Verdigris Elementary and ECDC



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 and staff. The character of our 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,

Mike Payne
Superintendent

Tommy Rogers **High School Principal**	**Austin Higgs** **Junior High School Principal**	**AmyMoyer** **Upper Elementary Principal**
Phylicia Crain **Lower Elementary Principal**	**Shauna Myers** **Early Childhood Principal**	**DentonHolland** **Instruction & Technology Principal**

Verdigris Public Schools
26501 S 4110 Rd.
Claremore Oklahoma 74019
918-266-7227-Administration Office
918-266-2336 – High School Office
918-266-6343 – Junior High School Office
918-266-6333 – Lower and Upper 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)

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 accompanied by a school sponsor 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, the 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.

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

Elementary school doors will open at 7:40 AM at the ECDC, 7:45 AM at the Lower Elementary, and 7:50 AM for Upper Elementary for students to enter the building.

Students on school grounds before the school opens will be unattended and will not be the responsibility of the school. It is important that students not be left at school unattended.

School is dismissed at 3:10 PM. Students who are picked up by parents will wait for their name to be called in the parent pick up car lines. 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.

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.

Attendance & Absences

State law requires that all pupils be in school until the age of 18 years of age. Failure of parents or guardians to provide the student the opportunity to attend school is punishable by law. Should the student be absent 10% of any school year, the 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.

Regular attendance is crucial for your success at school. To help ensure that students are attending school consistently, we have put the following attendance guidelines in place:

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 responsibility of the parents/guardians and students 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 first day missed. These days will be calculated on a daily basis. For example, work from the first day missed is due the second day the student returns. Teachers may require that certain pre-announced exams be made up on the day the student returns to school.

General Attendance Provisions:

1. **Any absence** from class will count toward the maximum of 10% allowed.
2. A transfer student will be held accountable for the absences they accumulated from their previous school.
3. Students assigned to in-school intervention are not considered absent.
4. Students must be in attendance one-half of a day in order to participate in school activities. Exceptions may be approved by the Principal.

Tardiness

A student is tardy if not in his/her chair in the classroom when the bell begins to ring at 8:00 AM. The appropriate authorities will be notified of chronic tardiness.

- The Morning Drop-Off line in front of the school will end at 7:58 AM to allow for students and teachers on duty to be in their room at 8:00 AM. The road blocks will be set in place at that time so parents/guardians need to plan accordingly to get through the line on time.
- Students who arrive late for class are to report to the office immediately upon arrival and pick up a tardy slip.
- If a student should be detained prior to going to class, by office staff or faculty, a note excusing the student from the person who detained them will be provided.
- Repeated tardiness will result in penalties which may require a parent, student, and principal conference.

Truancy

A student absent without the consent of the school and parent/guardian is truant. Work must be made up, and credit may not be given. The first offense may result in detention(s) or in-school intervention. Repeated truancy may be cause for further disciplinary action, suspension, expulsion, or legal action.

A student is *truant* if he/she:

1. Leaves school without signing out in the office.
2. Is absent from school without prior permission from parents or guardians.
3. Is absent from class without permission (skipping).
4. Obtains a pass to go to a certain place and does not report there.
5. Becomes ill and goes home or stays in the bathroom without reporting to the office.
6. Comes to school but does 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. Be advised that all packs, bags, etc. are subject to random search.

Bell Schedule

1st bell - 7:40 AM (ECDC front doors open)
7:45 AM (LE front doors open)
7:50 AM (UE front doors open)
2nd bell - 8:00 AM (tardy bell)
3rd bell - 3:10 PM (dismissal time)

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. Notices to be included in the daily bulletin must be pre-approved by the principal. Announcements to be sent home with students must be submitted for the principal's approval at least one school day prior to "Take Home Tuesday."

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 harassment, intimidation and bullying, consideration will be given to alternative methods of punishment to ensure 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 or guardians to determine the most effective disciplinary measures. Harassment, intimidation, and bullying are considered a level 6 or level 7 offense on the Disciplinary Point System and are worth 25-30 points.

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
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, dances, 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. **This policy is also available on our school website at** www.verdigris.k12.ok.us

Bus Rules & Regulations

School buses are available to provide free and safe transportation between school and the student's home bus-stop. Any action, which jeopardizes the safety of students on the bus, will not be tolerated. Bus drivers will refer discipline problems to the building principal 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 you would 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 pupils, 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/guardian 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 violation.
- Minor bus misconduct is a level three on the Disciplinary Point System and worth 10 points.

SEVERE Bus Behaviors

Starting at a Level Four (15 points) on the Disciplinary Point System

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

Cafeteria

Cafeteria meals are available for breakfast and lunch: Prices per meal for Elementary students are $2.00 for breakfast and $3.25 for lunch. Prices per meal for Jr. High and High School Students are $2.25 for breakfast and $3.50 for lunch. Other meal options may be available for a different price. If a household has more than one child attending the Elementary School, a family meal account can be set up to cover all household elementary children 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.

Student meal accounts are electronically scanned into the computer system daily to confirm the account balances. It is understood that parents are responsible to keep track of the meal accounts of their children; however, as a courtesy the lunch clerk will send a printed reminder home should a student's account balance reach zero. A maximum of five (5) charges is permitted. After the fifth charge the parent or guardian must provide a home lunch for the child until the meal account is paid. (Families in financial crisis may qualify for the State's "Free & Reduced Student Lunch Program." Inquiries may be made to the Elementary Lunch Clerk.).

Closed Campus

The Elementary School maintains a closed campus policy. Except for special prearranged outings, all students are required to stay on the school grounds at all times. Elementary students are to eat lunch in the cafeteria. Students are permitted to go off campus during the lunch period only if their parents or teachers request and receive permission from the office to do so.

Parents or visitors are not allowed in the cafeteria or on the playground.

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:

	Elementary			JH & HS		
	Breakfast Only	Lunch Only	Breakfast & Lunch	Breakfast Only	Lunch Only	Breakfast & Lunch
Daily	$2.00	$3.25	$5.25	$2.25	$350	$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

No charges are allowed after the third Wednesday in April. Students must have money in their account to eat a school lunch starting on that date.

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.

Celebration Policy

In order to keep all of our students safe and included, especially those with dietary restrictions, allergies, and other health needs, shared food and edible treats will no longer be allowed for birthdays at all Elementary Sites. Families are welcome to send small, non-edible items (such as pencils, stickers, or other small favors) if they would like.

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 may be notified. See the last section of this student handbook titled Student Disciplinary Point System for point values.

Concussion & Head Injury Policy

Any athlete suspected of having a head injury and removed from practice or competition by a coach or administrator 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 Disciplinary Point System for point values. Administrative choice will be used. Verdigris Public Schools, its faculty, staff and employees assume no responsibility nor liability for lost, misplaced, or stolen items.

Corridor (Hallway) Courtesy

Always walk in an orderly and courteous manner. Keep corridors open to traffic by walking to the right and on the third tile observing appropriate physical distancing. Pass through the hallways quietly. Be considerate of others in the halls and classrooms. **DO NOT RUN IN THE BUILDING.** Students are to leave the school buildings within 15 minutes after dismissal and are not to loiter in the hallways.

Crisis Plans

Should an emergency or disaster situation arise while school is in session, Verdigris Schools has made 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 child. 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 and 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 phone 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.

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 and 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.

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.

The police will have control of the 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 old enough to learn that with all privileges come certain responsibilities. They also begin to understand that self-discipline is the best discipline. Administrators will follow the approved Disciplinary Point System in deciding consequences for discipline offenses (pages 34-35).

"The teacher of a student attending a public school shall have the same right of the parent to control and discipline such a student during the time a child 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 environment in the school building.

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 students and adults.

The Student Code of Conduct is The Golden Rule: "Do unto others as you would have them do unto you."

It is the school's intent to provide an orderly school climate that will foster the maximum academic learning time possible for each student. The **Golden Rule** is the Student Code of Conduct for elementary students. It is designed to maintain a quality educational environment for all students 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 progress 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 appropriate consequences determined by the principal.

Student Responsibilities:

- **Follow the S.O.A.R. Behavior Matrix**
- **Keep the Golden Rule.**
- Be respectful of the flags of Oklahoma and America and when reciting the Pledge of Allegiance.
- Keep cell phones, smart watches, smart eyewear in the locker, or in a secure place, bell to bell.
- **Do Not Bully and Do Not Fight.**
- Remain on the school grounds during school hours.

Parent Responsibilities:

Comply with the Oklahoma School Law which holds the parent or guardian responsible for making their student:

1. attend school and
2. comply with the rules

Oklahoma School Law, Section 229 70-10-105): "A. It shall be unlawful for a parent, guardian, custodian or other person having control of a child 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 child 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 child 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 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; using 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 ineffective, 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 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 may be in the possession of a weapon, the principal shall immediately notify the Superintendent of Schools as well as the parent or legal guardian of the suspected student. The Disciplinary Point System will be used in tracking behavior(s) and in deciding consequences. Disciplinary points are accumulative. See the last section of this student handbook titled Student Disciplinary Point System for point values.

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

Disciplinary Consequences:

The discipline strategies for an elementary 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 Disciplinary Point System will be used in tracking behavior(s) and in deciding consequences as often as possible. 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
7. Remove from class or group
8. Parental conference
9. Lunch detention
10. Extended school day detention (Transportation provided by student)
11. Financial restitution
12. Loss of Privileges
13. Isolation from classmates
14. Loss of bus riding privilege
15. Involve law enforcement
16. Refer to other social agencies
17. Probationary period
18. In-School Intervention (All day or half-day isolation out of the classroom and away from classmates.)
19. Out of School Suspension (sent home, cannot attend any school events, and requires due process procedures described in school board policy)

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 detention.

Lunch/Recess Detention: Time will be served during student's lunch and/or by walking laps at recess time.

After School Detention: Students will have the opportunity to call/notify parents/guardians about the detention. Parents/guardians are responsible for transportation of the student. Failure to attend detention on the assigned day may result in In-School Intervention or Out of School Suspension. This consequence may be assigned by the Principal after investigating the incident, considering the teacher's recommendation, interviewing the student, and discussing the event with the student's parent/guardian.

In-School Intervention (ISI): Students will report to the office to be isolated from the main flow of the student population. The student's arrival time for ISI will be determined by the classroom teacher and/or the building principal. Students will receive credit for the class work that has been completed while in ISI. Students will eat lunch on an alternate lunch schedule or bring their home lunch when in ISI. In-School Intervention is the last alternative prior to Out of School Suspension.

Out of School Suspension: Suspension is 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 acts of violence, drug/alcohol possession, weapons, or other offenses as defined by statute or 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. This section complies with **Section 488.2/489 Oklahoma State School Law, Pupils – Dangerous Weapon - Dangerous Substances.**

The following behaviors at school, while on school vehicles, or 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 (points will be based upon the Disciplinary Point System located in the last section of this book):

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/insubordination
8. Disruption of the educational process, including possession of any items distracting to other students
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 (prank) calls
13. Fighting*
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 Title 37) 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, see-through garments, shorts or skirts which do not cover half the upper leg
38. Use or possession of cigarettes, lighters, or other tobacco/Vaping related items
39. A student's use or possession of missing or stolen property
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 federal or state laws governing the possession of dangerous weapons, electronic communication devices, possession or use of drugs, counterfeit drugs, drug paraphernalia, or alcohol, theft, etc. can result in a s***uspension for at least one year.***
44. Vulgarity
45. Willful damage to school property
46. Willful disobedience of a directive of any school official
47. Taking 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 chose to video it rather than report it.
48. Conduct occurring outside of the normal school day or off school property (field trips, for example) that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school

***Fighting:** Fighting is defined as a hostile encounter initiated by one or more person(s) against an individual or group that results in physical contact. The principal or the principal's designee shall determine an appropriate consequence for students initiating and participating in a fight. The principal may choose to interview the students involved, teachers, student's parent or guardian, building counselor, or any combination deemed appropriate when investigating the event.

Students involved in starting a fight or voluntarily participating in a fight will be given automatic In-School Intervention for the remainder of the school day. 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. Fighting is a Level Eight Offense and worth 45 points on the Disciplinary Point System. These students are eligible for being suspended for a minimum of one school day for the first offense. A repeated offense may result in a long-term suspension. A parent conference will be required for re-admittance to school.

All students may go to the principal, or any faculty or staff member to seek help when confronted with a bully or trying to avoid a fight.

The principal shall have the authority to suspend any pupil 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.

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.

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. **All garments must be of a length and fit that are suitable to the build and stature of the student. At the elementary level, the age and development ("growth spurt") of the student are considered when interpreting the school district's dress code. Dress Code applies to all school events on and off campus (field trips, dances, etc.)**
Students will not be allowed in class if their attire violates the dress code. Students will be reported to the office and be given an 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. Dress Code falls under Level 1 of discipline.
The following items are ***NOT PERMISSIBLE****:*
Clothing above the waist:

1. Shirts/clothing/face coverings and/or exposed body parts that convey 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. Sleeveless tops must have straps two fingers wide if worn alone.

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, school wide special events or student activity programs may be approved by the administration.

Clothing below the waist:

1. Shorts should be approximately mid-thigh in length. This includes running shorts and skorts. The hem of skirts and dresses should fall at a length similar to the mid-thigh rule. 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
2. Pajama tops, pants, slippers, and house shoes 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. 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.

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. This is a Level Nine Offense and worth 75 points. Verdigris Public Schools permits Detection Canines to randomly search all areas of the campus for illegal drugs, alcohol, and weapons. This search can include vehicles parked on any of its campuses.

Due Process Procedures

Any student who has been suspended for ten (10) days or less - The student's parent/guardian, 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/guardian 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 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 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/guardian 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/guardian 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/guardian, 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/guardian, 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 receiving 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 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/guardian 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/guardian 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/Sign Out:

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/guardian for early pickup must be able to produce a valid, unexpired, photo identification card. A parent/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/guardian's access to the student Such instructions will be entered into the District's student information management system.

If checking a student out at the end of day for an excused medical or legal appointment, please **arrive before 2:30 to check out the student** and bring or fax the Doctor's note the following day.

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 and Tribal card, if applicable.

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

Family Educational Rights & Privacy Act (FERPA)

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

Fees, Fines, & Charges

All VPS 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

All students must have signed releases to attend the activity.

Parents/siblings must take their own vehicle. Parents/guardians may be required to chaperone their child.

Students using school provided transportation may be released from the trip to PARENTS/GUARDIANS ONLY. No exceptions to this other than prearranged situations (Proxy parent form). Any teacher of a student may determine a student is ineligible to attend a field trip based on attendance and grades in his/her class. All school rules, including the dress code policy, and regulations governing students at school apply on all field trips.

Food, Gum & Beverages in the Building

Gum chewing, sunflower seeds, peanuts, etc. are not permitted in any school building in the district. Careless disposal of gum, sunflower seeds, peanuts, etc. in drinking fountains, furniture and the floors presents sanitation and cleaning problems, and costly repairs. Therefore the cooperation of our students in keeping the elementary building and grounds tidy insures the continued availability of snacks at school. Activity days will not have shared food. Any snacks will be eaten only by the child that brought it. Parents will be notified of allergy alerts within the classroom.

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/guardian signature will face disciplinary consequences up to out-of-school suspension.

Grade Checks & Progress Reports

Parents/Guardians wishing to check grades for their children in 2nd – 12th grade may request a parent login for the parent portal.

Parents will receive a progress report during the fifth week of each quarter should their student be in jeopardy of receiving a failing grade. Parents/Guardians are welcome to request a quarterly progress report no matter their child's grade average. Pre-Kindergarten thru second grade will receive a skills based checklist report card.

Grading Scale

Standards Based Grading will be used in PreK through First Grade.

A uniform grading scale has been adopted for use in grades two through twelve to document student progress in the core academic areas.

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.

All grades are input into the parent portal. An elementary assignment not turned in on the due date will be a zero in the computer until turned in to the teacher. A late assignment or a re-done assignment (at the teacher's discretion) can only be worth 75% of the original grade.

Indicators of a student's progress in the non-academic areas of study will be denoted by the following letters.

E - Excellent
S - Satisfactory
N - Needs Improvement

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 children, teachers, and parents 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 information about Elementary services, please contact the Elementary School at 266-6333.

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.

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 Public Schools unless the parent or 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.

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:

Pre-K
4-DTap
3-Polio
1-MMR
3-Hepatitis B
2-Hepatitis A
1-Varicella

Kindergarten - 6th grade
5-DTP/DTap
4-Polio
2-MMR
3-Hepatitis B
2-Hepatitis A
1-Varicella

7th - 9th grade
5-DTP/DTaP & 1 Tdap Booster
4-Polio
2-MMR
3-Hep B
2-Hep A
1-Varicella

10th - 12th grade
5-DTP/DTaP
4-Polio
2-MMR
3-Hep B
2-Hep A
1-Varicell

Meningococcal Disease

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 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 children 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 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/Cubbies

Lockers, hooks, or cubbies in the Elementary School are assigned to each student at the beginning of school. The school is not responsible for items lost or stolen from these units.

Lost & Found

The Elementary School office will coordinate all lost and found articles. Articles are subject to donation to local charities 10 days after each quarter. The Elementary School maintains a lost and found box in the office area.

Medication

Medication will be given to a student only with written permission of the parent or guardian. New permission forms must be filled out each year. All medications will be administered through the office. Prescriptive medication may be given with a Medication Consent Form, 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 MEDICINES BE ON A SCHOOL BUS OR IN A STUDENT'S BACKPACK. Parents/guardians must pick up medicines at the end of the school year, or the medicines will be disposed of by school personnel.

Nonprescription medication which must be administered for a prolonged period of time (more than ten days) must be authorized by a physician in writing. Understand that in no event will nonprescription medication be given to a student without written permission. The necessary authorization and medication must be delivered to the school office. 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 of 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, etc.) 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 complaining of feeling ill during the school day will be sent to the office. If a student is ill and/or running a fever and must go home, the office will call the parent or guardian and the student will await their parent or guardian to check them out. If the procedure is not followed and the 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

With the exception of emergencies, all messages will be delivered to the office to be delivered to the classroom during a non-instructional time. All messages need to be received by the Elementary Office by 2:30 PM in order to route them to students before dismissal routines begin. Any messages received after 2:30 PM may not be in time to be routed to a student or a teacher.

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.

Non-Discrimination & Equal Education

Verdigris Public School 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 students for any purpose, including commercial use. The type of identifiable information required to be released under the law is known as "Directory Information." Verdigris Public Schools has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes. The school district has 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.

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 parent/guardians may request as listed above, each site shall provide each individual parent or guardian:

1. Information on the level of achievement of the parent/guardian's student in each of the state academic assessments.
2. Timely notice that the parent/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 October 1st and January 21st. The two other nights will be used for Pre-Enrollment for the 2027-2028 school year. Dates and times will be announced in the Spring.

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 are prohibited from 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

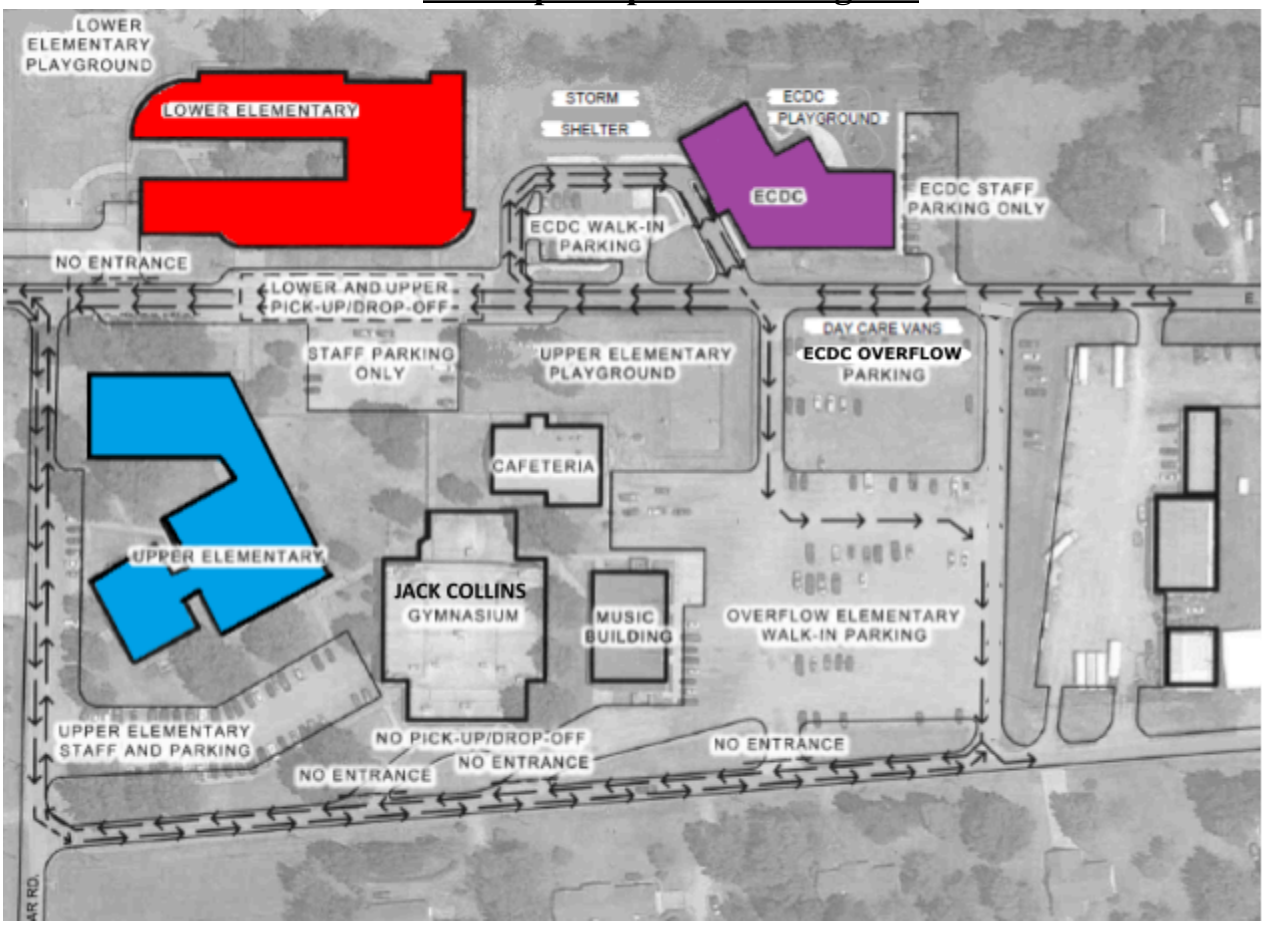
★ **Verdigris Public Schools is not responsible for stolen phones.**

THIS POLICY REQUIRED BY LAW

Consequences

1. First Offense - Device confiscated, student picks up from the 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

Pick-Up/Drop-Off/Parking Lot



The Lower Elementary walk up parking lot is located on the West side of the Lower Elementary. The Upper Elementary parent and staff parking lot is located on the South-East side of the Upper Elementary. The Early Childhood Development Center (ECDC) parking is located both on the West side (inside the loop) and directly across the street.

Parents/guardians need to walk their student to the door if the student gets out in a parking lot. **Drop off is only allowed in front of the buildings where there are adults to supervise during drop off times.**

Exiting from the ECDC is the only time cars are allowed to drive through the Overflow Elementary Walk-In Parking lot.

Plagiarism

All elementary students will follow the 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 of 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."

Profanity & 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 parent/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 the Verdigris Public Schools are qualified to demonstrate proficiency in the following core areas identified by Oklahoma School Law:

Social Studies	Languages
Language Arts	Mathematics
The Arts	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 office.

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.

School Activities

After 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.

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 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 & Safety

Teachers are in the hall during passing periods. Teachers are assigned to halls, lunchroom, and parking lot 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 School offices and obtain a visitors' badge to be worn at all times while on the elementary campus. Only visitors with a scheduled appointment will be allowed in the building and must go through screening procedures. Parents/guardians/visitors will be required to stay in the office area and will not have access to the school or cafeteria.

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.
Please do not call the schools and tie up phone lines during an emergency.

School Website

Parent Access To Student Information

Verdigris Schools has software that will enable the parent/guardian to access their student's grades (3rd-12th) and attendance (PK-12) from the school website.

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 the student without the express, written consent of the parent or legal guardian of the student. No personal information about students, i.e., address, phone number, etc. will be published under any circumstances. Parents or 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 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 Child Identification, Location, Screening, & Evaluation

This notice is to inform parents/guardians of the child 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 children 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 & Seizure

The Supreme Court of the United States has ruled that students, their locker, and the automobiles that transport them 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 campuses for illegal drugs, alcohol, and weapons. This may include any vehicles parked on campus. Students have no reasonable expectation of privacy rights in the contents of backpacks, gym bags, school lockers, desks, and other school property.

Special Services

If your child receives outside services, please let the office and your child's teacher know.

Strong Readers Act as Per State Statute 70-1210.508B-F and SB362

On July 1, 2026, SB1778 went into effect that defined multiple changes to Oklahoma's Early Literacy Law. The Strong Readers Act (formerly known as the Reading Sufficiency Act, or RSA) outlines literacy requirements for students beginning in kindergarten.

The Strong Readers Act Purpose 70 O.S. 1210.508B(B)

The Strong Readers Act aims to strengthen literacy among Oklahoma's students by integrating reading proficiency into the criteria for grade progression, ensuring appropriate instructional support, and maintaining clear communication with families about student progress.

Assessment Requirements

- Every student in kindergarten, first, second and third grades shall be assessed at the beginning, middle, and end of each school year for the acquisition of reading skills (phonics, phonemic awareness, vocabulary, comprehension, and reading fluency) for the grade level in which enrolled with a screening assessment approved by the State Board of Education.
- Each student who does not meet the grade-level target on the beginning of the year screener must be screened for risk of characteristics of dyslexia.
- Any student assessed and found not to be meeting grade-level targets shall be provided a Student Literacy Intervention Plan (SLIP) designed to enable the students to acquire the appropriate reading skills.
- Any student who does not meet the grade-level target on the screener should be given a diagnostic assessment to determine the focus of the intervention and support that will be provided.
- Students that are on a Student Literacy Intervention Plan (SLIP) should be given progress monitoring assessments regularly. Recommended frequency: Tier 2-monthly, Tier 3-weekly. Parents will be notified, in writing, of progress every 30 days.

Exemptions 70 O.S. 1210.508C(C)

Exemptions to the provisions of the Strong Readers Act may be provided for students who meet at least one of the following criteria.

- The student participates in the Oklahoma Alternate Assessment Program (OAAP), as indicated on the Individual Education Program (IEP), and is taught using alternate methods.
- The student's primary expressive or receptive communication is sign language.
- The student's primary form of written or read text is Braille.
- The student's primary expressive or receptive language is not English, the student is identified as an English learner using a state-approved identification assessment, AND the student has had less than one (1) school year of instruction in an English-learner program.

Decisions to exempt a student should be made with the IEP team or an EL teacher working with the student. Documentation is required and should remain in the student's permanent record. Documentation will cover the student through 3rd grade, with the exception of the EL exemption, which only applies for the current year. Schools that grant exemptions shall provide ongoing evidence of student progression toward goals with the same frequency as the administration of screening assessments.

	TIER ONE	TIER ONE WITH ENHANCED SUPPORT	TIER TWO	TIER THREE
Who	All K-3 students	K-3 students with gaps in specific skills and who score between the 26th and 39th percentile	K -3 students who are 6 months to 1 year below grade level and who score between the 11th and 25th percentile	K-3 students who are more than 1 year below grade level and who score between the 1st and 10th percentile
What	Grade-level instruction using the district's core reading program through whole group instruction	Small group, targeted, skills-based instruction to accelerate progress and achieve grade-level proficiency	Small group, targeted, skills-based instruction to accelerate progress and achieve grade level proficiency	Small group, intensive skills-based instruction; requires more systematic skill focus than previously received in Tier 2
Diagnostic	Not Required	Required	Required	Required
Progress Monitor	Through core program	Recommended Monthly	Recommended Monthly	Recommended Weekly
Time	Minimum of 90 minutes of daily reading instruction	As needed based on student needs (may occur in small groups during Tier 1)	As needed based on student needs (in addition to Tier 1)	As needed based on student needs (in addition to Tier 1)
Instructor	General Education Teacher	General Education Teacher	General Education Teacher and Interventionist as availability allows	Interventionist

Family Notification Requirements

Student Literacy Intervention Plan (SLIP)

Families of students who do not meet the grade-level target must be informed of the following in writing within 30 days of the close of the testing window.

- Identified substantial deficiency in reading.
- A description of proposed supplemental instructional services and supports
- The grade-level performance score on an approved assessment
- Strategies for parents to use in helping their child succeed in reading proficiency
- Free online evidence-based literacy instruction resources to support the student's literacy development at home.

Characteristics of Dyslexia

If a student was screened for characteristics of dyslexia, inform families of the results within 15 days of the close of the dyslexia screening window.

Families of students who are at-risk for the characteristics of dyslexia should also receive the following:

- Information on the characteristics of dyslexia
- Resources for additional information on dyslexia. Sample information sheet can be found on the Strong Readers for Schools website https://sde.ok.gov/strong-readers-schools.

Summer School **70 O.S. 1210.508E**

A student who is not meeting grade-level targets may, after consultation of the teacher with the family, be recommended for summer school. The summer school program should incorporate the content of a scientifically researched -based program and be taught by trained and qualified teachers.

Retention

Retention was removed from Oklahoma's Early Literacy Law by SB 362. Retention is based on district policy.

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.

Telephone

Students will **not** be called from class for phone calls 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 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 textbook 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 I

Verdigris Lower and Upper Elementary are Title I Targeted schools. The school receives additional federal money based on the Child Nutrition Free and Reduced Meal forms to ensure those students most at-risk receive help in reading and math. The Parents Right to Know, Title I Parent Involvement and Title I Parent Compact can be found on the Verdigris Public Schools website (www.vps.k12.ok.us) on the Lower and Upper Elementary School links and under the Resources tab, labeled Federal Programs.

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 Campuses." **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 by students will be treated in a like manner for disciplinary purposes.

The "no tobacco policy" is effective at all school functions, even after school hours.

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 minor 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 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 or discipline issues. ***Transfers may be nonrenewed for attendance and discipline issues.***

Video Surveillance

Recognizing the importance of the safety of our students, Verdigris Schools has 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

It is required that you make an appointment to see a teacher, counselor, or principal. This assures that we will be available to you and that the educational process will not be disrupted. For security reasons, all visitors must sign into the front office. Guests will be issued a visitor's pass, which must be worn while on campus. We appreciate your cooperation in helping us maintain the safety of our students and staff. 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 in any e-communication 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, blackjack, 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 and is not to be considered an exclusive or limiting list of dangerous weapons. 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 KVOO & 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. All fees and fines should be paid. All school property must be returned. 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 35-36 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, 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, 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 graphic/inappropriate videos on electronic devices, gambling, gross behavior, and disrespect or insubordination to a faculty member.	Assignment to ISI or possible 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). Assignment to ISI is one (1) day.
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 918-266-2336 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