Verdigris High School
and
Junior High School



2026-2027
Student
Handbook

VISION

Our vision is to develop today's students into productive citizens and lifelong learners for tomorrow's ever changing world.

MISSION

Our mission is to create an environment that empowers all students to unlock their full potential through high expectations.

Dear Students:

We would like to personally welcome you to Verdigris Public Schools on behalf of faculty, staff and ourselves. The quality of students that make up the school community is what makes our educational system so strong. We are pleased that you have decided to be a part of our school system.

We encourage you to be involved and help to contribute to the success of the Verdigris Cardinals. Apply yourself to your studies and involve yourself in the school community. You have the opportunity to make our school the best in the state.

Have a great school year.

Sincerely,

Michael Payne
Superintendent

Tommy Rogers **High School Principal**	**Austin Higgs** **Jr. High Principal**	**Amy Moyer** **Upper Elementary. Principal**
Phylicia Crain **Lower Elementary Principal**	**Shauna Myers** **Early Childhood Principal**	**Denton Holland** **Instruction/Technology Principal**

Verdigris Public Schools, 26505 S. 4110 Rd., Claremore, OK 74019
918-266-7227 Administration Office
918-266-2336 – High School Office
918-266-6343 – Junior High School Office
918-266-6333 – Upper and Lower Elementary Office
918-266-3807 – Early Childhood Office

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All students are responsible for the information/regulations included in this handbook and are subject to all rules and policies set forth by the Verdigris Board of Education, State Department of Education and Oklahoma Secondary School Activities Association. These policies, penalties, procedures and rules will be administered in a spirit of consistency, fairness, and flexibility. All personnel hired by the Verdigris Board of Education are authorized to enforce these policies.

Activities* (General) Clubs

1. Participation in school activities is a privilege, not a right, regardless of any fee, dues, payments, or monetary deposits or expenses paid or incurred by student/parent/guardian.
2. All organizations and clubs will annually present a copy of their constitution and by-laws to the Principal, Athletic Director and the Superintendent for approval, before any activity is carried out.
3. Students must be eligible (see eligibility).
4. Students must be with a sponsor.
5. No student will be allowed in any school building, unless a school sponsor is with them at all times.
6. All fundraising for any school organization or any organization using school facilities or on school premises must have written approval from the building Principal, Superintendent and School Board.
7. All school sponsored activity trips must be approved through the administration.
8. All buses needed will be scheduled through the Transportation Director.
9. Letters will be awarded to those who earn them.

***Includes organizations such as:**

1. Academic Bowl
2. Band
3. Cheerleading
4. Choir
5. Color Guard
6. Competitive Athletics
7. Debate
8. Fellowship of Christian Athletes
9. Jazz Band
10. Johnson O'Malley
11. National Honor Society
12. Robotics
13. Speech
14. Student Council
15. Yearbook

Activity Trip Transportation Policy: Unless a time conflict exists between school activities, students will ride to and from activities in school transportation. The only exception to this policy is for a student to ride home with his/her own parents/guardians with prior approval being given by the director of the activity. If they arrive by other means or if they leave by other than the approved means, he/she may be suspended from participating or attending the next activity.

Arrival/Dismissal

Jr. High/High school doors will open at 7:45 AM for students to enter the building. Bus riders will enter through a designated door, all others will enter through the front doors or the back doors.

Teachers will report at 7:45 AM. Students who arrive between 7:30 AM and 8:00 AM will need to wait in the designated area. Students on school grounds before 7:45 AM will be unattended and will not be the responsibility of the school.
School is dismissed at 3:00 PM. Bus Riders will go to their designated areas.
Students who leave school before regular school dismissal must be signed out by a parent/guardian in the office. This sign out rule applies even though a student leaves school at lunchtime and is not returning that day. If a student is leaving with a person other than the parent/guardian, the parent/guardian must call the office, identify and give permission for the person that will pick up the student. An ID of the designated person given permission will be required. Any student leaving school without permission from the office will receive an unexcused absence for that day and appropriate disciplinary action will be taken.

Assemblies

Assemblies are a valuable learning experience. Students have a very special obligation to practice common courtesy and to show respect for others during these events. Attending assemblies is a privilege-not a right.

Athletic Participation Policy

Students are encouraged to participate in athletics, therefore, if a student goes out for a sport and they decide they do not want to be in that sport, they have until the second competitive contest to withdraw. There will be no penalty and the student may proceed to the next sport. If a student withdraws after the 2nd competitive contest, students must have approval from all coaches involved, including the athletic director and they cannot start another sport for fifteen (15) calendar days. Students dropping out of a sport will be put into either an off-season or study hall class (if available).

Attendance and Absences

State law requires that all pupils be in school until 18 years of age. Failure of parent/guardian to provide the student the opportunity to attend school is punishable by law. Should the student be absent 10 % of any school year. Parents/guardians may be referred to the appropriate authorities for prosecution under current Oklahoma statute. The school board in conjunction with the State Department of Education maintains the level of attendance for a student should be 90% in order to receive proper credit in a given course of study. This percentage is measured by each class period or AM/PM for grades that are self-contained.

Attendance Letters

Students will receive an attendance letter if they have been absent 6% of days enrolled in a school year. This letter is a reminder of the importance of regular attendance and will outline any steps that need to be taken to improve attendance.

Excessive Absences

If a student reaches a 10% absence rate (which means missing 10% of the days enrolled in the school year), they may be referred to the appropriate authority, such as the district attorney or tribal government. This referral is to ensure that we are doing everything possible to support the student's education and address any underlying issues affecting their attendance.

We understand that there can be legitimate reasons for missing school, and we are here to support you and your family in any way we can. If you have any questions or need assistance, please contact the school office.

Although the attendance office monitors the absences of all students, it shall be the parents/guardians and student's responsibility to keep track of the number of absences the student has.

Make-up Work

It is the student's responsibility to confer with the teacher and make arrangements for make-up work. The student will be given the same amount of time to make up work as the number of days absent starting with the 1st day missed. These days will be calculated on a daily basis. Teachers may require that certain pre-announced exams be made up on the day the student returns to school.

General Attendance Provisions:

1. Any absences will count toward a maximum of 10% of the time allowed in any semester.
2. A transfer student will be held accountable for the absences they accumulated from their previous school.
3. Students may not be allowed to participate in extra-curricular activities if their attendance is less than ninety percent (90%) for the preceding semester.
4. Students assigned to in-school intervention are not considered absent.
5. Students must be in attendance one-half of a day in order to participate in school activities. Exceptions may be approved by the Principal.

Tardies

A student is tardy if not in the classroom when the bell begins to ring. The appropriate authorities will be notified of chronic tardiness. *If a student arrives late for class, report to the office immediately upon arrival and pick up a tardy slip.*If a student has been detained in the office or by a teacher, ask for a slip from the person who detained the student before going to the next class. Repeated tardiness will result in penalties and may require a parent/ guardian, student, and Principal conference. Each teacher within the class handles tardiness, and the tardy slips are turned in to the office each day. If the student needs permission to leave school during the day, obtain a permit from the office before leaving and give it to the teacher upon returning

Unexcused Tardies: Students who have an unexcused tardy will face disciplinary action. These actions will be based on the number of tardies per class, per 9 weeks grading period.

Excused Tardies:
Students who are tardy to class because they have been detained by school personnel must have a tardy slip or a pass signed by the office. No discipline will be administered.

Truancy

A student absent without the consent of the school and parents/guardians is truant. Students are expected to make-up missed assignments and credit may not be given. The first offense may result in school intervention. Repeated truancy may be cause for further disciplinary action, suspension, expulsion or legal action.
Students are *truant* if they:

1. Leave school without signing out in the office.
2. Are absent from school without prior permission from parents/guardians.
3. Are absent from class without permission (skipping).
4. Obtain a pass to go to a certain place and do not report there.
5. Become ill and go home or stay in the restroom without reporting to the office.
6. Come to school but do not attend classes.

Please be advised that Verdigris Public Schools complies with Title 21 Section 858.1 of Oklahoma Law that interprets chronic tardiness and absences as constituting truancy. Title 21 further states the school shall, "notify the parent, guardian or custodian of the child (of their chronic absences or tardiness) and report such absences to the District Attorney in the county wherein the school resides."

Backpacks

Backpacks, gym bags, or other carrying bags may be used to carry necessary school items to and from school and will be kept in the lockers this year. The school is not responsible for unattended bags or instruments left in rooms. Be advised that all packs, bags, etc. are subject to random search.

Bell Schedule

Junior High

1st Bell	7:45 am (front doors open)
1st hour	8:00 am – 9:00 am
2nd hour	9:05 am – 9:55 am
3rd hour	10:00 am – 10:50 am
7/8th Lunch	10:50 am – 11:20 am
4th hour	11:20 am – 12:15 pm
5th Hour	12:20 pm – 1:10 pm
6th hour	1:15 pm – 2:05 pm
7th hour	2:10 pm – 3:00 pm

High School

1st Bell	7:45am (front doors open)
1st hour	8:00 am-9:00 am
2nd hour	9:05-9:55 am
3rd hour	10:00 am-10:50 am
4th hour	10:55 am – 11:45 am
1st Lunch	10:50 am-11:20 am (9th -12th)
2nd Lunch	11:20 am –1148 am (9th-12th)
3rd Lunch	11:48 am – 12:15pm (9th-12th)
5th hour	12:20 pm – 1:10 pm
6th hour	1:15pm – 2:05 pm
7th hour	2:10 pm – 3:00 pm

Bulletins & Announcements

All notices of club meetings, athletic and social events, general information of the day and specific instructions are placed in the daily bulletin. Students responsible for putting notices in the daily bulletin must have their notices approved by their adviser and the main office on the day preceding the notice. The announcements will be read daily and are posted at the junior high/high school office.

Bullying

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, and at school-sanctioned events.

Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

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

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

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

Students can be hurtful to one another but not all of it is bullying. Conflict is a normal part of life. And, learning to deal with it helps students master the social skills they will need as adults. There are some distinct differences between bullying and peer conflict. Being able to identify these differences will help parents/guardians and teachers know how to respond. When a conflict occurs, both people involved have equal power in the relationship. And, while both people are emotional and upset, neither one is seeking power or attention. They just happen to disagree.

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

In administering discipline, for these behaviors, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents/guardians to determine the most effective disciplinary measures. See the last section of this student handbook titled Student Discipline Point System for point values

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order of sequence of events to follow in disciplinary actions.

1. Conference with student
2. Conference with parents/guardians
3. In-school intervention
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participation in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Verdigris Public Schools has a Board approved Bullying policy. You are entitled to a copy of the policy. If you would like to receive a copy of the policy contact the superintendent's office at 918-266-7227. **We have also made this policy available on our school website at** www.verdigris.k12.ok.us

Bus Rules & Regulations

School buses are available to provide free and safe transportation to and from school. Any action, which jeopardizes the safety of students on the bus, will not be tolerated. Bus drivers will refer discipline problems to building Principals and students may forfeit riding privileges for misbehavior. A copy of the bus rules is available in the office.

Please observe the same conduct on the school bus as would be observed in the classroom. To keep Bus Privileges, follow these rules:

Previous to Loading (on the Road and At School):

1. Be on time at the designated school bus stops – keeping the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders will conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
6. Bus students must get permission from a regular driver or principal before bringing a visitor who normally would not ride the bus.
7. There will be no food allowed on the buses engaged in field trips and activity trips unless permission is received from the driver.

BALLOONS AND/OR GLASS ARE NOT ALLOWED ON THE BUS – PARENTS SHOULD MAKE OTHER ARRANGEMENTS FOR STUDENT TRANSPORTATION IF BALLOONS AND/OR GLASS VASES ARE SENT TO SCHOOL.

While on the Bus:

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Cooperate with the driver. Bus riders are expected to be courteous to fellow students, the bus driver and assistant bus drivers.
4. Be courteous; use no profane language or gestures, loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Always remain seated properly – facing the front.
6. Do not be destructive or throw objects off/on the bus. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Bus riders should never tamper with the bus or any of its equipment.
8. The bus driver has the same authority on the bus as a teacher in the classroom.
9. Help look after the safety and comfort of small children.
10. Horseplay is not permitted around or on the school bus.
11. Keep all harmful items (drugs, tobacco, alcohol, weapons, etc.) off the school bus.
12. Keep all food and drink off the school bus – no eating or drinking on the school bus. Activity trips are a possible exception to this rule – with teacher responsibility.
13. Only those items that can be safely held in your lap or stored under the seat will be permitted on the school bus.
14. Keep books, packages, coats, and all other objects out of the aisles.
15. Keep absolute quiet when approaching a railroad-crossing stop.
16. In case of an emergency, children are to remain in the bus until instructed to get off.

After Leaving the Bus:

1. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for the bus driver's signal, then cross the road.
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
3. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.
4. Students are not to go behind the bus at any time without prior approval of the bus driver.

POSSIBLE CONSEQUENCES FOR BUS RULE VIOLATIONS

- Verbal warning by the driver and/or student assigned a seat.
- Student is assigned a seat and given detention with parent contact

- Student Incident Report is sent to the principal who notifies the student's parents or guardian that his/her bus riding privileges are suspended. The length of suspension is determined by the offense.
- Minor bus misconduct is a level three on the Disciplinary Point System and worth 10 points.

SEVERE Bus Behaviors

A student will automatically be sent to the building principal if the student commits a violation of one of the following:

- Physically abuses another student – fighting
- Endangers the safe operation of the bus or safety of the passengers.
- Verbally abuses the driver (failure to cooperate).
- Vandalism or destruction of school property.
- The check mark system will be accumulated through one calendar month.
- See the last section of this student handbook titled Student Discipline Point System for point values

THE FOLLOWING ARE OFFENSES ARE CONSIDERED <u>SEVERE. CONSEQUENCES WILL FOLLOW</u> <u>THE DISCIPLINE POINT SYSTEM AND START AT A LEVEL FOUR/15 POINTS ON THE</u> <u>DISCIPLINARY POINT SYSTEM</u>

Accumulation of 3 warnings
Drugs
Guns
Possession of knife
Using knife to threaten
Alcohol (Possession or Use)
Fighting
Disobedience to driver
Profanity to driver
Disrespect
Unsafe behavior
Profanity
Throwing projectiles at cars
Spitting out bus windows
Spitting on other students
Willful damage to school property (i.e.:
Bus-seats, windows, etc.)

<u>Cafeteria</u>

Jr. High and High School students' lunches are $3.50. Elementary student meals are $3.25. Other meal options may be available for a different price. High School/junior high school students may purchase a second meal for $3.50 (this includes students on free or reduced meal plans). Breakfast prices are $2.25 for Jr..High and High School students, and $2.00 for Elementary students. If a household has more than one student attending the Elementary School, a family meal account can be set up to cover all household elementary students only. High School and Junior High School students must be carried on separate accounts. Meals must be paid for in cash or checks made out to Verdigris Schools. Cafeteria meals are available for as follows: Students will pay for meals in advance or when going through the lunch line. High School students will be issued a meal card at the beginning of the school year. Students with a meal card are allowed to enter the cafeteria line in order of arrival. Students who do not have their meal card with them will wait until those students with meal cards have been served. Junior high school students will be served on a per grade basis.

*Lost meal cards may be replaced for $1.00. Students may charge up to five (5) lunches. Lunch charges will not be allowed after the third Wednesday in April. Students must have money in their account to eat a school lunch starting on that date.

All students must have their lunch accounts paid in full before they exit for the year due to state bookkeeping procedures. All money left in a student account will move with the student for the next school year. If you DO NOT want your student's account balance carried forward, please contact the school to request a refund. Students who are seniors will be refunded any unused lunch money at the end of the school year.

If a student leaves the school district without requesting a refund, the money ($3.00 or less) will be donated to the

Child Nutrition Program. If the amount is more than $3.00, the money will be forwarded to the last known address of the student. If the envelope is returned unopened, the money will be treated as a donation to the Child Nutrition Program.

Disclaimer: Prices are subject to change when the Child Nutrition rates change

Closed Campus
All Junior High and High School students are required to eat lunch in the cafeteria. Students are not permitted to go off campus during the lunch period. Ordering food from off campus to be delivered at lunch is not permitted unless permission is granted through the office.

Many families find it easier to budget and account for the money they spend on their child's school meals by making scheduled lunch account deposits with the School Lunch Clerk. The following deposit options are available for high school and junior high students:

	Elementary			JH & HS		
	Breakfast Only	Lunch Only	Breakfast & Lunch	Breakfast Only	Lunch Only	Breakfast & Lunch
Daily	$2.00	$3.25	$5.25	$2.25	$3.50	$5.75
Weekly	$10.00	$16.25	$26.25	$11.25	$17.50	$28.75
Four Weeks	$40.00	$65.00	$105.00	$45.00	$70.00	$115.00
1st Semester	$162.00	$263.25	$425.25	$182.25	$283.50	$465.75
2nd Semester	$168.00	$273.00	$441.00	$189.00	$294.00	$483.00
Yearly	$330.00	$536.50	$866.50	$371.25	$577.50	$948.75

Career Tech Regulations

Verdigris Schools will provide transportation for morning and afternoon students. Students who drive to career tech must have a parent/guardian signed permission form on file in the principal's office. All students who are riding with other students must have a parent/guardian signed permission form from the parent of the rider and the parent/guardian of the driver on file in the office.

Change of Information

It is of utmost importance that the school is notified throughout the year of any changes in pertinent information, such as address, home phone numbers, cell phone numbers, work phone numbers, and emergency contacts. In the event of an illness or emergency, current information is vital. Please contact the school office any time information changes.

- The parent/guardian must fill out a new enrollment sheet to include updated information. Please contact your school to obtain the appropriate document.
- Proof of residency must be provided with address changes.
- The parent/guardian can update a phone number or email over the phone.

Cheating

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. If a student is caught cheating on a test or other classroom work, zeros may be given to the students involved. No provisions are made to make-up or otherwise receive credit for the work or test in question. Parents/guardians may be notified. See the last section of this student handbook titled Student Discipline Point System for point values

Commencement Policy

Verdigris Public Schools requires that each student complete 18 core subject credits and 6 elective credits to graduate. The core subject credits are 4 English, 3 Math, 3 Science, 4 History, 2 Foreign Language or 2 Computer, 1

Fine Arts, 1 Financial Literacy, PE, CPR Training, and a Naturalization Test. The determination for inclusion in the graduation ceremony is made after semester one of senior year. Students that may fall 1 ½ credits short of the required 24 credits may not be allowed to participate in any commencement ceremonies or related activities, such as the senior lock-in, senior trip, senior luncheons, etc. Students are responsible for obtaining a credit check at the beginning of each school year from the high school counselor.

Concurrent Enrollment

Verdigris Public Schools offers juniors and seniors on track to graduate an opportunity to take concurrent college classes. Approval from the Counselor or Principal is required. Students may not exceed 19 credit hours of combined high school and college classes. Each high school class counts as 3 hours. Each college class counts as 3 or 4 hours depending on the course. Requirements:

ACT of 19 or 3.0 cumulative GPA
Minimum of 19 ACT sub-score in desired subject area.

Concussion & Head Injury Policy

Any athlete suspected of having a head injury and removed from practice or competition by an administrator or coach of Verdigris Public Schools may not return to practice or competition until a written document is provided stating that the student-athlete has been examined and is released to participate from one of the following licensed health care providers trained in the evaluation and management of concussions: Doctor of Medicine (M.D.); Doctor of Osteopathic Medicine (D.O.); Nurse Practitioner (NP); or Physician Assistant (PA).

Contraband/Confiscated Items

Confiscated items may be picked up by the parent/guardian, at the discretion of the Administration. Items which are deemed to be weapons, hazards, illegal, etc. will NOT be returned. This includes but is not limited to: knives, lasers, tasers, sharpened objects, illegal substances, alcohol, and other such items. See the last section of this student handbook titled Student Discipline Point System for point values. Administrative choice will be used.

Corridor (Hallway) Courtesy

Keep corridors open to traffic by walking to the right. Please observe appropriate physical distancing. Do not block traffic by standing in groups. Pass through the hallways quietly. Be considerate of others in the halls and classrooms. Discard trash in the container provided. Keep the school clean by picking up paper from the floors. Leave the school buildings within 15 minutes after dismissal unless under the supervision of a teacher.

Crisis Plans

Should an emergency or disaster situation arise while school is in session, Verdigris Schools have preparations to respond effectively to such situations and to care for all students. The district has a detailed emergency operations plan which has been developed with the assistance of our police and fire departments to respond to a variety of issues including a major catastrophe. During an emergency crisis, the District will do everything it can to protect your student and to communicate with all parents as quickly as possible.

In a crisis, a parent/guardian's first instinct is often to call the school or come to the school to get their student. This is not in the best interests of you or your student. Our focus will be on the immediate safety needs of students and staff. District staff will not be able to work with individual parent/guardian calls or concerns.

Parent/Guardian Instructions During An Emergency:
To assist us in dealing with an emergency crisis as efficiently and effectively as possible, please read and cooperate with the following instructions carefully:

1. Please do not telephone the school and tie up lines needed for emergency communication.
2. Please do not come to the school during an emergency or crisis.
3. During an emergency, we must know where every student is at all times and students will be kept at their school until the emergency passes and it is safe. Once it is safe, students will be dismissed using the normal transportation and dismissal procedures or parents and guardians will be allowed to pick them up. Students will be released only to their parents or guardians.
4. The District may notify the media of the situation and use them to pass on parent/guardian information and instructions.
5. The District may use an automated phone system to call all parents/guardians with information. To ensure that you receive such a telephone call, please make sure that the school has your current phone number on record.

6. Please discuss these matters with your student and immediate family and plan ahead to understand what you should do during an emergency. Impress upon your student the need for them to remain at school and to follow the directions of school personnel in times of an emergency crisis.

Hazardous Release (Chemical Spill) near the school:
Shelter-in-place procedures will be implemented. All students and staff will move inside and report to their rooms. Efforts will be made to prevent outside air from entering classrooms. Students arriving at school during the event will report to the school office or a designated area because classrooms will be inaccessible.

Lockdown
No one will be allowed in or out of the school site. Students and staff will be held in a secure area.

Transportation
The decision to cancel school, change the time school starts or ends, or keep students at school will be based upon the nature of the emergency crisis including the time of day, the weather, and the ability to transport students.

If an event takes place while students are being transported which limits further transportation (for example, emergency siren goes off or roads are closed), students already on the bus will remain under the supervision of the driver and school staff. The driver will communicate with bus and district personnel. Bus drivers will make every attempt to deliver students to their bus stops safely but may have to take students to the nearest school to be housed safely. On the way to school, any student not yet on the bus remains the responsibility of the parent or guardian. The police will have control of the school site and will control all access. When the incident is over, an "All Clear" signal will be given.

Discipline Policy & Student Conduct

Rules and Regulations
The role of education is too important to our society to allow disruptive influences to hinder our students' educational opportunities. In general, students who have reached this age level are mature enough to realize that with all privileges come certain responsibilities. They also know that self-discipline is the best discipline. Administrators will follow the approved Discipline Point System in deciding consequences for discipline offenses. See the last section of this student handbook titled Student Discipline Point System for point values.

"The teacher of a student attending a public school shall have the same right of the parent/guardian to control and discipline such a student during the time a student is in attendance or in transit to the school or classroom presided over by the teachers" (Article VI Section 114, School Laws of Oklahoma.)

It is granted that there are some students who do not want to attend school. These students quite often become problems to themselves and the school. A proper educational atmosphere is too important to allow the attendance of those who do not obey the rules. If they choose to attend but do not comply with the rules, they must be removed from the setting to ensure a proper educational atmosphere. After a student has repeatedly demonstrated that he/she is unwilling to cooperate with other students, his/her teachers and the administration, he/she will have left no alternative other than suspension from school.

It is the philosophy of Verdigris Public Schools that no student should be permanently suspended from school until every available means has been exhausted in trying to teach the student compliance with the rules and regulations of the school and society. However, it is not fair to the student body or faculty to force upon them anyone who chooses to disrupt the normal learning sequence in our educational program.

The goal of Verdigris Public Schools discipline policy is to make our students' environment one that is conducive to learning, so that they may learn the academic and social skills necessary to develop into mature, responsible adults.

Student Code of Conduct
It is the schools intent to provide an orderly school climate that will foster the maximum academic learning time possible for each student. The Student Code of Conduct is designed to maintain educational efficiency in the school setting. The district's expectations of student conduct are described in the code. The code also specifies the consequences for violations of those expectations. It is the district's intent to provide positive incentives that will promote adherence to the Student Code of Conduct.

Each student has a responsibility to try to achieve the tasks necessary for academic enrichment and, correspondingly, to refrain from any disruptive behavior in the classroom or other areas under school control. Students not willing to

conform in these areas shall be subject to disciplinary procedures.

Student Responsibilities:

- Keep cell phones, smart watches, smart eyewear in the locker, or in a secure place, bell to bell.
- Take advantage of the academic opportunities offered at school.
- Support and participate in school activities.
- Attend school regularly and punctually.
- Remain on the school campus during the school day. Permission to leave must be in writing by an administrator, or his designee.
- Be self-controlled, reasonably quiet and non-disruptive in classrooms, hallways, study areas, school buses, on school property and at school activities.
- Dress in a fashion that will not disrupt classroom procedures.
- Be reasonable, self-controlled, non-suggestive and considerate in your relationships with other students.
- Strive for mutually respectful relationships with others.
- Keep your language and gestures respectful and free of profanity or obscenities.
- Respect private, public and school property.
- Know and obey the rules of the school.
- Identify yourself when asked by a school employee.
- Be informed regarding student rights and responsibilities.
- Do not interrupt a teacher's class to see another student without written permission from a counselor, administrator, or another teacher.
- Do not bring toy guns, water pistols, sling shots etc.
-

Parent Responsibilities:

Comply with the Oklahoma School Law which holds the parent/guardian responsible for making their student) (1) attend school and (2) comply with the rules. Oklahoma School Law, Section 229 70-10-105A. It shall be unlawful for a parent, guardian, custodian or other person having control of a student who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work to neglect or refuse to cause or compel such student to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session; and it shall be unlawful for any student who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session. Keep the school informed of all physical and psychological conditions that may affect the student while in school.

Teacher Responsibilities:

The teacher shall assume primary responsibility for maintaining classroom discipline according to regulations established by the school administration as set forth in this discipline policy. The teacher will use their educational background and training to devise and utilize remedies available.

Suggested steps:

1. Identify the specific problem.
2. Assess the causes of the deviant behavior.
3. Plan strategy for adjusting behavior.
4. Implement a plan for adjusting behavior.
5. Evaluate the results.

If the steps above are not effective, then the teacher should consult the Principal. Whenever it appears to a teacher that a student may be under the influence of any alcoholic beverage or controlled dangerous substance, that teacher shall report the matter to the Principal.

Principal Responsibilities:

The Principal shall see that proper control is maintained in accordance with the Oklahoma School Law and policies of the Board of Education. The Principal shall become involved in disciplinary matters when the teacher feels that all disciplinary alternatives have been exhausted. When a teacher reports that a student may be under the influence of an alcoholic beverage or controlled dangerous substance, or in possession of a weapon, the Principal shall immediately notify the Superintendent of Schools as well as the parent/guardian of the suspected student. The discipline point system will be used in tracking behavior(s) and in deciding consequences. Points to accumulate. See

the last section of this student handbook titled Student Discipline Point System for point values.

The Principal's primary responsibility is to ensure that every student's right to learn in a safe, effective, orderly environment is protected.

Disciplinary Consequences:
The discipline strategies for a junior high or high school student violating the Student Code of Conduct will be considered in collaboration with the student's parents or guardian. The teacher and ultimately the building Principal will use professional discretion, taking school policy into account to determine the nature and severity of the disciplinary consequence. It is the school's intent to consider each student in a fair, appropriate, and consistent manner. The discipline point system will be used in tracking behavior(s) and in deciding consequences. Points do accumulate. The Disciplinary Point System is not all encompassing and there may be situations that arise that are not specifically addressed or the severity of the offense does not match the stated consequence on the point system, in these cases, the disciplinary action will be at the discretion of the administration.

Possible Disciplinary Alternatives

1. Positive reinforcement
2. Counseling
3. Seating change
4. Warn student
5. Verbal reprimand
6. Advise parents/guardians
7. Remove from class or group
8. Parent/guardian conference
9. Lunch detention
10. Extended school day detention (Transportation provided by students, Saturday school if needed.)
11. Financial restitution
12. Loss of privileges
13. Isolation from classmates
14. Loss of bus riding privilege
15. Involve law enforcement
16. Referral to other social agencies
17. Probationary period
18. In-School Intervention.
19. Out of School Suspension

***Disciplinary options 1-18 are not considered to be Out–of-School Suspensions and do not require or involve due process procedures described in school board policy.**

Detentions: Students must bring schoolwork to complete during all types of detention.

Lunch Detention: Time will be served during the student's lunchtime. Accumulating 5 and 8 lunch detentions total may result in an After School Detention. Accumulating 10 lunch detentions may result in ISI.

After School Detention: Students will be informed in writing and have the opportunity to call/notify parents/guardians about the detention. Parents/Guardians are responsible for transportation of the student. After School detention may result in an unexcused absence from extra-curricular activities. Failure to attend detention on the assigned day may result in suspension from school.

One day In-School Intervention if a student fails to show up for two After School Detentions
Detention may be assigned by the Principal following an incident or teacher recommendation.
* In some cases the extended day detention is still in effect, and not replaced by suspension.

In-School Intervention (ISI): Students will be isolated from the main flow of the student population. Arrival time for ISI will be 8:10am. Dismissal time will be at 3pm. After the Student has been dismissed for the school day, he/she must leave the campus immediately. Students will receive credit for their work while in ISI and will be allowed to participate in extracurricular activities as long as they are in good standing while in ISI.
*In-School Intervention <u>is the last alternative</u> prior to Out of School Suspension.

Out of School Suspensions (OSS): Suspensions are designed to remove the student from the school for his/her

benefit and/or the benefit of the general school population. Students may be excluded from school for the current semester and the succeeding semester for a violent crime, drug/alcohol possession, weapons or other offenses as allowable by law. Students who are placed in Out of School Suspension are not permitted to come on campus until they are reinstated unless they have special permission from the administrator who suspended them. Students who are placed in Out of School Suspension are **not** permitted to attend, practice for, or participate in **any school activities.** The length of suspension may increase with each violation. The severity of the violation may increase the length of suspension.

Section 488.2/489 Oklahoma State School Law, Pupils – Dangerous Weapon - Dangerous Substances.

***The following behaviors at school, while on school vehicles, going to or from, or attending school events will result in disciplinary action, which may include In-School Intervention options or Out of School Suspension:**

1. Arson.
2. Biting.
3. Bus misconduct.
4. Cell phone, smart watch and smart eye wear usage during school hours
5. Cheating.
6. Conduct that threatens or jeopardizes the safety of others.
7. Cutting class or sleeping, eating or refusing to work in class.
8. Disruption of the educational process.
9. Extortion.
10. Failure to attend assigned detention or other disciplinary assignment.
11. Failure to comply with state immunization records.
12. False reports or false calls.
13. Fighting- Students involved in starting a fight or voluntarily participating in a fight will be suspended for a minimum of one day for the first offense. Voluntarily participating is defined as not taking reasonable measures to avoid the altercation. This includes but is not limited to coming to the Principal or other school official, for assistance. A parent/guardian conference may be required for re-admittance to school. A repeated offense may result in a long-term suspension.
14. Forgery.
15. Gambling.
16. Hazing.
17. Immorality.
18. Inappropriate behavior or gestures.
19. Inappropriate public behavior.
20. Indecent exposure.
21. Nuisance Items
22. Obscene language.
23. Physical or verbal abuse. Any act of physical violence directed at the administration, teacher, staff member and/or bus driver will result in suspension up to one (1) calendar year.
24. Plagiarism.
25. Possession of a caustic substance.
26. Possession of obscene materials.
27. Possession of unauthorized electronic devices, including but not limited to, headsets.
28. Possession, threat or use of a dangerous weapon and/or related instruments.
29. Possession, use, distribution, sale, conspiracy to sell or possess or being the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances.
30. Profanity.
31. Public display of affection.
32. Sexual or other harassment of individuals including, but not limited to, students, school employees or volunteers.
33. Theft.
34. Threatening behavior (written, verbal or physical).
35. Truancy.
36. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco.
37. Tank tops, halter tops, half shirts, shorts, or see-through garments.
38. Use or possession of cigarettes, e-cigarettes, lighters, or other tobacco/vaping related items.
39. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a

student, a school employee, or the school.
40. Using racial, ethnic or sexual epithets.
41. Vandalism.
42. Violation of the Board of Education policies, rules, or regulations or violation of school rules and regulations.
43. Violation of the law, possession of dangerous weapons, electronic communication devices, possession or use of drugs, counterfeit drugs, drug paraphernalia, or alcohol, theft, etc. ***Suspension for some offenses may be for a year or more.***
44. Vulgarity.
45. Willful damage to school property.
46. Willful disobedience of a directive of any school official.
47. Talking and/or sharing of any picture or video that is an invasion of another student's privacy or used to insult or demean another person. Students may also be disciplined if they had foreknowledge of an event and choose to video it rather than report it.
48. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or education process or effectiveness of the school, will also result in disciplinary action which may include in-school intervention options or out-of-school suspension.

The Principal shall have the authority to suspend any student who is guilty of any of the previous acts while in attendance at such school or in transit (by school transportation or under school supervision) to or from school, at any school function authorized by the school district, or when present on any facility under the control of the school district.

In addition to the above a student may be suspended for the following:

- Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "non-violent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault.
- Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act.
- Possession of a firearm shall result in Out of School Suspension as provided in the District's policy related to Firearms.
- Immorality.
- Violation of a school regulation.

School Laws of Oklahoma Article XXIV, section 488.2, C.
The constitutional rights of individuals assure them the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is approved with regard to the administration of discipline in Verdigris Public Schools.

Alternative Discipline Options:
***** <u>The Principal may suggest these alternatives in a meeting with parents/guardians for repeated detentions.</u>
1. In-School Intervention.
2. Removal from extra-curricular activities.
3. Restriction from school functions.
4. School work-detail.
5. Out of School Suspension.

In-School Intervention

Rules and Student Responsibilities:
1. Students will report promptly at 8:10am to the Principal's office and will leave the building and the grounds promptly at 3pm.
2. Students are to arrive at In-School Intervention with writing utensils, paper and appropriate books and materials. Assignments will be sent to ISI from each classroom teacher.
3. All assigned work should be completed.

4. If students should complete assignments before their time has expired, the classroom teachers will assign more work.
5. Students are **not** allowed to:
   - Talk to other students
   - Talk to the supervisor of In-School Intervention without permission
   - Eat, drink, or chew gum
   - Leave their seat without permission
   - Leave the building from 8:10 am - 3 pm.
   - Have visitors or phone calls (Exception: Emergency)
6. Students will eat lunch on an alternate lunch schedule in the In-School Intervention room. Students may bring their lunch, get it from the cafeteria, or get food from the vending machine.
7. There will be no breaks during the school day except for restroom breaks, all breaks will be at the discretion of the In-School Intervention supervisor.

COMMON VIOLATIONS WHICH MAY LEAD TO SUSPENSION:

1. Immorality, profanity, or obscenity
2. Violation of school policies or regulations
3. Willful disobedience of a request of any school official acting in the performance of their duties
4. Possession, threats, or use of a dangerous weapon
5. Assault and Battery
6. Possession, use, or sale of a controlled substance and/or alcohol, or possession of drug paraphernalia
7. Presence while under the influence of a controlled substance or alcohol
8. Conduct jeopardizing the safety of others
9. Use of tobacco
10. Violation(s) of the dress code
11. Fighting on school property or while in transit or in attendance at a school activity or event
12. Damaging, destroying, or stealing school property or personal property
13. Truancy
14. Conduct disrupting the operation of the school
15. Consistent violation of school rules, regulations, or policies
16. Possession of a laser

Dress Code

Verdigris Public Schools takes pride in the appearance of its students. Student dress reflects the quality of the school, of student conduct and of student schoolwork. Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. The principal, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction or effort required for the activity to achieve its goals. Any dress or style that is provocative, disruptive, or extreme is not considered acceptable. Student appearance is a direct reflection of the school system. **All garments must be of a length and fit that are suitable to the build and stature of the student.** Students will not be allowed in class or at school sponsored activities if their attire violates the dress code. Students will report to the office and be given the opportunity to correct the offense. If it cannot be corrected at that point, the student will report to ISI for the remainder of the day and remain until the issue can be corrected and may be sent home if there have been multiple dress code violations. THIS PUBLICATION IS THE FIRST NOTICE.

The following items are ***NOT PERMISSIBLE***:

Clothing above the waist:

1. Shirts/clothing/face coverings and/or exposed body parts with crude, vulgar, pro-violent, sexually explicit, suggestive messages, smoking, alcohol, gangs, illegal drugs, or drug paraphernalia are not permitted.
2. Tops are not permitted that are cut too low below the **armpit** or **neckline**.
3. Half-shirts, halter-tops, crop-tops, muscle shirts, shirts with cut off sleeves, tank tops (including multiple tanks), tops or dresses with straps less than 1 ½" in width, etc., are prohibited.
4. Clothing that exposes the **midriff** or is made of see through material is prohibited.
5. Hats, caps and other head coverings will not be worn by either gender in the school building except for medical reasons. These items may be confiscated. Exceptions for religious headdress may be approved by the

administration.

Clothing below the waist:

1. Shorts must not have an inseam of less than 5 inches. This includes running shorts and skorts. The hem of skirts and dresses should fall at a length similar to a where a 5 inch inseam would end. Excessive Sagging is not allowed.
2. Undergarments may not be worn as outer garments (boxers, sports bras, etc.), or be seen through any outfit.

General dress code restrictions:

1. Clothing with tear(s), holes, or rips in inappropriate areas will not be allowed.
2. Pajamas, house shoes, blankets, or other types of sleepwear are only permitted on designated dress up days.
3. State law requires students to wear shoes during the hours that school is in session and when they are participating in or on the school grounds.
4. Excessive or unusual hairstyles.
5. Sunglasses in the buildings.
6. Writing on clothes, hands or on other body parts.
7. Any grooming or clothing article which by association with gangs, cults, or hate groups intimidates other students or interferes with the educational process.
8. Chains or spikes. (Examples: attached to wallet, or located on bracelets or necklaces).
9. Tattoos – Tattoos that are inappropriate or distracting must be covered.
10. Excessive sagging is not allowed and the showing of undergarments is not permitted.

Any student that must leave campus to correct a dress code violation may not be allowed to make up missed schoolwork. Situations may arise that are not specifically covered in this code and will be interpreted by the basic intent of this code. Administration will have authority on the interpretation of the dress code.

Drills for Safety

Fire Drills: Fire drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the buildings by the prescribed route as quickly as possible. The teacher in each classroom will give the students instruction.

Tornado Drills: The classroom teacher will be responsible for the following steps:

1. To inform students of the difference between a tornado watch and a tornado warning.
2. To make students aware of the "take cover plan" for their classroom.
3. To instill a serious attitude toward tornado warning drills.
4. To lead students to the designated area of cover in an orderly manner.
5. Take position with the students under supervision in the shelter.

Lockdown and Intruder Drills: This drill secures the students in the building against the threat of an intruder. The teacher is responsible for the following steps:

1. To secure the students in their classroom or the nearest available room.
2. Calmly direct the students away from windows or doors to the corner of the room.
3. Wait for the "All Clear" from authorities.

Bus Evacuation Drills: The bus driver will be responsible for the evacuation of the bus during evacuation drills and in the event of a real emergency. The school district organizes mass bus evacuation drills for all students each year. A school bus evacuation plan is on file in the main office.

Drug Testing

All athletes and band students, grades 9-12, will be required to participate in at least one drug screening per year prior to participating in activities and will be required to pay a one-time per year charge of $25.00. A urine sample is required. IC Labs of Broken Arrow will select a random group of athletes and band students every month throughout the school year for random screening. **No student grades 9-12 will be allowed to participate in athletics or band without paying $25.00 and taking a drug test. Athletes and band students testing positive must obtain a clean screening before they will be allowed to participate. IC Labs of Broken Arrow is the only screening company that will be used.**

Drugs & Alcohol

Any student found possessing, using, or under the influence of alcohol or other drugs may be suspended for the current semester and possibly the following semester. This includes possession of drug paraphernalia. See the last section of this student handbook titled Student Discipline Point System for point values. Verdigris Public Schools permits Interquest Detection Canines to randomly search all areas of the campus for illegal drugs, alcohol and weapons. This may include students' vehicles parked at any of the Verdigris Public School campuses.

Due Process Procedures

Any student who has been suspended for ten (10) days or less - The student's parent(s)/guardian(s), may appeal the suspension to the Suspension Appeals Committee. The following procedures shall govern the due process procedures.

1. The student, or the student's parent(s)/guardian(s) shall notify the Superintendent within ten (10) days following the suspension or the notice of the intent to suspend their intent to appeal the suspension.
2. Upon receiving receipt of notice of the student's intent to appeal, the Superintendent shall advise the Suspension Appeals Committee. The Suspension Appeals Committee shall hear the appeal within ten (10) days from the date of the notice of intent is filed with the Superintendent. The Superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
3. During the hearing of the appeal before the Suspension Appeals Committee, the student or the student's parent(s)/guardian(s) shall have the right to provide evidence as to why the suspension or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
4. The Suspension Appeals Committee shall determine the guilt or innocence of the student and the Reasonableness of the term of the suspension. The Suspension Appeals Committee may uphold, overrule, or modify the suspension. The student and the student's parent (s)/guardian(s) shall be notified of the decision within five (5) days of the appeals hearing.
5. Decisions of the Suspension Appeals Committee may not be appealed to the Board of Education. The decision of the Suspension Appeals Committee shall be final.

Any student who has been suspended for greater than ten (10) days- The student's parent(s)/guardian(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the Board of Education. The following procedures shall govern the due process.

1. The student, or student's parent(s)/guardian(s), shall notify the Superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
2. Upon receipt of notice of the student's intent to appeal, the Superintendent shall advise the Board of Education. The Board of Education may conduct the hearing. The Board of Education shall hear the appeal within ten (10) days from the date of the notice of intent is filed with the Superintendent. The Superintendent, at his/her discretion may permit the suspended student to attend classes pending the outcome of the appeal.
3. During the hearing of the appeal before the Board of Education, the student or the student's parent(s)/guardian(s) shall have the right to provide evidence as to why the suspension or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
4. The Board of Education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Board of Education may uphold, overrule, or modify the suspension. The student and the student's parent(s)/guardian(s) shall be notified of the decision within five (5) days of the hearing. The decision of the Board of Education shall be final.

Early Dismissal/Pick-Up

If a student must leave before school is dismissed, the student's parent/guardian must sign out the student in the school office, and the time missed will count as an absence or a tardy depending on the portion of the day missed. This sign out rule applies even though a student leaves school at lunchtime and is not returning that day.
Only a parent or legal guardian may designate another adult (over the age of 18) to pick up a student early from school. Persons authorized by the parent or legal guardian for early pickup must be able to produce a valid, unexpired, photo identification card. A parent or legal guardian is automatically authorized to check his/her student out of school unless official court documents are submitted to the school's main office with instructions that restrict the parent/legal guardian's access to the student. Such instructions will be entered into the District's student information management system.

Early Graduation

Students that are presented with a unique opportunity that requires early graduation may apply through the high school counseling office. Applications must be received on or before May 1st preceding his/her proposed year of graduation.

Eligibility

The Oklahoma Secondary Activities Association and the Verdigris Board of Education have established academic eligibility requirements for participation in extracurricular activities.

Requirements for participation are:

1. A student must have passed five or more subjects during the most recently completed semester.
2. A student may regain his/her eligibility after sitting out the first six weeks of the next semester and passing all courses currently enrolled in.
3. Grades will be checked weekly beginning with the third week of each semester.
4. If a student is not passing all subjects at the end of the week, that student will be placed on *probation* for a one-week period. If, at the end of *probation,* a student is still not passing all subjects, he/she will be ineligible to participate for a minimum of one week. The ineligible period begins on Monday and ends on Sunday. The student will regain eligibility when passing all courses currently enrolled in.
5. Athletes before participation, practice or games must have on file in the Athletic Director's office:
    - Physical Form signed by a doctor and parent/guardian
    - Medical Consent Form
    - Insurance Release Form
    - Athletic Drug Screening
    - Concussion Form
    - Drayer/Summit Release for Treatment Form

Enrollment

Students who live in the Verdigris School District and wish to enroll must present the following information in order to be officially enrolled. Transfer students must have an approved transfer and require the same information except for the proof of residency.

1. Birth certificate.
2. Two documents showing proof of residency
3. Immunizations.
4. Transcript from previous school(s).
5. Copy of CDIB card, if applicable.

*Students with extenuating circumstances may be required to present other documentation if requested by a school administrator.

Extra-Curricular Activity (Passes)

Season tickets may be sold by each individual sport according to the number of home games scheduled. Fifty percent (50%) of the sales goes directly to the sport. Fifty percent (50%) of the sales goes to the activity fund. The OSSAA governs all high school playoff games, therefore season passes cannot be accepted during these contests.

Family Educational Rights and Privacy Act

A copy of school policy concerning FERPA is sent home with students at the beginning of the school year or upon enrollment.

Fees, Fines, and Charges

All JH/HS students are expected to pay all financial obligations in a timely manner, including, but not limited to: cafeteria and meal expenses, class dues, and any other charges.

Field Trips

Field trips are a means of extending the school's curriculum beyond the classroom setting. To participate in a field trip, a student must have passing grades and good attendance as well as written permission from the student's parent/guardian. Students who do not present written permission to the JH/HS Office will not be permitted to attend. The absence for a field trip is school-related and is not charged against the student with regard to the attendance policy. Each student will be responsible for work missed in all classes on the day of the trip. All school rules,

including the dress code policy, and regulations governing students at school apply on all field trips.

Food, Gum & Beverages in the Buildings

Gum chewing, sunflower seeds, peanuts, pop and other foods: Careless disposal of gum, sunflower seeds, peanuts, etc. in drinking fountains, furniture and the floors presents sanitation and cleaning problems, and costly repairs. Therefore, gum chewing, sunflower seeds, peanuts, etc. are not permitted in the building.

Forgery

The act of falsifying teacher/administrator signature or information on official school records, hall passes, documents, or any items requiring staff signatures is not tolerated. Any student who forges a teacher, administrator, or parent signature will face disciplinary consequences up to out-of-school suspension.

Grade Checks & Progress Reports

Parents/guardians wishing to check grades for their students in 2rd-12th grade may request a login for the parent portal. Parents/guardians will receive a progress report during the fifth week of each quarter should their student be in jeopardy of receiving a failing grade. Parents are welcome to request a quarterly progress report no matter their student's grade average.

Grade Point Average

Definition of terms:

Cumulative Points: A sum total of grades' point values of classes taken in grades nine through twelve.
Grade Point Average: The mathematical average of all grades taken in the ninth through twelfth grade. GPA Scale: (A=4, B=3, C=2, D=1, F=0) Based on a 4.0 grading scale.
Ranking: The numerical standing of a student in relation to other class members using cumulative points (one being the highest).

Grading Scale

A uniform grading scale has been adopted for use in all classes.

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

- Student Aides will receive a grade of pass or fail.

Guidance & Counseling

As a service to our students and their families, Verdigris Public Schools provides a Guidance and Counseling Program that:

1. Provides a variety of services to students, teachers, and parents/guardians on both an individual basis and with groups.
2. Provides for the counselor to conduct classroom guidance activities with all students.
3. Helps students develop the social and academic skills they will need to become productive members of society.
4. Helps students learn new things about themselves and to develop skills to help solve problems. For more information about these services, please contact the School Counselor.

Hall Passes

Students in the halls during class time must have a visible hall pass. Hall passes must be presented and returned to the appropriate teachers. Time of departure and destination should be written on every pass.

Hazing

It is the policy of this school district, that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental

health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics, exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary or appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include suspension for students and employment termination for employees.

Head Lice Policy

Verdigris Public Schools, in compliance with Section 815 of Oklahoma School Law, may prohibit any student from attending classes or participating in school sponsored activities until such time as the student is free of head lice and nits.

Any student prohibited from attending school due to head lice shall present to the appropriate school authority, before the student may re-enter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the student is no longer afflicted with head lice, and be subject to a head check by school personnel before returning to class.

Illness

The Superintendent, school principal, teacher, school nurse or other official in charge of any school *may* **EXCLUDE ANY STUDENT EXHIBITING THE FOLLOWING SYMPTOMS:**
FEVER
SORE THROAT OR TONSILLITIS
ANY ERUPTION OF THE SKIN, OR RASH
ANY NASAL DISCHARGE ACCOMPANIED BY FEVER
A SEVERE COUGH, PRODUCTIVE SPUTUM
ANY INFLAMMATION OF THE EYES OR EYELIDS
DIARRHEA
VOMITING

Parents should:

- Not send children to school when they are ill
- Keep the school office informed as to any changes in your address, phone number, parents' employment, emergency contact, or medical information. This could be crucial in time of an emergency.
- Keep the school informed of any highly contagious diseases.
- See rules located under "Medicine."

These guidelines may change based on the recommendations of the Oklahoma Health Department and/or the Centers for Disease Control and Prevention.

Immunizations

In order to comply with the Oklahoma School Immunization Law, no student may attend Verdigris Junior High/High Schools unless the parent/guardian presents to the appropriate school authorities certification from a licensed physician, or the appropriate public health authorities that such student has received or is in the process of receiving the immunizations required by the Oklahoma State Health Department. The immunizations required and the frequency of their administration will be prescribed by the State Board of Health.

Exemptions from the immunization requirements are authorized in the law for medical, religious, and personal reasons.

1. Medical: A parent/guardian may submit to the school authority a certificate signed by a licensed physician stating that the physical condition of the student is such that the immunization would endanger the life or health of the student and thus be exempted from the immunization requirements.
2. Religious: The parent/guardian must present a signed written statement briefly summarizing his/her objections.
3. Personal: The parent/guardian must present a Certificate of Exemption complete with a brief statement summarizing his/her objections to immunizations on philosophical grounds. Lost or unobtainable immunization records are not grounds for personal exemptions.

Students not immunized and attending school on the basis of an exemption due to medical contraindications, religious, or personal objections to immunizations are at high risk for disease infection if exposed. For their protection and for the protection of the community, these students may be excluded from school for the duration of any outbreak of vaccine-preventable disease. Students may be given credit for make-up work.Immunization Requirements:

Preschool	Kindergarten through 6th grade	7th- 12th grade
4-DTap	5-DTP/DTap	5-DTP/DTaP
3-Polio (IPV/OPV)	4-Polio (IPV/OPV)	1 Tdap Booster
1-MMR	2-MMR	4-Polio (IPV/OPV)
3-HepatitisB	3-Hepatitis B	2-MMR
2-HepatitisA	2-Hepatitis A	3-Hep B
1-Varicella	1-Varicella	2-Hep A
		1-Varicella

Meningococcal Disease
Meningococcal Disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in students 2-18 years old in the United States. Meningitis is an infection of the brain and spinal cord coverings. Meningococcal disease can also cause blood infections. Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for students in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older. Information for Meningococcal Disease is provided in the student enrollment packet. For more information, contact your healthcare provider or local county health department or visit these websites: National Meningitis Association at www.nmaus.org or the Centers for Disease Control and Prevention at http://www.cdc.gov/meningitis/index.html

Internet Use

All policies assigned by the Verdigris School District apply to the use of any computer device. Each student is to sign a computer use agreement and have it on file.

Lockers

Lockers are assigned to each student at the beginning of school. Students may be issued a lock at the beginning of the school year. The cost of replacing a lock is $5.00. It is the student's responsibility to make sure that the locker and lock are maintained. No stickers are allowed inside or outside the locker. Personal locks are allowed if the office is issued the extra key or combination. Locks should be used at all times. The school is not responsible for stolen items. Students' lockers are subject to search by school officials and/or law officials. Verdigris Public Schools permits Interquest Detection Canines to randomly search all areas of the campus for illegal drugs, alcohol and weapons. This may include students' lockers.

Lost and Found

The Junior High/High School offices will coordinate all lost and found articles. Articles are subject to donation to local charities 10 days after each quarter.

Medication

Medication will be given to a student only with written permission of the parent/guardian. New permission forms must be filled out each year. All medications will be administered through the office. Prescriptive medication may be given with the Medication Form Consent, which contains the name of the medication, amount to be

given, time to be given, date of parent/guardian request and parent/guardian signature. In addition, the prescription medication must be in a prescription vial, which correctly states the name of the patient, the name of the physician and directions for administering the medication.

Parents/guardians must transport student medicines to and from school. AT NO TIME SHOULD MEDICATION BE ON A SCHOOL BUS. Parents must pick up medicines at the end of the school year, or the medication will be disposed of by school personnel.

Nonprescription medication which is to be administered for a prolonged period (more than ten days) must be authorized by a physician in writing. Understand that in no event will nonprescription medication be given to your student without written permission. The necessary authorization and medication must be delivered to the junior high/high school offices. In an emergency, medication can be authorized by the parent/guardian or medical provider over the phone.

Our school policy FFACD states: Students whose medical condition requires the use of medical marijuana are allowed to access and utilize marijuana in accordance with the law. School personnel are not legally permitted to administer medical marijuana to students. Any student requiring the use of medical marijuana must do so off school premises. Upon arriving at school, the caregiver will follow district protocol with regard to check in and departure. There will be no smoking on school premises of any substance 24/7 in accordance with the state's no smoking act. At no time will marijuana be grown or stored on school premises.

If a student has a condition that requires emergency medication (inhalers, EpiPen, Seizure medication) be kept on site, an appropriate action plan and medical form must be completed. Self-administration of medication (i.e., inhalers, insulin) by a student will be permitted as per the written request of the physician, and completion of appropriate permission forms. Self-administration will be under the supervision of the school nurse or designee.

*Students stating they feel ill during the school day will be sent to the office. If a student is ill and/or running a temperature and must go home, the office will call the parent/guardian and the student will await their parent/guardian to check them out. If the procedure is not followed and a student leaves without properly checking out, the student will be given an unexcused absence for classes missed.

Oklahoma law provides that the school nurse, administrator or other designated school employee shall not be liable to the student or parent or guardian of the student for civil damages or any personal injuries to the student which result from acts or omissions of the school nurse, administrator or the designated school employee in administering any medicine pursuant to the provision of the law, except for acts of omissions constituting gross, willful, or wanton negligence.

Messages to Students

All messages, with the exception of emergencies, will be delivered during the last ten minutes of the class period. Messages will be taken only from parents/guardians (except in extreme situations).

Minute of Silence-SB 815

It is the policy of Verdigris Public Schools that students be allowed to observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

National Honor Society

The National Honor Society is an organization sponsored by the National Association of Secondary School Principals. The organization is based on scholarship, leadership, citizenship and character. Selection to the NHS is a privilege, not a right. Students eligible for NHS are juniors and seniors, who have a prerequisite cumulative GPA of
3.5. Once a student qualifies, he or she is given an application form to fill out based upon four criteria: scholarship, leadership, service, and character.

The application is then forwarded to a Faculty Council made up of five faculty members with the chapter advisor as a sixth and non-voting member. The faculty committee votes on the selection of NHS membership.

Non-Discrimination Policy and Equal Education

Verdigris Public Schools does not discriminate based on a person's sex, race, religion, national origin, ancestry, creed, parental status, sexual orientation, or physical, mental, emotional, or learning disability. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

Notification of AHERA
To All Parents & Guardians of Students:

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school. The management plan may be reviewed at your child's school during normal working hours.

Nuisance Items

Any item that may create a nuisance should not be brought to school and may be confiscated. The following items are not allowed at school:

- Explosives of any kind (including firecrackers and shells)
- Alcohol, narcotics, and drugs (including cigarettes, smokeless tobacco or vaping)
- Obscene or pornographic materials
- Gambling equipment (dice & cards) of any type
- Knives and shooting devices of any kind (including guns, darts, slingshots, bow and arrows)
- Skateboards, roller blades, and shoes with wheels
- Lighters or matches
- Water guns or water balloons
- Laser lights or other devices which may cause a disruption in the classroom or at a school activity.
- Any item of apparel, jewelry, emblem, badge, symbol, sign , accessory, notebook or manner of grooming, which by virtue of color arrangement, trademark or any other attribute, is recognized as, or denotes membership or affiliation with any gang. Student notebooks and materials must remain free of graffiti and inappropriate writing.
- Any gaming device not intended for educational purposes.

Open Records Act (Directory Information)

Oklahoma has a law known as the OKLAHOMA OPEN RECORDS ACT that requires the school district to provide public access to certain personally identifiable information from the education records of your students for any purpose, including commercial use. The type of identifiable information required to be released under the law is known as "Directory Information". The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes. Verdigris Public Schools have designated the following personally identifiable information contained in a student's education record as "directory information": a student's name, address, and telephone listing.

If you choose to "opt out" you must send a written notice within thirty (30) days from the beginning of the current school year to: Mike Payne, Superintendent, Verdigris Public Schools, 26501 S. 4110 Rd., Claremore, OK 74019.

OSSAA Activities & Athletics

Activity Eligibility

The following conditions apply to scholastic eligibility:

1. All organized competitive events fall under the guidelines of the Oklahoma Secondary School Activities Association and require student scholastic eligibility for participation
2. A student in grades 7-12 must be passing in all subjects in which he/she is enrolled on the day eligibility is checked each week of the semester.
3. Students will be ineligible for competition during the first six (6) weeks of a new semester if they do not meet eligibility requirements in the preceding semester.
4. Other school related activities that occur at random times such as field trips, club activities and civic or community activities, require scholastic eligibility for student participation.
5. Scholastic eligibility is based on the cumulative semester grade. This grade would be awarded to the student if the semester would end on the day in which eligibility is checked.
6. Teachers' eligibility lists are due by 2pm on Friday. Eligibility runs Monday through Sunday.
7. It is recommended by administration that teachers enter a minimum of two grades per week.

Parents/Guardians Right To Know

Verdigris Public Schools shall provide to the parents or guardian of any student upon request and in a timely manner the following information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and a field of discipline of the certification or degree.
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Accordingly, the information listed above must only be provided to parents/guardians who request information. Each site of the Verdigris Public School must notify parents/guardians that they have the right to request information.

In addition to the information parents/guardians may request as listed above, each site shall provide each individual parent/guardian:

1. Information on the level of achievement of the parent's/guardian's student in each of the state academic assessments.
2. Timely notice that the parent's/guardian's student has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parent Teacher Conferences

Parent teacher conferences will be held each semester by appointment only.Verdigris conference dates are:

Thursday, October 1, 2026	3:30 pm-6:30 pm
Tuesday, October 6, 2026	3:30 pm-6:30 pm
Thursday, January 21, 2027	3:30 pm-6:30 pm
Tuesday, January 26, 2027	3:30 pm-6:30 pm

- The High School will only have PT conferences on Thursday, October 1, and Thursday, January 21. The two other nights will be used for Pre-Enrollment for the 2027-2028 school year. Dates and Time will be announced in the Spring.

Parking Lot

Parking lot violation could result in a conference with the Principal for the first offense. The first offense and any offense thereafter may result in disciplinary action.. See the last section of this student handbook titled Student Discipline Point System for point values

Examples of violations are:

1. **15 MPH Speed Limit on campus**
2. Illegal parking.
3. Careless driving.
4. Excessive speed.
5. Loitering around vehicles after arrival.
6. Parking in the incorrect assigned parking spot.
7. Parking in teachers' parking area.
8. Being in the parking lot without permission.

Students who drive vehicles to school are to park in the student parking areas. Each student must park in their assigned parking area. Students arriving on the campus are to leave their vehicles immediately after parking and go immediately into the building. Students should lock their vehicles for their protection. Students leaving school are to leave the parking area immediately upon entering into the vehicle. Loitering in the parking lot at any time during the school day, including the lunch period is prohibited. This policy is designed to protect vehicles and to eliminate other problems in the parking lot. Students who ride bikes and motorcycles will park in their designated areas. Bicycles that are ridden to school must conform to regular traffic rules and are not to be ridden on school grounds

Personal Electronic Devices

It is the policy of the Verdigris Board of Education that a student may possess a personal electronic device 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 upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

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

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
    a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or

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

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

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

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

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

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device will be confiscated by the administration of the school district. Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy.

REFERENCE: 70 O.S. §1-126
70 O.S. §24-101.1, et seq.
70 O.S. §24-102

★ **Verdigris Public Schools is not responsible for stolen phones.**

THIS POLICY REQUIRED BY LAW

Consequences

1. First Offense… . .Device confiscated, student picks up from office, parents notified
2. Second Offense…Device confiscated, parent must pick up, 1 day in-school-intervention
3. Third Offense…. Device confiscated, parent must pick up, 3 days in-school-intervention
4. Fourth Offense…Device confiscated, parent must pick up, 3 days out-of-school suspension

Warning:

Vape Cigarettes: Are considered an electronic device and are not allowed and are illegal. (SB33). Students who are caught in violation of SB33 will be reported to the appropriate State agencies.

Plagiarism

ALL JH/HS STUDENTS WILL FOLLOW VHS ACADEMIC HONESTY POLICY.
At Verdigris Schools our students' ethical and academic development is essential for a quality education.

To plagiarize is defined as "to steal and pass off (the ideas and/or words or another) as one's own: use (a created production) without crediting the source: to commit literacy theft: present as new and original an idea or product derived from an existing source." The Modern Language Association of America's MLA Handbook for Writers of Research papers (6th edition) states, "Plagiarism involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud."

Examples of plagiarism include but are not limited to:

1. Copying and presenting another person's work (including homework) as one's own.
2. Collaborating on work that is assigned as individual effort.
3. Purchasing material (including online essays) and presenting it as one's own.
4. Copying material (including study guides such as Spark Notes or Cliff Notes) and presenting it as one's own.
5. Summarizing or paraphrasing material from a source without citing the source and its author (if given).
6. Directly quoting material from a source without using quotation marks (even with the proper citation of the source and/or its author.
7. Turning in work completed for one course to another course without permission from BOTH instructors.

Profanity and Inappropriate Gestures

Profanity, rudeness and inappropriate behavior, language or gestures will be considered disruptive to the learning environment. These actions are subject to disciplinary action at the discretion of the Principal, teaching staff, school employees and substitute teachers.

Proficiency Based Promotion

Upon the request of a student, parent, or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Students under the age of sixteen must have written parental/guardian permission for proficiency assessment. Proficiency will be demonstrated through criterion referenced testing.
Additionally, credit for laboratory sciences will require that students are able to perform relevant laboratory techniques. Credit for other courses may require portfolios or demonstrations which reflect proficiency required for credit in those courses.

Students who are legally enrolled in Verdigris Public Schools are qualified to demonstrate proficiency in the following core areas identified by Oklahoma School Law:

Social Studies	The Arts	Mathematics
Language Arts	Languages	Science

Proficiency assessment will be offered by arrangement during the summer. The application can be obtained from the Principal and is due at least five working days prior to testing dates. A copy of this policy is available for review in the High School office.

Proper Conduct

Students are expected to know and display proper conduct on all school campuses. Shouting, whistling, making loud noises, scuffling, running or bothering others will not be permitted. Students violating these policies will be assigned to detention. In addition, parents/guardians will be contacted if violations are repeated, and a conference will be arranged with the Principal, students involved and their parents/guardians.

Public Display of Affection (PDA)

During school hours or during teacher-sponsored activities, public displays of affection, including having arms around a person, sitting on a person's lap, or kissing are not allowed. See the last section of this student handbook titled Student Discipline Point System for point values

<u>Possible Consequences:</u>

- Lunch Detention.

- After School Detention
- In-School Intervention.
- Out of School Suspension and parent/guardian meeting.

Retention of Students

It is the professional obligation of teachers to recommend the retention of a student at the present grade level or not pass a course, if it is determined the student will benefit from repeating that year or that course of study as provided for in House Bill 1056, passed in the 1995 Legislative session. HB.1056 also provides that should a teacher recommend that a student be retained at the present grade level or not passed in a course of study, the parent or guardian may appeal the decision through the district's appeal process. Guidance through the appeals process begins with a conference with the building principal.

Schedule Changes

Any student entering class must have a schedule, which he/she obtains, from the counseling office. If a student desires a schedule change, the request must be made within the first seven (7) days of the semester.

School Activities

School activities are considered an extension of the school day. All rules, regulations, and policies will be enforced. (This includes Dress Code). Participation in school activities is a privilege, not a right, regardless of any fee, dues, payments or monetary deposits or expenses paid or incurred by student/parent/guardian.

Unless a time conflict exists between school activities, students will ride to and from activities in school transportation. The only exception to this policy is for a student to ride home with his/her parent/legal guardian with prior approval being given by the director of the activity. If a student does not adhere to this policy, he/she will forfeit the opportunity to represent the school at that activity. If they arrive by other means or if they leave by other than the approved means, he/she will be suspended from participating or attending the next activity.

School Messages

School closings, emergency information, upcoming events and reminder phone calls and/or emails are used by the district Please make sure your information is up to date with the office to ensure you get notifications.

School Property

Students and their parents/guardians will be held responsible for any damages to school property, equipment, textbooks, furniture, and building as stated. This also includes any areas of transportation.

School Security and Safety

Teachers are in the hall during passing periods.

Teachers are assigned to halls, lunchroom, and parking lots for supervisory duty before school, lunch and recess, and after school. Teachers have been directed by their building principal to be at these duty stations to help facilitate safety and security measures in their respective areas. Please be understanding when teachers must end impromptu parent conferences or conversations in order to be at their duty station on time.

Principals patrol halls, campus, parking lots and buildings periodically.

All visitors must sign in through the Elementary/ Junior High/High School offices and obtain a visitors' badge to be worn at all times while on campus. Only visitors with a scheduled appointment will be allowed in the building and must go through screening procedures.

All students out of class must have a pass.
Reserve police officers or school security personnel are on duty during home athletic events. All school sponsored activities, games, and events are supervised by school personnel.
If students leave the building during dances or sporting events, they may not return.
During a tornado warning while the students are in the shelter, they will not be signed out to leave.
During a Lock-Down the students will not be signed out to leave.

School Website

Parent/Guardian Access to Student Information

Verdigris Public Schools has software that will enable the parent/guardian to access their student's grades and attendance from the school website. Parents/guardians are required to come to the Junior High/High School offices and sign a release form to request their student's student number and password to access this information. Parents/guardians may be asked to provide identification in order to obtain their student's student number and password.

Use of Student Information/Pictures

Verdigris Schools provides an Internet Website for the publication of news, events and other data. No student's photograph will be identified with the name of a student without the express, written consent of the parent or legal guardian of the student. No personal information about your student, i.e., address, phone number, etc. will be published under any circumstances. Parents/guardians will be provided with a "Release for Photographic Images on the Internet" form at the beginning of each school year to sign and return to the school office. Parents/guardians may rescind approval for publication of the photo and accompanying identification of their student for publication on the Verdigris Schools' Internet Website at any time. This form will also have permission for the photo to appear in the newspaper and yearbook.

Screening

Notice to Parents Regarding Student Identification, Location, Screening, & Evaluation

This notice is to inform parents/guardians of the student identification, location screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of
Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Preschool students ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments.

1. Readiness Screening
   - Personally identifiable information is collected on students participating in readiness screenings to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators.
2. Educational Screening
   - Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed a written objection with the local school district.

Evaluation

Evaluation means procedures used in accordance with Federal laws and regulation to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

Search and Seizure

The Supreme Court of the United States has ruled that students, their locker, and automobiles are subject to search by school officials. The search will be based on probable cause for drugs, weapons, stolen items, etc. Verdigris Public Schools permits detection canines to search all areas of our campus for illegal drugs, alcohol and

weapons. This may include vehicles parked on campus. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property.

Special Services

If your student receives outside services, please let the office and your student's teachers know.

Student Council

The Student Council is an organization of students elected by the student body to coordinate the activities of the student body and to assist the faculty in the improvement of the school activities and the general program.

Candidates for membership must have not lower than a "B" average for the preceding semester. Failing students will not be permitted to serve as council members. A semester failing grade of "F" will automatically terminate membership on the council.

The president, vice-president, secretary, and treasurer are elected from the junior and senior classes by popular vote after registering and meeting qualifications. Each class (10-12th grade) will be allowed a minimum of two representatives to serve on the student council. Election of all officers will be held in May. Each student is allowed one vote and the candidate receiving the majority will be declared elected. Officers will take office in August.

The principal will appoint a faculty sponsor to guide the activities of the council and assist them with their work.

Student Management System

Verdigris Public Schools has a student management system that will assist with the management of all student records. This system is in compliance with all regulations required by law. Parents/guardians will have access to some of their students' records via the internet. Access to these records will be based upon a secured password that will allow parents/guardians to access only the records for their students. Additional information concerning access will be made available.

Students Driving Other Students

Students may drive other students to and from school activities, practices, games, field trips, etc. ***only*** with written and verbal permission from parent/legal guardian of each student.

Telephone

Students will not be called from class except in the case of an emergency. Parents/guardians are asked not to call students at school unless it is absolutely necessary. Students are not allowed to use the office phone without the permission of the office personnel.

Textbooks

Textbooks are furnished by the state and are issued at the beginning of the school year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. The amount of the charge will be determined by the amount of damage to the textbook.

Title IX Coordinator

The Title IX Coordinator for Verdigris Public Schools is Mike Buntin. The contact information is 918-266-2336, extension 2740 or mbuntin@vps.k12.ok.us.

https://www.verdigris.k12.ok.us/District/Department/3002-Title-IX

Tobacco/Vaping

Verdigris Public Schools is a "Tobacco Free Campus." **Smoking or the use of tobacco in any form by students, employees, or visitors on school property is prohibited.** This includes e-cigarettes and vaping. It is unlawful to be in possession of or to use tobacco products. SB33 prevents people from vaping in schools and on school campuses, and prevents people from vaping in their cars on school property and vaping at school-sponsored events. Possession or use of tobacco products including electronic/vaping by students may be treated the same for disciplinary purposes. See the last section of this student handbook titled Student Discipline Point System for point values

The "Tobacco Free Campus" policy is effective at all school functions.
1st Offense - Contact parents/guardians and 3 days In-school intervention or 3 days of Out of School Suspension.
2nd Offense - Three days Out of School Suspension.
3rd Offense - Five days Out of School Suspension.

Any student being in possession of cigarettes, electronic cigarettes, cigarette papers, cigars, snuff, chewing tobacco, vaping products or any other form of tobacco product and being by any police officer, constable, juvenile court officer, truant officer, or teacher in any school, asked where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco or any other form of tobacco product were obtained who shall refuse to furnish such information, shall be guilty of a misdemeanor and upon conviction thereof before the district court, or any judge of the district court, such minor being of age of sixteen (16) years or upwards shall be sentenced to pay a fine not exceeding Five Dollars ($5.00) or to undergo an imprisonment in the jail of the proper county not exceeding (5) days, or both; if such minor shall be under the age of sixteen (16) years, he or she shall be certified by such magistrate or justice to the juvenile court of the county for such action as said court shall deem proper. (21-1242).

Transfers

Students who do not live in the Verdigris District, may apply for a transfer in the Administrative Office located at 26501 S. 4110 Rd, Claremore, OK. Transfers require principal and board approval. Applications for transfer will be considered based on grade level capacity and school board policy (School Board Policy Reference FE) criteria which include discipline and attendance requirements. Current grade level capacities are posted on the school website.Verdigris Public Schools policy regarding Admission of District Transfer Students, states that students must follow approved board policy for attendance. Students attending Verdigris Schools shall be in attendance a minimum of ninety percent (90%) of instructional time. All absences and tardies should be considered in calculating a student's attendance. A student, who has been suspended from another school district because of possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into Verdigris School District

Transfers may be nonrenewed for attendance and discipline issues.

Use of Student Vehicle

Students are not permitted to move their vehicles other than the times designated below.

- Career Tech students who have a parent/legal guardian signed permission forms allowing them to drive to Career Tech
- Special permission given by the principal
- At the end of their school day

A student driving their own vehicles on school property is a privilege. The right to drive your vehicle to school may be revoked if the following rules are not obeyed:

- Suspension of student vehicle reasons: speeding & reckless driving on school grounds (all vehicle suspensions are indefinite).
- Teachers parking lot is off limits during school hours. No student vehicles anywhere except the student parking lot.
- Sitting in or on vehicles is prohibited once the vehicle is parked on school property.
- Speed limit is fifteen (15) miles per hour on all school property.
- NOTE: Any student operating a motor driven vehicle must have a valid driver's license. Motorcycle riders and passengers must wear an approved helmet on school property. No skateboards or roller blades will be allowed on campus due to requirements placed on the school district by our insurance carriers.

Vending Machines

Vending machines are located in the High School Commons and Junior High Gym Lobby. Students are allowed to use the machines before school between classes, and after school. Junior High students must use the machines located in the Junior High Gym Lobby and are not allowed in the High School Commons during class periods. High School students must use the machines located in the High School Commons and are not allowed in the Junior High Gym Lobby during class time. Students are not permitted to use the machines during class time unless they have teacher permission.

Video Surveillance

Recognizing the importance of the safety of our students, Verdigris Junior High/High Schools have installed video

surveillance equipment. Anyone on school property may be subject to surveillance at any time.

Virtual School

Students have the option to attend school virtually, rather than inside the traditional building. The curriculum program is completely through a third party vendor. If Virtual school is chosen, the student signs a contract to stay in the virtual program for the entirety of the semester, and will be responsible for completing all assignments.

Visitors & Guests

All guests and visitors must have an appointment to see a teacher, counselor, or principal. For security reasons, all visitors or guests must sign into the front office and wear a visible name tag while on school property. Student visitors will not be permitted in the classroom without the permission of the Principal. Parents, guardians, volunteers, visitors will treat staff, teachers, and administrators with courtesy and respect. Unacceptable behavior, such as using loud and/or offensive language, cursing, or display of temper, threats, including e-communications will not be tolerated.

Weapons

The Gun – Free School Zones Act of l990: It is a violation of federal law to bring a firearm on or within 1,000 feet of school property. Violators are subject to imprisonment for up to five (5) years, a $5,000 fine or both fine and imprisonment. Violators will be prosecuted to the full extent allowed by law. A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, hand grenades, fireworks, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, and any replica or facsimile of any of the foregoing items, any item or instrumentality which is used to threaten harm or is used to harm any person. The foregoing list of "dangerous weapons" is descriptive and by way of example only is not to be considered an exclusive or limiting list of dangerous weapons. A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse in compliance with this policy, but may be considered in determining the length or severity of any punishment for violation of this policy. Students may be suspended and reported to the local law enforcement authorities. A student who has been suspended from another school district because of possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the Verdigris School District.

Weather (Closing Announcements)

In the event Verdigris Public Schools is dismissed due to inclement weather, the following media will be notified: **Radio stations KRMG and all local television stations.** The school message center will make phone calls announcing school closings.

Withdrawal from School

Students moving to another school district must secure a withdrawal form from the office. The form must be signed by the principal, teacher, librarian and cafeteria cashier and returned to the office for final withdrawal.

Disciplinary Point System

"The Teacher of a child attending a public school shall have the same rights as a parent to control and discipline such a child during the time the child is in attendance or in transition to the school or classroom presided over by the teacher." (Article VI, Section 114, School Laws of Oklahoma.)

The discipline scale and outcomes on pages 36-37 will guide disciplinary action. Situations may arise that are not specifically addressed by the Disciplinary Point System. In these situations, disciplinary actions will be determined at the discretion of the administration. All final disciplinary action will be decided upon in a timely manner by the administration according to board policy. Administrator's discretion will be used according to the age and development of the student. Points on the discipline scale will accumulate from start to finish of the current school year. Students who accumulate 90 discipline points in a school year may face long term suspension.

OFFENSE	***CONSEQUENCE***
Level Ten	**90 points**
Guns, arson, bomb threat, physical battery, intention to inflict pain or great bodily injury against school personnel and/or students.	Possibility of maximum suspension allowed by law. Police intervention.
Level Nine	**75 points**
Weapons, drugs, or substances portrayed to be drugs or paraphernalia. Violation of prescription/non-prescription medication policy. Assault with intent to inflict bodily injury, threatening behavior toward a school employee or another student (written, verbal, or physical), blackmail, extortion, false fire alarms, possession of a caustic substance.	Possible long term to maximum suspension allowed by law: current and succeeding semesters. Police intervention.
Level Eight	**45 points**
Fighting, hitting, kicking, pushing, biting, or any other physical act used with the intention to inflict pain or cause bodily injury, whether initiated or in retaliation. Major theft or vandalism (with restitution). Major is anything over $50.00 in value. In possession of or under the influence of alcohol.	Possible short term suspension to long term suspension. Long term suspension is eleven (11) or more days. Possible law enforcement involvement.
Level Seven	**30 points**
Harassment, commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual on the basis of race, sex, creed, color, national origin, religion, marital status, or disability (verbal, electronic, or physical) Defiance of authority, indecent exposure, intimate acts, pornography, creating or the transmission of graphic/inappropriate videos on electronic devices, possession/use of fireworks, explosives, or air horns, destruction of school property	Possible short term suspension, three (3) to ten (10) days, or long term suspension on a sliding scale. Long term suspension is eleven (11) or more days. Possible law enforcement involvement.
Level Six	**25 points**
Intimidation or threatening behavior toward another student, including, but not limited to: gambling, gross behavior, and disrespect or insubordination to a faculty member.	Assignment to ISI or short term or long term suspension on a sliding scale, possible law enforcement involvement.

Level Five	**20 points**
Possession/use of tobacco or other tobacco products, vapes, matches, or lighters. Indecent material. Minor theft or vandalism (with restitution). Minor refers to anything under $50.00 in value.	Assignment to ISI on a sliding scale depending on the severity and/or the number of the number of times the offense has been committed. Possible short term suspension, three (3) to ten (10) days, depending on the severity and/or the number of times the offense has been committed.
Level Four	**15 points**
Truancy, graffiti, false calls, forgery, plagiarism, falsifying records, computer/internet misconduct, misuse of skateboards and/or wheelies	Three (3) detentions for each offense. One (1) to five (5) days of ISI. For major bus misconduct, bus suspension will be assigned based on severity of incident.
Level Three	**10 points**
Disorderly conduct, repeated dress code violations, cheating, disparaging remarks, possession/use of laser pens or pointers, cutting class, bullying, failure to identify oneself to a school official, inappropriate cafeteria behavior, profanity, vulgarity, jeopardizing the safety of others, leaving school grounds without permission, lying, misuse/waste of school materials, equipment, or property; repeated violation of school rules/policies, inappropriate bus conduct, missing detention.	One (1) to three (3) detentions assigned according to severity and/or the number of times the offense has been committed. Assignment to ISI (In-School Intervention).
Level Two	**5 points**
Disruption of school, class, halls, or assemblies, inappropriate behavior or gestures, spitting, loitering, playing, possessing electronic devices such as cell phones that store music, videos, content, etc.; games, radios, digital storage devices, repeated tardiness to class, ID violations, unauthorized sales, public display of affection.	After classroom management techniques, One to five (1-5) Lunch Detentions, One (1) detention may be assigned.
Level One	**1-4 points (possible)**
Offenses that are not disruptive to the learning process: sleeping, eating, lack of class materials, not doing classwork, not dressing out for gym, violating dress code, caps and hats are to be left at home. A referral to the office will occur after the teacher has exhausted all classroom management steps.	Classroom management techniques: Teacher/Student conference, parent contact, short time out, parent/teacher conference, teacher assigned classroom detention, and other techniques. Detention is possible if violations persist.

CRITERIA FOR POINT REDUCTION NUMBER OF POINTS REDUCED:

The following may be considered:

- 50 minutes of community service -5 points (must be pre-approved by administration)
- Participation in approved restorative practice lesson -5 points
- Counseling Services may be considered

Verdigris Board Of Education Policy
Prohibition of Race and Sex Discrimination
In Curriculum and Complaint Process

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

1. One race or sex is inherently superior to another race or sex,
2. An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
3. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
4. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex
5. An individual's moral character is necessarily determined by his or her race or sex,
6. An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
7. Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
8. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any forum where instruction or activities tied to the instruction are provided, including training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

A. Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures.
B. Identify the dates the alleged discriminatory act occurred;
C. Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
D. Include relevant information that would enable a public school to investigate the alleged violation; and
E. Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Mike Buntin as the employee responsible for receiving complaints. Complaints may be provided via telephone at 918-266-6333 and via email to mbuntin@vps.k12.ok.us.. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The School district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within ninety (90) days of receipt of claim. Within thirty (30) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: **70 O.S. § 24-157**
State Accreditation Standard 210: 10-1-23

A policy on this issue is required by the Standards of Accreditation for Oklahoma Schools Effective July of 2021.