

KEYS PUBLIC SCHOOLS 2024-2025 STUDENT HANDBOOK



**HIGH SCHOOL
(918) 458-1835**

**ELEMENTARY
(918) 456-4501**

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STATEMENT OF PHILOSOPHY

The Keys School faculty believes that each person should be accepted into the educational program as he/she is, that each student should be provided with a stimulating environment and learning experience that will enable him/her to function as a useful citizen in a complex and changing world that will affect continuing satisfactory adjustments throughout life.

In the application of this philosophy, each student shall be provided opportunities within the limit of his/her capacity:

1. To obtain an education that gives consideration to his/her interests, abilities, and needs, present and future.
2. To instill in each student a sense of citizenship in family, community, state, nation, and world, emphasizing interest and participation in the problems of each.
3. To develop emotionally, socially, and morally so that he/she is able to be socially productive.
4. To develop a healthy body, physically and mentally, by the constructive use of leisure time.
5. To develop cultural and aesthetic appreciation.

PLEDGE ALLEGIANCE TO THE FLAG

“I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible with liberty and justice for all.”

THE AMERICAN CREED

“I believe the United States of America as a government of the people, by the people, and for the people, whose just powers are derived from the consent of the governed; A democracy in a republic a sovereign nation of many sovereign states, a perfect union, one and inseparable, established upon those principles of freedom, equality, justice and humanity for which American patriots sacrifice their lives and fortunes.”

“I therefore believe it is my duty to my country to love it; to support its constitution; to obey its laws; to respect its flag, and to defend it against all enemies.”

BOARD MEMBERS

President- Dexter Scott

Vice President-Beth Brandt, Clerk- Bobby Musgrove

Member- Phillip Manes, Member- Rick Patrick

DISTRICT PERSONNEL

Vol Woods – Superintendent

Debbie Ross – Administrative Secretary/Encumbrance Clerk

Denise Rucker – Administrative Secretary/Activities & Minutes Clerk

Robert Harbuck – Maintenance/Transportation Supervisor

Julie Schwegler – Director of Special Services

Nancy Bryan – Child Nutrition Director

Bob Lewandowski – School Resource Officer/Security

HIGH SCHOOL ADMINISTRATION AND FACULTY

Steven Goss—Principal/Athletic Director
Mojah Hamner—Art
Nick Zodrow—Computers/Coach
Holly Bronsert—Mathematics
Rose Coon—Language Arts
Mahala Forrest—Biology
Darrell Hood—Agriculture
Samantha Hood—Agriculture
Bob Lewandowski—SRO/Psychology
Michael Clayborn—History/Coach
Ann Marie Ryals—Humanities/Choir
David Steelmon- SPED

Robbie Smith—Counselor
Ron Dunaway—Dean/Coach
Kruz Lynch—Computers/Coach
Lisa Burton—History/Testing Coordinator
Rick Kirkhart—Alt Ed/Coach
Fred Williams – Drivers Ed.
Heidi Hamby—Mathematics/Science
Kash Allen—Agriculture
Audra Stilwell—Language Arts
Jessica Matthews—Language Arts/Debate
Meredith Coons—FACS

HIGH SCHOOL SUPPORT PERSONNEL

Shauna Jones—Administrative Assistant
Shirley McGowin—Paraprofessional
Jason Watson—Custodian/Maintenance

Rachel Bush –Paraprofessional
Jimmie Hammer –Maintenance
Nikki Walker—Library Aide

ELEMENTARY SCHOOL ADMINISTRATION AND FACULTY

Principal	Jon Mages	5 th /6 th ELA	Schandra Bates
Assistant Principal	Justin Brown	5 th /6 th Math	Denise Snyder
Counselor	Rhonda Rice	5 th /6 th Science	Josh Haggard
PreK-3	Deana Harper	5 th /6 th Social Studies	Amber Kinney
Pre-Kindergarten	Sherry Crittenden	7 th /8 th Reading/ELA	Evan Barnes
Pre-Kindergarten	Rebecca Carter	7 th /8 th Social Studies	Jake Phillips
Kindergarten	Alicia Buford	7 th /8 th Science	Jamie Brewer
Kindergarten	Winona Green	7 th /8 th Math	Jordyn Houston
Kindergarten	Carlie Ballard	7 th /8 th Elective	Jessica Matthews
First Grade	Whitney Shelley	Physical Education	Chip Collins
First Grade	Sonia Brownell	Physical Education	Amy Hamilton
First Grade		Physical Education	Sam Hunt
Second Grade	Stefani Hunt	Speech Pathologist	Amber George
Second Grade	Kim Crawford	Speech Pathologist	Cayce Kirk
Second Grade	Lainey Wallace	Band Director	Bruce Thompson
Third Grade	Jennifer Moore	Special Education	Nic Wilkinson
Third Grade	Holly Brozovich	Librarian	Tonya Fowler
Third Grade	Lauren Phillips	Nurse	Brenda Teague
Fourth Grade	Teresa Robbins	Agriculture	Samantha Hood
Fourth Grade	Amy Dark	Art	Lisa Carter
Fourth Grade	David Brake	Student Support S.	Rylie Lynch

ELEMENTARY SCHOOL SUPPORT PERSONNEL

Administrative Assistant Brenda Keys
Maintenance LaDon Choats

Front Office
Cafeteria

Lisa Carter
Shannon Belcher

PARAPROFESSIONALS

Kathy Morgan, Lori Hoover, Malesha Thomas, Vickie Petree, Chelsea Foster, Susan Sampsel, TaLesha Newman, Donna Davis, Cherry West, Belinda Champlain, Taylor Stratton, Jessica Hammons, Cassandra Brant, and Criss Fowler.

BUS DRIVERS

Amy Hamilton

Russell Byers

Robbie Smith

David Manzitto

SCHOOL TIME

Before 7:15-Students report to the cafeteria. No students are allowed in the hallway or school building due to lack of supervision. Any student who walks or is brought to school should not arrive before 7:15. The safety of your child is our main concern, and we do not want them on the school premises unsupervised.

School begins at 8:00 AM Monday- Friday

School is dismissed at 3:00. Buses arrive at school approximately at 7:25-7:35 on Monday-Friday. Students not riding the bus in the afternoon should be picked up at 3:00 in front of the building if they do not drive.

Bell Schedule Monday-Friday

8:00-8:50	1 st Period
8:55-9:45	2 nd Period
9:50-10:40	3 rd Period
10:45-11:40	4 th Period
11:45-12:05	1 st Lunch
11:45-12:35	5 th Period
12:40-1:00	2 nd Lunch
12:10-1:00	5 th Period
1:05-2:00	6 th Period
2:05-3:00	7 th Period

SCHOOL VISITORS

Any person who wishes to visit the school, a pupil, teacher, or other personnel assigned to the school shall sign a log sheet and secure a visitor's pass from the Building Principal's Office. This pass will be conspicuously displayed during the entire duration of the approved visit.

Teachers and other staff members will be vigilant in monitoring the visitor's registration. All visitors will log in to the SchoolSafe ID kiosk.

The visit will be restricted to the purpose(s) stated to the Principal, and the persons designated to be contacted. Where, because of demeanor or other reason, the principal determines that the presence of the visitor would be detrimental to the physical or mental well-being of a particular pupil or the pupils generally; the principal has the power under section 411 of the School Law to, and should, refuse admission to the visitor.

ORDERS TO LEAVE SCHOOL PROPERTY

The superintendent/principal or their designee of the Keys School system shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and/or school classes. (Refer to section 513/1039 of School Law for reference and consequences of action.)

SCHOOL DISMISSAL

The decision as to whether the school will be dismissed because of inclement weather will be made by the Superintendent. If it becomes necessary to dismiss school because of inclement weather, an announcement will be made via all-call (School Messenger), school media, and local media. If school is dismissed during the day due to inclement weather, it will be announced via the all-call (School Messenger) and all school media. Please Do Not Call the School if possible. The school's automated communication system will call your default phone number listed on your enrollment form when a closing should take place.

AUTOMOBILES, CYCLE, AND BICYCLES

Only students with a valid driver's license will be permitted to drive an automobile to school. Every automobile, motorcycle, and bicycle must be parked in the designated areas, and will not be moved or used from 8:00 AM—3:00 PM. Students will park in authorized parking locations only, the paved area is for faculty and guests only. Upon arrival, students must promptly enter the school building.

Every student is to stay away from all vehicles, including their own during the school day, and this provides for no exception. You may be asked to show your license to obtain a permit to park on campus. Students are not allowed to ride in the back of vehicles or on the sides, only in the cab of the vehicle where seat belts are used. Parking on campus is a privilege and you, the driver, are responsible for vehicle contents. Parking privileges may be revoked for improper or unsafe driving.

PERMISSION TO LEAVE SCHOOL

No student is allowed to leave without a parent or guardian's permission and the student must be signed out of the office. Keys High School and Elementary are closed campuses; therefore, students are required to eat at school or bring their lunch, unless the student's parent or authorized person physically comes into the school office to sign the student out.

At the high school, lunch times are 11:45 AM to 1:00 PM and the student must be signed out in person by a parent/legal guardian or a person designated by the parent/legal guardian. If a student is leaving for the day, no sign-out is required.

No call-ins are allowed during the lunch period. Parents, please check your child out only when an emergency warrants.

GENERAL STUDENT RULES

Students are not to be in the gym unless there is a teacher present to supervise.

Students are not to be on the gym floor with their street shoes or tennis shoes that have been worn outside. Get a separate pair of tennis shoes and keep them clean for P.E.

Keys School is a closed campus, therefore students will be required to eat at school or bring their lunch unless special arrangements are made with the teacher and superintendent. No outside food or drink in the hall or classrooms.

- o Breakfast may be brought into the cafeteria from outside only at high school.
- o No gum in the cafeteria.
- o Lost textbooks or library books must be paid for to finalize grades.

- o No student will be allowed in the hall without a hall pass.
- o Public displays of affection are limited to side-by-side hand holding only at high school and NO DISPLAY at elementary.
- o No backpacks or gym bags are allowed in classrooms or hallways from 8:00-3:00.
- o Students are only allowed three college visitations per school year.
- o Students will be able to attend field trips at the discretion of the teachers and administration. Behaviors that may cause a student to not attend a field trip include but are not limited to lost books, inappropriate behavior, grades, attendance, etc.

HEALTH

All medication (over-the-counter, prescription) must be kept and distributed in the office. No exceptions! **No medicine will be given without a written note from the parent.**

Students may not re-enter school upon recovery of an infectious disease without a doctor's note stating that he/she is no longer contagious and screening by the school nurse.

Keys School is required by the state department to provide parents with information regarding Meningococcal Disease and Meningococcal Vaccines as provided by the Oklahoma State Department of Education and Oklahoma State Department of Health. Information will be distributed the first week of school or is also available on the school website.

SCHOOL ATTIRE

Shoes should be worn at school. Laced shoes should be tied. No house shoes allowed.

For the sake of modesty, all students should wear tops that are unrevealing and conducive to the learning environment.

For the sake of modesty, any students wearing shorts should do so in a manner that is unrevealing and conducive to the learning environment. Clothing that allows undergarments to be visible will not be tolerated. No pajama bottoms unless cleared through the school nurse for medical reasons. Modest pajamas can be worn to school during a designated pajama day only. Sliders and leggings are to be worn tastefully and discretely.

Students should keep their hair well-groomed and out of their eyes. Any type or style or dress that the teachers and principal feel is distracting the class or the education of students will not be allowed at Keys School.

Hats and hoods are not to be worn into the building during the regular school day. Blankets may not be worn as outerwear and will not be brought to school.

Clothing, tattoos, inappropriate accessories, or body art with writing or pictures that are suggestive or symbolic of drugs, alcohol, tobacco, sex, or anything illegal or immoral should not be worn.

No bizarre, distractive, or disruptive fashion/dress will be allowed. No safety chains will be worn at school. Any article of clothing or decoration that might be associated with gangs or

gang activity; including but not limited to sagging, headbands, and coveralls, (worn or displayed on clothing, etc.) will not be allowed.

Not including ears, one facial piercing is allowed at the High School, at the Elementary School piercings are studs only. No Band-Aids can be used to cover piercing.

Any class time missed due to dress code violations will be unexcused.

ITEMS BROUGHT TO SCHOOL

The school cannot be responsible for the loss or breakage of **any toys or other articles** brought to school by the students. Students are not allowed to bring knives, handcuffs, nunchucks, or any item or objects that the principal and/or teachers feel would be harmful to, or endanger other students or employees of Keys School.

TELEPHONE

The telephones located in the office are for business use only. However, students may use them to call their parents in an emergency with the permission of office personnel between classes only. Students will not be called out of class to answer calls unless it is an emergency. If messages are left, students will be notified.

AFTER SCHOOL DESTINATION

Any student who wishes to go anywhere other than to his or her designated destination point after school must have a note. All permission slips and forms must be approved by the office. Parents, in signing written permission, release Keys School and any personnel involved of any obligation or responsibility in case of injury either emotional or physical to said mentioned student.

DISCIPLINE

Discipline is the responsibility of the teacher. Children who do not perform to the rules and regulations and continue to be a distracting element must be corrected. Parental cooperation will be solicited in the process of securing a change of behavior traits. Behavior problems which cannot be handled by the teacher will be referred to the Principal.

Section 127 of Oklahoma School Law states that “The teacher of a child attending a public school will have the same right as a parent or guardian to control and discipline such child during that time the child is in attendance or in transit to or from the school district or classroom presided over by the teacher. Discipline will be administered according to local board policy.

Local Board Policy requires an administrator at each site and special education teachers to be trained in the restraining method CPI (Nonviolent Crisis Intervention Program) to help restrain out-of-control children.

DISCIPLINE- SUSPENSIONS AND EXPULSIONS

The Superintendent and Principals have the authority to suspend any student in accordance with existing state laws, for misbehavior or for other sufficient reasons.

Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may, on the recommendation of the principal, be suspended from school.

Some causes for the suspension or expulsion of students are as follows:

1. Continued willful disobedience.

2. Deliberate trifling in school.
3. Damaging or defacing school property.
4. Repeated truancy.
5. Profanity or vulgarity.
6. Stealing.
7. Immoral conduct.
8. Gambling or bringing alcoholic beverages, narcotics, drugs, etc., on the school premises or at school functions held elsewhere.
9. Fighting.
10. Not attending the regularly scheduled classes-
11. Smoking, dipping, or chewing.
12. Possession of any kind of weapon.

Any student caught in any form of drug, alcohol, or tobacco-related incident will be subject to an immediate suspension.

Students caught fighting or any other violent behavior toward or with another student will be subject to an immediate suspension of no less than 3 days. All disciplinary actions and suspensions are subject to administrative evaluation.

RIGHTS, RESPONSIBILITIES, AND LIMITATIONS FOR WHICH SUSPENSION MAY OCCUR:

The following activities are among those defined as criminal under the laws of the State of Oklahoma. The commission of or participation in such activities in school buildings, on school property, or at school-sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result. Depending on the severity of the act, the local authorities may be notified. Punishment for violation may be detention or suspension, depending on the severity of the act.

CRIMINAL ACTS:

Arson	Assault	Battery	Burglary	Extortion
Gambling	Trespassing	Malicious Mischief	Pornography	

SEARCH OF STUDENTS

The Superintendent, teacher, or security personnel of the Keys School System, a public school in the state of Oklahoma, shall upon reasonable suspicion have the authority to detain, search, or authorize the search of any pupil, automobile, or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled substances, electronic paging devices, or for missing or stolen property. The search will be conducted by a person of the same sex and be witnessed by at least one other authorized person of the same sex. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. (Refer to Section 390, School Law Book)

DANGEROUS WEAPONS

Possession of a gun or any other dangerous weapon on school property or at school-sponsored activities will result in a two (2) semester suspension as allowed by law.

BULLYING, HAZING, AND HARASSMENT POLICY

Keys School has a NO BULLYING policy in place. No student will be subject to bullying, cyber-bullying, hazing, harassment, or any other form of persecution by student or employee on the basis of sex, race, color, national origin, sexual orientation, or disability.

For the purposes of this policy, hazing is defined as the deliberate harassment of a student by means of malicious practical jokes, or causing the student to perform meaningless, difficult, or humiliating tasks.

For the purpose of this policy, bullying is defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else.

For the purpose of this policy violence is defined as any word, look, sign, or act such as racial or sexual slurs that hurts a person's body, feelings, or things.

Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

DISCIPLINARY STEPS USED BY THE SUPERINTENDENT OR PRINCIPAL

Conference with student

Lunch Detention

Intervention Activity

After School Detention (5th-8th Grades)

Student Removal to In-School Suspension (ISS)

Student Removal to Out of School Suspension (OSS)

Alternative Placement in Alternative Education or Homebound

Any or all of these steps may be skipped due to the severity of the act.

ISS will be used at the discretion of the Principal, with parental knowledge. Students will not be allowed to represent Keys at competitions or any school-sponsored events on days they are in ISS. At the elementary school, when field trips are considered a privilege for students, discipline referrals may result in a loss of this privilege. Teachers will notify parents, in advance, if they are considering not allowing their child to attend a field trip due to behavioral concerns. Teachers will make arrangements for those students to continue their academics at school and those students are expected to attend school on the day of the trip.

OFF-CAMPUS MISCONDUCT

A student who engages in misconduct away from the school setting which has an adverse or threatening effect on the discipline or welfare of the school may be subject to suspension or disciplinary action.

DRUG, ALCOHOL, AND TOBACCO ABUSE

The use of drugs and the unlawful possession and use of alcohol is wrong and harmful. All medication, over-the-counter and prescription, must be kept and distributed in the counselor's office. It is unlawful and Keys School prohibits the use, possession, or distribution of illicit drugs and alcohol by students or school personnel on school premises or as any part of any of its activities.

Disciplinary sanctions consistent with local, state, and federal law up to and including expulsion and referral for prosecution will be imposed on students and school personnel who violate the standards of conduct required by paragraph (2). A disciplinary sanction may include the completion of an appropriate rehabilitation program and reporting to the ABLE Commission.

Disciplinary sanctions consistent with local, state, and federal law up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards outlined in paragraph (2).

Keys School will assist in obtaining information regarding drug and alcohol counseling, rehabilitation, and re-entry programs that are available to students and personnel. Compliance to these standards of conduct is mandatory.

STUDENTS UNDER THE INFLUENCE OF INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCE

Whenever it appears to any public school teacher that a student may be under the influence of an intoxicating beverage, alcoholic beverage, or controlled substance, the teacher shall report the matter, upon recognition, to the school principal/superintendent of school or designee and a parent or legal guardian of the student of the matter.

No officer or employee of any public school district or member of any school board shall be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance to any medical treatment or social service agency or facility or any substance abuse prevention and treatment program any student reasonably believed to be abusing or incapacitated by the use of intoxicating beverage, alcoholic beverage, or a dangerous controlled substance unless such assistance or referral was made in bad faith or with malicious purpose. No such officer or employee of any public school district, member of any school board, school or school district shall be responsible for any treatment costs incurred by a student as a result of any assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program. (Refer to Section 417 School Law)

School officials who report information to appropriate school personnel, court personnel, community substance abuse prevention and treatment personnel or any law enforcement agency pursuant to the school's policy shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such a report. (Refer to Section 412 School Law).

KEYS SCHOOL 24/7 TOBACCO FREE SCHOOL POLICY

The Board of Education understands the concern of parents, educators, students, and community members regarding the adverse effects of tobacco and secondhand smoke. Keys Public Schools wants to provide a safe and healthy environment for our students, staff, and community and set the proper example for our students. Therefore, tobacco in any form will not be used by anyone, anywhere, anytime (including non-school hours and days) on school grounds, property, vehicles, and during any school-sponsored functions held off campus. This policy is intended to improve the health and safety of all individuals using the schools. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, electronic cigarettes, vapes, and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both, and include cloves, cigarettes or any other product packaged for smoking, vaping, or the simulation of smoking. This regulation applies to employees of the school district, students, and visitors. This regulation also applies to all public school functions (sporting events, concerts, etc.) and any outside agency using the district's facilities, including stadiums. This regulation is in effect 24 hours per day, seven days per week. The district will not accept donations of gifts, money, or materials from the tobacco industry. This district will not participate in any type of services that are funded by the tobacco industry.

TARDY POLICY

Tardy will be defined as not being in your assigned location when the bell rings. If a student is more than 10 minutes late for class, it will be counted as an absence. When a student reaches their 3rd tardy for the 9-week period they will be assigned lunch detention. The 5th tardy will result in lunch detention and a referral (at the middle school a 5th tardy will result in an after school detention), 7th tardy will be a referral and ISS. Any tardies after the 7th will result in truancy action being filed and a possible fine by the courts. Continued tardiness will result in suspension and possibly suspension for repeated truancy. A new count of tardies will begin at the end of the semester. Per school board policy, 2 tardies equals an unexcused absence.

ABSENCES: POLICY AND PROCEDURES

1. Students and parents should make every effort to keep absences to a minimum.
2. When a student reaches their 5th tardy in a semester, the student cannot be exempt from the semester test.
3. Students who miss class work will be expected to make up assigned work before they receive their final grade in class.
4. Arrangements should be made with teachers and admin for fulfilling work obligations. Any work not made up will become zeros.
5. Students who miss 4 or more days during a 9-week period will be contacted by the truancy office.
6. Students who miss more than 10 consecutive days will be automatically dropped from the school attendance roster and will be subject to re-enrollment at the discretion of the administration.
7. Parents of students must provide documentation concerning reasons for absences upon return to school. Parents shall make an attempt to call the school office in regard to absences as to reasons for absence and the expected date or return of said student. Only original Doctor's notes that are delivered in person to the attendance office will be accepted. All documentation must be presented within **2 weeks** of any absence.
8. Students will be allowed 6 absences a semester. Any student who misses 7 or more days will have their semester grade lowered to 59 and their final grade will be dependent on the score they receive on the semester test. This does not apply to students whose grade was already below 59; in this case, the student receives the lower grade. No faxed or altered notes will be accepted. Only an original hard copy of the doctor's note will be accepted. All notes to excuse any absence must be received by the attendance office no later than 10 days prior to the semester test in which the absence occurred.
9. On the tenth absence in a semester, the parent or legal guardian will be issued a truancy ticket from the truancy officer and must attend truancy court at Cherokee County Courthouse.
10. Extenuating circumstances may arise. If this happens grades may be discussed with an appeal committee and classroom teacher.
11. The maximum number of absences for activities, that remove a student from the classroom, shall not exceed 10 for any class period for the entire year. The exception to this rule will require a review of the student's grades and attendance. If the student meets the semester exemption policy, then the principal may grant an additional 5 days of activity absences. Any absence past 10 days, without an extension, will count as a regular absence. All students are responsible for monitoring excused absences for school

activities. All students are responsible for requesting permission to expand the rule to 15 days by contacting the Principal.

12. Seniors are allowed three college visitations per year.
13. Students will use Google Classroom and/or email their teacher to access their missing assignments on days they are going to be absent.
14. Parents/guardians should call their school site and alert the attendance clerk of a student's absence. This student may still access work from Google Classroom.

EXCUSED ABSENCES FOR RELIGIOUS HOLIDAYS

The Keys School District will excuse a student from attending school for the purpose of observing Religious Holy Days, if before the absence, the parent or guardian, or person having custody or control of the student submits a written request for the excused absence. The district will excuse a student for the days on which the Religious Holy Days are observed and for the days on which the student must travel to and from the site where the student will observe the Holy Days.

REPORT TO PARENTS

A report card is sent home each semester indicating the progress of your child. All parents will receive access to the online portal to access student grades and lunchroom account information. A progress report is sent every 4 ½ weeks, if a parent would like a paper copy sent, please inform the appropriate building office.

SEMESTER TESTS

All subjects grades 7-12 will give semester tests each semester. All students will be required to take these tests unless they meet the criteria for exemption. Exemptions are used to help encourage students to do their best academically, attend school regularly, and be good citizens. The High School Exemption criterion is:

1. Have not received disciplinary action resulting in detention, swats, or suspension.
2. No more than 3 absences.
 - (A) If a student has a "C" or above, he/she is allowed 1 absence.
 - (B) If a student has a "B" or above, he/she is allowed 2 absences.
 - (C) If a student has an "A" he/she is allowed 3 absences.

Middle School Exemption criterion is:

1. Have not received disciplinary action resulting in detention, swats, or suspension.
2. No more than 5 absences.
 - (A) If a student has a "C" or above, he/she is allowed 3 absences.
 - (B) If a student has a "B" or above, he/she is allowed 4 absences.
 - (C) If a student has an "A" he/she is allowed 5 absences.

The above-listed criteria will be considered on all records during the semester.

For example: a student may be exempt from only one class, two classes, or all classes. Students not required to take semester tests have the option to take them. These students will only count their test grade if it improves their semester grade.

SEMESTER GRADES

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Local school boards may make exceptions for only those students participating in non-competitive activities.

- A. A student must have received a passing grade in any five subjects to be counted for

graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.)

- B. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- C. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- D. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

HONOR ROLL SYSTEM

Any student who makes all A's for the semester will be named to the Superintendent's Honor Roll. Any student who makes all A's and B's for a semester will be named to the Principal's Honor Roll.

PROMOTION/RETENTION

Advancement to the next grade level in high school is based on units earned each semester as follows:

- A. To be classified as a sophomore; a student must have earned 5 units including two in the required freshman subjects.
- B. To be classified as a junior, a student must have earned at least 11 units.
- C. To be classified as a senior, a student must have attended at least 6 semesters of high school and must have earned at least 16 units. A student who enters the school year with less than 16 units will be unable to complete graduation requirements that term in regular enrollment and must make any special arrangements through the principal and academic counselor. If a student has not attended 6 semesters of high school before the start of the school year and decides to graduate early by taking the necessary courses, they will forgo all senior activities and honors, except walking at graduation.

All students must be enrolled in 7 units. EXCEPTION 12th-grade students can enroll in 6 units if they have acquired enough credits to graduate.

CONCURRENT ENROLLMENT

The Keys Board of Education at this time is establishing a concurrent enrollment policy that contains the following regulations: The student will have a 3.0 GPA, top 50% class rank, and/or an ACT score of 19 or higher or SAT score of 940.

HIGH SCHOOL GRADUATION REQUIREMENTS

Students who graduate from Keys High School must earn 23 credits to graduate. There are two types of graduation tracts, one meeting the State Graduation Requirements and the College Preparatory Curriculum Requirements. Refer to the curriculum guide for the exact courses required. Minimum class load is 6 academic subjects and 1 activity or 5 academic subjects and 2 activities. (Exceptions may be made for seniors concurrently enrolled in college.) All classes are considered to be academic classes except the following: choir, competitive athletics, yearbook, instrumental music, and physical education. Current graduation requirements will be given to students annually by the high school counselor during scheduling.

Credits are earned on a semester basis. A student receives credit for each semester that he/she receives a passing grade in a given subject. One-half per class is earned for each semester of an academic or activity class. Eighth-grade students completing a high school course(s) (for example: Algebra I) will receive credit on their high school transcript when demonstrating proficiency through regular school enrollment and completing the course with a grade of “C” or better. This grade will be noted on the high school transcript with a “P” and will not be figured into the high school GPA.

GPA and class rank will be calculated using the following scale:

A=90%- 100% B=80%- 89% C=70%-79% D=60%- 69% F=0%- 59%

CRITERIA TO BE AN HONOR GRADUATE

Students MUST achieve a cumulative 3.75 GPA to be designated as an Honor Graduate. An Honor Graduate, who has completed 26 or more credits, including 4-6 honor, AP, or college credits, shall be designated as a HIGH HONORS GRADUATE. For High Honor Graduate consideration only: 1 AP /HONOR CLASS = 2 SEMESTERS, 1 COLLEGE LEVEL CLASS = 1 SEMESTER

SELECTION OF VALEDICTORIAN & SALUTATORIAN

Keys School will select a Valedictorian and Salutatorian by averaging grades 9-12. Grade average must meet grade equivalency requirements. Letter grades will be figured as follows:

A – 4.0 B – 3.0 C - 2.0 D – 1.0 F- 0.0

VALEDICTORIAN

1. The Valedictorian must be a High Honor Graduate.
2. The Valedictorian must live in the Keys School District, or if a transfer student, must have been attending Keys High School his/her entire junior and senior year.
3. The student with the highest cumulative GPA computed on the four-point scale shall be named Valedictorian. In the event of a tie, all those who are tied shall be designated Co-Valedictorians.

SALUTATORIAN

1. The Salutatorian must be a High Honor Graduate.
2. The Salutatorian must live in the Keys School District, or if a transfer student, must have been attending Keys High School his/her entire junior and senior year.
3. The student with the highest cumulative GPA after the Valedictorian shall be named Salutatorian. In the event of a tie, all those who are tied shall be designated co-Salutatorian.

OUTSTANDING SENIOR

The outstanding senior student will be voted on by the High School Faculty.

PUBLIC NOTICE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Keys School District has developed policies and procedures designed to meet the Family Educational Rights and Privacy Act (FERPA) provisions. These policies may be found in the Policy GJBA of the Keys School Board Policy Manual. Copies of district policies are available for review in the office of the Superintendent. The Keys School District will provide parents and eligible students with an annual notice of their rights under this policy. These rights are as follows:

1. The right of a student’s parents and eligible students to inspect and review the student’s education records.
2. The intent of the Keys School District to limit the disclosure of information contained in a student’s education records except (1) by the prior written consent of the student’s parent or eligible student, (2) as directory information, or (3) under certain limited

circumstances, as permitted by FERPA

3. The right of a student's parent or 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 a student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. The right of any person to file a complaint with the United States Department of Education, if the Keys School District violates the FERPA.
5. Parents and eligible students should come to the Principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the Principal's office.
6. The district assures Child Find procedures will be conducted according to guidelines outlined within the Oklahoma Policies and Procedures for Special Education Manual.
7. Parents who wish to opt out of public, nonconsensual disclosure of directory information may contact the Superintendent's Office to be removed.

BUSES

Each parent will be sent a list of rules that bus students must abide by.

However, we would like to add the following:

1. Because of tight schedules the buses cannot wait on students.
2. The school cannot transport students other than the regular bus students because our buses are loaded and our insurance only covers regular bus students.
3. The school will begin the routes this year as they were last year. Changes may be made at a later date. If such changes are necessary, you will be notified in advance.
4. Students will not be allowed to ride another bus or get off anywhere except their usual place unless they have a signed note from the parent and by office personnel.
5. Any bus accident related incident should be reported immediately to the office and administration and the proper law enforcement agencies by the bus driver involved and the accident report filed at that time.

BUS BEHAVIOR

- I. The school laws of the State of Oklahoma stipulate that transportation by bus may be furnished by the school district but that the district is not required to do so. Therefore, by law, it is a privilege to ride a school bus and not a right to such transportation.
- II. Bus transportation is provided for students enrolled in the Keys School District as follows:
 1. The principal or board is responsible for the establishment of bus routes and the designation of bus stops. Bus stops will be established during the first week of the school year.
 2. Violations of the rules and regulations contained herein may result in the loss of riding privileges in addition to other disciplinary action.
 3. Previous to loading students should: be on time at the designated school bus stops, stay off the road at all times while waiting for the school bus, wait until the bus comes to a complete stop before attempting to enter, be careful in approaching bus stops, respect people and their property while waiting on the bus, receive proper school official authorization (principal or teacher) to be discharged at places other than the regular bus stop.
- III. Keys School Rules- Regulations for Bus Riders
 1. Keep all parts of the body inside the bus.
 2. Refrain from eating and drinking 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.
 5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. The life you save may be your own).
 6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
 7. Never tamper with the bus or any of its equipment.
 8. Maintain possession of books, lunches, or other articles and keep the aisles clear.
 9. Help look after the safety and comfort of the small children.
 10. Do not throw objects in or out of the bus.
 11. Remain in their seats while the bus is in motion.
 12. Refrain from horseplay and fighting on the school bus.
 13. Be courteous to fellow pupils, the bus driver, and the patrol officer or driver's assistant.
 14. Remain quiet when approaching a railroad crossing stop.
 15. Remain on the bus during road emergencies except when it may be hazardous to their safety.
- IV. After leaving the bus, students should: go at least ten feet in front of the bus driver's signal, then cross the road; and go home immediately staying clear of traffic.
- V. On extra-curricular trips, sponsors will be appointed by the school officials and any exception to the rules above will be at the discretion of the sponsor with the approval of the principal.
- VI. Procedures for Discipline on Buses
1. In the event of a discipline problem, the driver will speak to the child, privately if possible. If a large group is involved, the driver will address the entire group.
 2. Problems that cannot be handled by the driver, will be referred to the principal who in turn will notify parents.
 3. If the above does not correct the situation, the parent will be called into a conference with the principal.
 4. As a last resort for the safety of the rest of the students, the child in question may be denied the privilege of transportation.
 5. The parent must be notified when a pupil is denied transportation. A driver must never put a child off the bus other than at the pupil's regular stop or at school with the written parental permission, the child may be let off at another stop.
- VII. The driver of the bus has a very important role in connection with student behavior on the bus. The driver is in complete charge of the bus and the students on the bus. Pupils must obey the driver promptly.
- Students must be informed that:
1. The privileges of pupils to ride the bus are conditioned on their good behavior and observance of all bus rules and regulations. Drivers are authorized to enforce these rules. Should any student violate any of these rules, it will be the duty of the driver to refer such disobedience to the principal for transportation for the proper disciplinary action.
 2. The driver will have the authority to forbid any pupil from riding the bus until permission to ride has been given by the principal for transportation. The principal must be immediately notified by the driver of any pupils that have been denied the privilege of riding the bus. If it is their decision that these pupils should be suspended from riding the bus for a period of time, proper notification will be made to their parents.
- VIII. The student bus rider has an important role in bus behavior. The good student will inform oneself of all rules and regulations about riding a bus and will seek to obey

them. They will encourage fellow students to do likewise. Students are well aware that most injuries on buses are caused by carelessness or student horseplay. They should be safety conscious while they are bus riders. Students who obey rules are very much a good citizen and are commended for their behavior.

- IX. It is sincerely hoped that parents will recognize these rules and regulations are for the safety and well-being of all students riding the buses and that they will actively assist in support of the school as they endeavor to administer the bus program.

MEDIA CENTER MISSION STATEMENT AND PHILOSOPHY

The mission of the Keys School Media Center is to provide unrestricted access to facilities and materials and provide skills in conjunction with the school's instructional curriculum concerning the student population's unique needs and cultural diversity.

The media center will provide leadership, guidance in informational and instructional resources, and collaborate with school staff on instructional curriculum. The media center will provide these services to the student body, school staff, and community members providing free, unrestricted access pleasantly and professionally.

CIRCULATION

- A. Students enrolled in Keys School are eligible to check out books.
- B. Students may check out two books for two weeks with two renewals. Students may not have more than two books checked out unless they have written permission from a teacher.
- C. Fines will not be levied for overdue materials. However, additional material cannot be checked out until the overdue material has been returned or compensation is made.
- D. Compensation must be made for lost or damaged items. Billing will be the current replacement cost of the item.

STUDENT USE OF MEDIA CENTER & COMPUTER LAB

Individual students may be sent to the media center anytime during the day with a hall pass. All students must sign an internet contract before they are allowed on the internet.

STUDENT INSURANCE

The school district and/or school officials will not be liable for accidents occurring in classroom instruction, cannot pay for the expenses of injured persons, and cannot buy insurance.

The school does not provide any type of accident insurance for the students. We will, however, be sending home pamphlets from Insurance Associates with whom you may purchase student accident insurance for your child.

Students involved in competitive athletics must have on file in the school office a signed parental release of liability form and a permission form to take the student to the doctor or hospital if needed.

- I. Funds have never been appropriated by the State of Oklahoma for the purpose of student insurance. Therefore, the Keys Board of Education does not carry liability insurance, or any other type of insurance for the protection of the student in case of accident or injury.
- II. All students are 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 parent of the student to provide whatever insurance protection is considered necessary without reference to the school. Students enrolled in physical education and competitive athletics should give serious consideration to their insurance needs at the time of

enrollment in these classes.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The report will be produced Friday afternoon. The eligibility report will be in effect Monday through Sunday of the following week. Students will not be allowed to participate in extracurricular activities if they have an F or I for two or more consecutive grade checks.

ATHLETICS

Students enrolled in athletics must participate in their assigned sports, students will not be allowed to be in the offseason only. Athletics are a privilege and students must maintain proper decorum at all times to retain this privilege.

COMPETITIVE SPORTS

	Boys	Girls
Fall	Football Cheerleading Cross Country	Softball (FP) Cheerleading Cross Country
Winter	Basketball Cheerleading	Basketball Cheerleading
Spring	Baseball Track Golf	Soccer Track Golf

POLICY FOR CHILD ABUSE AND NEGLECT

Under state law, House Bill 1022, Section 8461, reads:

Every doctor, nurse, teacher, and every other person has reason to believe that a child under the age of eighteen years has had a physical injury or injuries inflicted upon him or her by other than accidental means where the injury appears to have been caused as a result of physical abuse or neglect, shall report the matter promptly to the county office of the Department of Human Services in the county wherein the suspected injury occurred.

In adherence to the above state law, the Keys School System is adopting this policy for child abuse and neglect:

Any teacher who has reason to believe that a child has been abused is required to report the matter promptly to the principal and from their efforts by the principal and teacher conjointly will be made to contact the Child Welfare in the DHS county office (Title 21 O.S. 846). Reports may also be made to the Statewide Child Abuse Hot Line by calling 1-800-522-3511.

Any person who participates in good faith and exercises care in reporting child abuse be immune from any civil or criminal liability (Title 21 O.S. 847). Additionally, all records concerning child abuse are confidential and are authorized by state or federal law in connection with the performance of their official duties (Title 21 O.S. 846).

TORNADO/ FIRE DRILLS & INTRUDER ALARM

The signal to evacuate classrooms for a tornado bell will be 3 short bells and a verbal announcement. The signal for a fire will be 3 long bells and a verbal announcement. Students and teachers are requested to move orderly and quickly into the area of safety. The exit maps are posted in the classrooms. An intruder alarm will be two short rings followed by a verbal announcement.

ASBESTOS SURVEY

In response to the Asbestos Hazard Emergency Response Act, P.O. 99-519, and EPA Regulations, we have completed a survey of our building for asbestos-containing building materials. As a result of our recent building survey concerning asbestos, we are pleased to announce that areas that contain asbestos pose no health problem. The management plan (results of the survey) are located in the superintendent's office. Please call for an appointment.

ELECTRONIC DEVICE POLICY

The Keys Public Schools' policy on wireless telecommunication devices is designed to ensure that the use of wireless telecommunication devices does not interfere with teaching and learning during the school day. For this policy, wireless telecommunication devices are deemed to include cellular phones, pagers, two-way radios, and other devices that use radio frequencies for communications.

Students may possess wireless telecommunication devices while on school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school; however, the usage of these devices is not permitted in an academic environment or during the completion of academic requirements, such as the in the classroom, library or during student performances and assemblies. A high school student having a wireless telecommunication device must keep the device turned "off" and not visible during class time or while in the media center. The device may be stored in a locker, backpack, purse, pocket, or other places where it is not visible during class time. If school staff observe such a device during class time, the student and the device shall be sent to the appropriate administrator. A parent may be required to personally pick up and sign for the phone. Disciplinary actions may also occur. Failure on the part of the student to turn in their electronic device, if requested by the staff member, will be considered defiant, and disciplined accordingly.

Elementary and Middle School students **MUST** keep their devices in their book bags and turned off during the entire school day.

Note: Schools are not responsible for the theft or loss of a student's wireless telecommunication device.

1st Offense: Device sent to Office, the student may pick it up at the end of the day.

2nd Offense: The device is sent to the Office, the parent will be notified, and the student may pick it up at the end of the day.

3rd Offense: The device is sent to the Office, the student will receive 2 days of ISS and the parent must pick up the device.

All Offenses following 3rd Offense will be treated as 3rd Offense and the Offense list will remain for the school year.

INTERNET USE AGREEMENT APPLICATION DOCUMENT

User's Full Name (please print) _____

Home Address _____

Home Phone _____

I understand and will abide by the Terms and Conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

User (Student) Signature _____ Date _____

PARENT OR GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As a parent or guardian of this student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and that Keys Public School and the Oklahoma State Department of Education have taken available precautions to eliminate controversial material. However, I also recognize Keys Public School and the Oklahoma State Department of Education can't restrict access to all controversial materials and I will not hold Keys Public School and the Oklahoma Department of Education responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's abuse is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent or Guardian (please print) _____

Signature _____ Date _____

HANDBOOK AGREEMENT

This sheet must be signed by the parent and student and returned to the Power Period (5th Period) Teacher or Shauna Jones in the office. I have read this handbook and understand the regulations and policies set forth therein.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Approved by Keys Public Schools Board Of Education on 8/8/2024