics
- 3 Units of Social Studies
- 3 Units of Science
- 1 Additional unit of above
- 2 Units of Foreign Language
- 1 Additional units in the area of Technology, the Humanities, or the Arts

12.02 Concurrent Enrollment

A twelfth-grade student enrolled in an accredited high school may be admitted provisionally to a college or university in the Oklahoma State System or Coffeyville Community College of Higher Education as a special student. An eleventh grade student enrolled in an accredited high school may be admitted provisionally to a college or university in the Oklahoma State System or Coffeyville Community College of Higher Education as a special student. To be eligible, high school seniors and juniors must meet the following requirements for admission:

Concurrent Enrollment of High School Students
Minimum High School Performance Standards

	Option 1 Minimum ACT/SAT	Option 2 Minimum GPA & Class Rank
HIGH SCHOOL SENIORS		
University of Oklahoma	24/1090 AND 1.0 GPA or top 50%	3.0 AND top 30%
Oklahoma State University 3.0 AND top 33%	23/1060	
Regional Universities	20/940	3.0 AND top 50%
Two-Year Colleges	19/900	3.0
HIGH SCHOOL JUNIORS		
University of Oklahoma	25/1130	3.5
Oklahoma State University	25/1130	3.5
Regional Universities	23/1060	3.5

South Coffeyville Juniors and Seniors will be allowed to enroll in college with the recommendation of the high school counselor and approval of the high school principal/superintendent. Seniors will be required to have a cumulative grade point average of 3.0 or higher. Juniors will be required to have a core subject grade point average of 3.0 or higher.

Any students enrolling in a service club/teacher assistant period for no credit must be at least a junior or senior and have an accumulative grade point average of at least 3.0. Any student shall not be enrolled in more than one service club/teacher assistant period per day.

12.03 Oklahoma Higher Learning Access Program

The Oklahoma Higher Learning Access Program (OHLAP) has been available to students since 1992. The program provides resident tuition for courses needed to complete a degree or program within five years from award.

To be eligible, students must:

- be a resident of Oklahoma,
- make commitment to the program as an 8th, 9th, or 10th grader, complete the courses required for admission to any Oklahoma college or university plus 1 unit (these courses must include two units of foreign language or technology, and 1 unit of fine arts),
- graduate with a 2.5 grade point average within the previous three years, have a family income of \$50,000 or less, and
- have been admitted and enrolled in an institution of higher education or postsecondary career-tech program.

12.04 Oklahoma Tuition Scholarship Program

The Oklahoma Tuition Scholarship Program will provide a scholarship to students who graduate from high school beginning in the 2002-2003 school year and plan to attend postsecondary education in Oklahoma. The first two years of the student's resident tuition will be paid by the State. (Subject to the availability of funding.) In general, students must meet the following requirements:

1. Be a resident of this state for a minimum of two calendar years prior to high school graduation. (An exemption is made for dependents of military personnel.)
2. Have graduated from a high school accredited by the State Board of Education and awarded a standard diploma. Students must begin using the scholarship within three years of high school graduation.
3. Have a graduate ranking in the top 15 percent of the student's high school class and have earned not less than a 3.25 grade point average on a 4.0 scale.
4. Have attained a score of 26 or higher on the ACT.
5. Meet the income eligibility, which is the income of the student's parent(s) from taxable and nontaxable sources, which shall not be more than \$70,000 per year.
6. Have satisfied admission standards, secured admission to, and enrolled in an institute which is a member of the Oklahoma State Regents for Higher Education, a postsecondary Career

and Technology Education program, or an approved private institute of higher learning in Oklahoma.

7. Made an application for state and federal tuition aid. Any such aid may reduce or eliminate the award.
8. Have not been adjudicated as delinquent as defined in Section 571 of Title 57.

12.05 Vo-Tech Classes

Vo-Tech classes are scheduled each day in cooperation with the Vocational Education Center in Bartlesville. Students must be either a junior or a senior to enroll in Vo-Tech classes. Those classes will be 3 hours long and transportation will be provided there and back. **No Vo-Tech student is to drive his/her own vehicle without prior approval from the high school office. It is the student's responsibility to catch the bus each morning to get to the Vo-Tech classes. Those missing Vo-Tech without a justifiable reason may receive disciplinary action at the principal's/Superintendent's discretion.** To remain in Vo-Tech, a student must maintain grades and attendance in Vo-Tech or the student will be taken out of Vo-Tech and enrolled in school. Vo-Tech students must have 2 math and 2 science credits to graduate (no waivers), unless schedule conflicts exist. This is implemented at the Administration's discretion.

12.06 Alternative School

- ❖ South Coffeyville School will have an alternative school either on campus or co-op with other schools at a campus within the county. Alternative school students will be allowed to enroll in alternative education upon the signing of the alternative education student agreement by both student and guardian. Once a student has enrolled in alternative education they will no longer be allowed to receive credit in regular education courses. Students assigned to alternative schools will be responsible for their own transportation.

12.07 Proficiency Based Promotion

- ❖ Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
 - 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 that students are able to perform relevant laboratory techniques.
 - Students shall have the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
 - Social Studies
 - Language Arts
 - The Arts (Humanities)
 - Languages
 - Mathematics
 - Science
 - Proficiency for advancing to the next level of study will be demonstrated by a score of 90% of comparable performance on an assessment or demonstration.

- The opportunity for proficiency assessment will be provided at least twice each year.
- Qualifying students are those who are legally enrolled in the local school district.
- The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
- Students will be allowed to take proficiency assessments in multiple subject areas.
- Students not demonstrating proficiency will be allowed to try again during the next assessment period.
- Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.
- ❖ 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.

12.08 Retention

Non-promotion of a student to the next grade is the responsibility of the teacher with concurrence of the school administration. When a teacher has determined that a student will not be promoted, the teacher will discuss the grade with the school administration. They will consider academic attainment, the student's chronological age, mental age, social growth, attendance pattern, physical development, emotional status, effort, and purpose in determining non-promotion of the student.

Prior to the end of the third quarter, a school representative will notify the parents/guardians of a student who is not expected to be promoted to the next grade level. At this time a meeting will be scheduled with the teacher, the parents/guardians, and the principal/superintendent. If a telephone notification cannot be made, a letter shall be sent to the parents/guardians.

If a student fails a subject, a school administration will notify the student's parents/guardians by telephone. If the phone notification cannot be made, a letter shall be sent to the student's parents/guardians. In cases involving retention of a student, verbal notification followed with a letter will be made.

12.09 Report to Parents

- ❖ A midterm progress report is sent in the middle of the fifth week during each quarter of the school year. Classroom teachers have the option of making additional progress reports available if they wish. A district report card will be used to report the quarterly pupil progress at the middle of the week following the end of the quarter.
- ❖ Parent/Teacher conference day will be scheduled during each semester of the school year. However, additional conferences may be scheduled between parent/guardian and teacher if the need arises. Parents/guardians are encouraged to contact the teachers if a conference is felt to be beneficial.
- ❖ The following grading scale is normally used by the teacher:

90% to 100% = A
 80% to 89% = B
 70% to 79% = C
 60% to 69% = D
 Below 60% = F

Incomplete = I

- ❖ If a student has incomplete class work at the end of the grading period, an “I” will be entered on the report to parents/guardians. The incomplete work must be completed before the end of the succeeding reporting period. If the work is not completed or arrangements made with the teacher, “I” becomes “F” or failing grade.

12.10 Textbooks

- Classroom textbooks are furnished by South Coffeyville School District at no cost to the student. However, the student is expected to take responsibility for their textbooks, maintain them with reasonable and proper care, and return them at the end of the school year or when checking out of the district.
- Textbooks and school supplies are not to be brought to the lunchroom at noon or left on the top of lockers. Textbooks are very expensive...take care of them!
- If loss or damage does occur, money for replacement textbooks is to be taken to the Activities Secretary, a receipt issued for the money, and the receipt taken to the classroom teacher before the replacement texts can be issued. Report cards may be withheld until textbooks are returned or reimbursement completed.

Section 13

Awards and Accolades

❖ Student Awards

- During the year, South Coffeyville students receive recognition in several forms and at various times. Below is a list of these awards.

■ Honor Roll

- **Superintendent's Honor Roll:** To qualify a student must have all grades of A on his/her report card for each quarter.
- **Principal's Honor Roll:** To qualify a student must have all grades of A or B on his/her report card each quarter.

■ Reading Certificate

- Reading Certificates will be issued by the State Department of Education to students who have satisfactorily read a minimum of twenty-five (25) books approved in the Reading Course for Schools.

■ Certificate of Recognition

- Certificates of recognition will be presented to one student in each classroom who excels in subject areas.

■ Perfect attendance

- Those students who are qualified for this award have not been absent for over 2 hours on any given school day throughout the school year.
- Note: To be counted in attendance, the student must be in school two hours of each half of the day, i.e. afternoon classes begin at 12:30 P.M. the student must be in attendance until 2:30 P.M. to be counted as present the last half of the day; or, if the student was in class at 8:30 A.M. but checked out at 10:30 A.M. due to illness the rest of the day, that student would be counted as present the first half of the day and absent the last half of the day.

■ Valedictorian and Salutatorian

- Grade point average figured to nearest hundredth. Highest is Valedictorian. Can have co-honors if tied.

■ Student of the Month

- The faculty of grades 9-12, will pick one High School girl and boy for student of the month. The 6th thru 8th grade faculty also picks a girl and boy from the junior high students for student of the month. **The student as a whole is taken into consideration when picking student of the month.**

■ Elected Class Officers, Student Council, King and Queen Contestants

- All class office nominees, King and Queen contestants, and Student Council nominees must have a minimum of a 2.5 cumulative grade point average to be elected to any of these positions. The cumulative grade average starts with ninth through twelfth grades. Seventh, eighth, and ninth grade students' grade average will refer back to previous year's grades only. No student may be elected to more than two offices any one year.

Section 14

Inclement Weather/ School closings

- ❖ An emergency weather situation or power failure may necessitate closing of school. If for any reason the school will not be open, an announcement will be made as early as possible over designated communication apps.
- ❖ Do not call the school for confirmation of the station announcement as drivers, teachers, and others must be notified at this time with usually only a skeleton of staff on hand. If the weather is such that you feel that travel is dangerous, please use your own judgment as to whether or not you wish to have your children attend.
- ❖ It is the policy of the South Coffeyville Board of Education to support administrative decisions to cancel any or all extra-curricular activities at a time when school is called off due to inclement weather conditions. It is the intent of this policy to send a clear message that extra-curricular activities are secondary to academics and if the weather is too bad to attend school, then any same day extra-curricular activities are also canceled.

14.01 Tornado Alert

- Tornado Alert Signals
 - Verbal signal and/or base beeping sound.
 - The city warning is a continuous blast on the tornado sirens.
 - All clear is a verbal signal.
- In the Classroom
 - When the alert signal is given;
 - Third grade will report to the elementary girls restroom.
 - Fourth and Fifth graders will report to the elementary boys restroom.
 - All others will report to the commons area by the main office.
- In the Gymnasium
 - Students will move into the commons area by the main office and follow above procedures.
- In the Agriculture building
 - When the alert is sounded **all personnel** will leave the building and come to the commons area by the main office and follow the procedures listed above.
- Before School/Noon Hours
 - Return to the building and follow procedures listed above.
 - If you are too far from the building to safely return, you should take shelter immediately in the best shelter available.

- On the Bus
 - Take cover in a shelter, ditch, or ravine.
 - DO NOT TAKE COVER UNDER TREES as these are the first areas to be struck by lightning.

14.02 Fire Alarm

- Signal: Will be a verbal signal with instructions on which route to use to exit the building. There are north and south route options.

14.03 In an Emergency Take Auction:

- Hold!
 - In your room or Area
 - Clear the halls
 - Students:
 - Clear the hallways and remain in room or in area until the “All Clear” is announced
 - Do business as usual
 - Adults:
 - Close and lock the classroom door
 - Account for students and adults
 - Do business as usual
- Secure
 - Get inside
 - Lock doors
 - Students:
 - Return in inside of building
 - Do business as usual
 - Adults:
 - Bring everyone indoors
 - Lock all classroom doors
 - Increase situational awareness
 - Account for students and adults
 - Do business as usual
- Lockdown
 - Lock, Light, Out of sight
 - Student:
 - Move away from sight
 - Maintain silence
 - Do not open the door
 - Adults:
 - Recover students from the hallway if possible
 - Lock the classroom doors
 - Turn out the lights
 - Move away from sight
 - Maintain silence
 - Do not open the door
 - Prepare to evade or defend

➤ Evacuate

■ Students:

- Leave stuff behind if required to
- Follow instructions

■ Adults:

- Lead students to Evacuation location
- Account for students and adults
- Notify if missing, extra or injured students or adults

➤ Shelter

■ Students:

- Use appropriate safety strategy for the hazard:

<u>Hazard</u>	<u>Safety Strategy</u>
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, Cover and Hold
Tsunami	Get to high ground

■ Adults

- Lead safety strategies
- Account for students and adults
- Notify if missing, extra or injured students or adults

Section 15

General Procedure

❖ Visitors

- **All visitors must register in the school office and state the purpose of the visit. The school administration has the prerogative to approve or disapprove the visit.** The visitor will be required to wear an identification button or nametag while he/she is a guest in the school. A person on school premises must identify themselves upon request of school personnel. This includes school sponsored events and school buses. If the person is not a student but appears to have legitimate business, assistance, and directions should be offered. If the person refuses to identify himself/herself or his/her purpose, the person is trespassing. Proper action should be taken.

❖ Medication taken at school

- Medications are rarely necessary for students during the school day. They may be justified in some chronic health conditions or short-term acute health conditions.
- The school nurse or their representative may administer all medications with the exception of self-administered inhaled asthma medication after approval of parent/guardian with written orders from a physician and written parent permission, and only if the nurse agrees to accept any special instructions. In absence of the nurse, the principal's designee may administer medication. The physician's written orders **MUST** include:

Student's name

Name of drug

Dosage

Purpose of medication

Time of day medication is to be given

Anticipated number of days it needs to be given at school

Possible side effects

Special instructions for administering medication and its storage

- If under exceptional circumstances a student is required to take oral medication during school hours and the parent cannot be at school to administer medication, only the principal's designee will administer the medication in compliance with the school district's regulations. Parents are asked to supply disposable cups and/or spoons in a sack marked with the student's name and grade.
- Medication must be brought to school in a container appropriately labeled by the pharmacy or physician. **All medication must be checked in to the school office upon arrival!** An individual record shall be kept of such prescription medications administered by school personnel.

❖ Accidents

- In the event of a student accident at school an effort will be made to contact first, the parent/guardian, and second, the emergency card number. If, for any reason the parent or the emergency contact person cannot be reached, the principal/superintendent, nurse, and/or secretary will use best judgment in the decision of appropriate medical attention. Since no medical service is available at school. This could involve contacting Emergency Medical Technicians and/or transport to Coffeyville Regional Medical Center in case of severe injury. **PARENTS, PLEASE UPDATE HOME AND EMERGENCY PHONE NUMBERS WHEN THEY CHANGE. IT IS IMPORTANT WE REACH YOU WHEN AN ACCIDENT OCCURS.**
- ❖ **Student Publication**
 - Student publications are regarded as an integral part of the school curriculum and are under the control of school personnel. A copy of each publication or any other printed materials must be given to the principal/ superintendent for review three (3) school days prior to the requested distribution. The principal/superintendent will determine if the publication contains libelous or obscene language, art which advocates illegal action, disobedience, or material which encourages disruptive behavior. The principal/superintendent will notify the individuals or sponsors whether or not the publication can be distributed on the school premises.
 - The principal/superintendent also approves the place and time for distribution of printed materials. In the event the principle prohibits the distribution, the student's parents/guardians may have the principal's/superintendent decision reviewed by the superintendent.
- ❖ **Collection of Funds**
 - No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school sponsored events, or on school transportation, unless he has the written permission of the school principal or the superintendent of schools.
- ❖ **Sales**
 - Advertising may be permitted if it is for approved school related activities. Such activities may include school newspaper, yearbooks, and other fund-raising projects. Advertising material, which promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to see, or sell any item or service to students or school district personnel on school property, at school sponsored events, or on school transportation unless he/she has the written permission of the school principal or the superintendent of schools.
- ❖ **Demonstration or meeting on school property-Non school sponsored**
 - Any student who wishes to promote, organize, or participate in a demonstration or meeting on school premises other than those sponsored by the school must obtain prior approval from the principal/ superintendent at least three (3) days prior to the requested activity. The three (3) day period does not include the day of the request or the day of the activity. Before approving the request, the principal/superintendent will determine if the activity will be orderly and peaceful and will not interfere with the rights of others or disrupt the educational process.
- ❖ **Field Trips**
 - Many times throughout the school year there are events outside the school that will serve as reinforcements to classroom activities or provide social enrichment for students. These field trips are selected and planned for students by their teachers. Several adults serve as chaperons on field trips and the opportunity for parent/guardian involvement will

be included with the trip permission slips that are sent home with the students to be assigned and returned prior to the event.

- On occasion, a parent/guardian may not wish the student to attend a field trip, the student may not wish to participate, or the teacher may ask a student not to accompany the class as a result of disciplinary action or failure to complete classroom preparation. If for any reason the student will not participate in the field trip, this information must be communicated between parent/guardian and teacher prior to the field trip day.
- Parents who attend field trips may check out their child/children if notice is given to the teacher prior to the day of the field trip.
- If a bus that is transporting the students happens to break down while going to or coming back from a field trip the students will not be allowed to get off the bus at that time due to safety issues.

❖ **Families moving out of the district**

- If planning to move, notify the office to give the moving date and new address (if known at the time) so records can be completed for transfer. The student's records will be sent to the new school upon request at the time of enrollment. All South Coffeyville School books and school materials must be returned so that the checkout procedure may be completed in one trip. Final grades will be held until all fees are paid and books and materials returned.

❖ **Video tape and movie policy**

- Must be educational value
- Should be from the school library
- Must have clearance from the office (if not from the school library)
- Must be previewed
- No nudity or unacceptable language or themes
- No "R" rated movies
- Must be grade appropriate
- Must be educational value
- Should be from the school library
- Must have clearance from the office (if not from the school library)
- Must be previewed
- No nudity or unacceptable language or themes
- No "R" rated movies
- Must be grade appropriate

❖ **Animal/Pets**

- Due to the allergies and dangers in handling animals or pets in strange surroundings with many youngsters around, pets and animals are **NOT** to be brought to school. The school assumes no responsibility for the animals that occasionally wander on the campus.

❖ **Internet use**

- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. Each student who receives access will participate in a discussion with a faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access. Following are general guidelines:
 - Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail.
 - Messages relating to or in support of illegal activities may be reported to the authorities.

- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property

❖ **Clear Back Back Policy**

- All students are required to use a clear or transparent backpack during the school day.
- Clear backpack must allow school staff to easily see the contents without opening or searching the backpack.
- The purpose of this policy is to promote a safe and secure learning environment by limiting the types of backpacks and bags that students bring into the school.

❖ **Family Rights and Privacy Act**

- The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:
 - The right to inspect and review the student’s education records.
 - The intent of the School District to limit the disclosure of information contained in a student’s education records except:
 - by the prior written consent of the student’s parent or the eligible student,
 - as directory information, or
 - under certain limited circumstances, as permitted by FERPA and the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest, for purposes of disclosure.
 - The right of a student’s parent or an eligible student to seek to correct parts of the student’s education record that he or she believes to be inaccurate, misleading or in violation of student privacy rights and the procedure for requesting amendment of records.
 - The right of any person to file a complaint with the U.S. Department of Education, if the School District violated FERPA.
 - 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 be obtained.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

❖ **Non-Discrimination Clause**

- **“The South Coffeyville Board of Education does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran status. The South Coffeyville Board of Education does not discriminate in admission to or access to, or treatment or employment in its programs and activities.”**
- **Inquiries concerning application of this policy may be referred to Superintendent of Schools, Title IX/504/ADA Coordinator. South Coffeyville District I-051, P.O. Box 190/, South Coffeyville, OK (918-255-6202).**

❖ **Asbestos**

- 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.
- The South Coffeyville 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 by 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 asbestos coordinator will notify the appropriate people as prescribed by law.