SCHOOL COLORS SCHOOL MASCOT

BLUE * WHITE * RED BULLDOG

SCHOOL SPIRIT

School spirit is a term we usually apply to athletics. Few realize the deeper and truer meaning of the phrase. It extends through all our school life, whether it is in athletic contests or in student government issues.

School spirit is the willingness to put forth effort to make school life enjoyable. It is evidenced in our care of the building, our desire to have our school excel, our response to school activities and our willingness to cooperate in the endeavors of the faculty and community.

Students of Minco High School exemplify spirit by remembering that, when they are in another city, the responsibility for our school's reputation rests upon their shoulders. Students should always conduct themselves in such a manner that no criticism will be brought to Minco High School.

School spirit also means not being satisfied with anything but the best and extending that desire throughout your school life. Take personal pride in the school you attend. Be proud you're a BULLDOG!

ACTIVITIES AND TRIPS

Students participating in or attending school-sponsored activities have the privilege of being a representative of Minco High School. It is each student's responsibility to exercise that privilege with pride and spirit. Our school is known in other towns by the standards our students practice while participating in, or attending, various events. We expect our students to display proper attitudes, sportsmanship, honesty, and integrity.

- A student is under full obligation to obey all school policies and procedures.
- If a student is absent from a class/classes for a school-sponsored activity, it is the student's responsibility to get the assignment and complete the work missed. It is required that the work be handed in before the activity absence unless you have teacher approval.
- Students must go and return in transportation provided by the school. Extreme hardship reasons will be considered at the discretion of the administrator or coach.
- Transportation exceptions must be prearranged with the sponsor. Students must ride with their parents, and parents must personally pick up the student.
- All students participating in or attending a school-sponsored activity, at home or away are under the authority of the sponsoring school official.
- All school policies of conduct are fully applicable to school sponsored activities, whether at home or elsewhere.
- All school-sponsored activities must have an approved adult driver in each vehicle transporting students.
- The administration reserves the right to prohibit/limit participation of any student in any activity.

ACTIVITY ELIGIBILITY REQUIREMENTS

To participate in Minco Public School activities, students must be enrolled full-time and attend classes in person at Minco Public Schools

AIDS PREVENTION EDUCATION

All sixth, eighth, and tenth grade students receive AIDS Prevention Education in compliance with Oklahoma State Law. Materials have been approved by the State Department of Education and the Health Department. Materials are available for previewing by parents one month in advance of the presentation. If, after previewing the material, a parent does not wish to have his/her child receive the information, he/she should contact the principal.

ALL STATE JACKETS

The school will purchase a jacket for any student earning All-State recognition through the Oklahoma Coaches Association.

Any student earning all-star by class recognition through any state organization will be responsible for buying his/her own jacket. If the booster club for that particular sport/activity is willing, they can purchase the jacket for the student. The school will purchase the statue for the trophy case for any athlete earning this type of recognition.

ASSEMBLIES

A variety of educational and entertaining assemblies are presented at regular intervals. These assemblies provide students opportunities to demonstrate the courtesy, cooperation, and consideration that they have been taught at school and at home. Improper behavior could result in a student losing the privilege of attending assemblies.

ATTENDANCE/ABSENCE

Regular Attendance is a Must!

No single factor will do more to aid you in your progress in school than regular attendance. The taxpayers of this community have provided educational facilities for you. It is your responsibility to make the most of the opportunity they have provided for you. This can only be accomplished by regular attendance.

All work, which is missed as a result of absences, regardless of reason, must be made up. The teacher will allow one day per missed day to make up all work.

Parents should call the school (HS 352-4377, MS 352-5929) when a student is absent.

The building secretary will count the absence under the following labels:

A	Unexcused Absence
AD	Absence Documentation (doctor's notes, medical documentation)
E	Activity Absence (any absence for a Minco school activity that is approved by the sponsor)
EZ	No absence counted (on campus, but not in class)
Q	Qualifying Event (an activity absence that does not count because of qualifying criteria)

In order for an absence to counted as "AD", all doctor's notes or medical documentation must be turned into the office within one week of returning to school. Otherwise, the absence will remain an unexcused absence (A).

A student may have a total of 9 absences labeled "A" per semester (ex: illness, mechanical problems, parents are late, family trips, etc). Students reporting to class fifteen (15) minutes or more after the beginning of the class will be counted as absent "A" and students that check out over fifteen (15) minutes before the end of class will be counted as absent "A".

A student who has more than 9 unexcused absences (A) in a class will receive a failing grade for the class. If a student has more than 9 unexcused absences (A) then he/she, along with his/her parents, may request a hearing with that student's teachers and the principal. At this time, the student and parent may explain why he/she has more than 9 absences. The teachers and principal will discuss the matter and render their decision to the student and parents. The teachers will vote on whether or not to allow the student credit for the semester (majority vote rules). The principal will only vote to break a tie.

This hearing must be held within 10 school days of the end of the semester for which credit was lost. If no such request is made, then the student will be given a failing grade for having more than 10 absences. An appeal may be made to the Board of Education.
Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Grady County District Attorney per 70 O.S. 10-1-5.

The principal has the option of assigning Saturday School to make up time in order to avoid the attendance hearing.

Absences for school activities are recorded as activity absence (E) from school. Students should get assignments from teachers before the activity and turn the assignments in when requested to do so by the teacher. Tests scheduled before the absence will be taken on the regular day. All students must comply with the school's one-day rule.
Every third tardy will count as an absence in an individual class.
Example: 3 tardies per class = 1 absence 6 tardies per class = 2 absences
Any students that has been suspended will not be considered for "perfect attendance" recognition at the end of the year

ATTENDANCE ELIGIBILITY

A student must be present for all classes during a school day to be eligible to participate in a school-sponsored activity that day or night (exception is pre-approved by administration).

BAD WEATHER SCHEDULE

Bad weather occasionally requires the school to make decisions regarding closing or delaying of starting time. We act in the best interest of our students. We authorize ONLY the following media to announce closing or delay.

KTVY TV ..... Channel 4
KOCO TV ..... Channel 5, Oklahoma City
KWTV TV ..... Channel 9, Oklahoma City
KWCO Radio..... Chickasha

BELL SCHEDULE

Period	High School
1	7:55------8:47
2	9:52-----9:44
3	9:49----10:41
4	10:46---11:38
LUNCH	11:38---12:13
5	12:18----1:10
6	1:15-----2:07
7	2:12-----3:04

Vo-Tech Students will be released at 11:33 for lunch.

Buses will leave the high school campus at 3:10.

BUS TRANSPORTATION

Transportation by bus is provided for any child living more than one and one-half miles from school. Riding the bus is part of the school day, and rules must be observed to ensure the safety of the riders. Students who ride a bus are given a copy of the bus rules. Students and parents must read the rules. It is a privilege to ride the bus. The principal has the authority to forbid a student from riding the bus, either temporarily or permanently.

CAFETERIA

The cafeteria is our school dining room. Courteous manners, quiet conversation, and appropriate behavior are expected.

Students eat in the cafeteria only. No food is to be taken from the cafeteria area unless authorized by a sponsor or the administration.

Cutting in line and saving places is prohibited.

Students will walk in an orderly manner, and keep lines orderly.

Staff members are expected to move to the front of the line to be available for duties and responsibilities.

Students cannot invite or have guests at lunch without previous administrative approval.

No outside drinks will be allowed to be brought into the school.

Prices for breakfast and lunch are as follows:

Student Breakfast……$2.00 Student Lunch……..$4.00

Adult Breakfast…….$3.05 Adult Lunch…….$5.30

Breakfast is served from 7:30 a.m. to 7:50 a.m.

Breakfast and lunch charging policy is as follows:

1. Meals should be paid for in advance.
2. Parents are responsible for payment of all meals eaten by their children.
3. Parents may notify Lori Hicks, lunch custodian, to set up a schedule for financial arrangements should the need arise.
4. Parents that qualify should sign up for free and reduced lunches. Forms are available in all offices.

CANADIAN VALLEY TECHNOLOGY CENTER

Students attending C.V.T.C. are expected to abide by the rules and regulations of both Minco School and C.V.T.C. Suspension or expulsion at either school applies to both schools. You cannot be dismissed from one school for disciplinary reasons and attend the other school.

Transportation to C.V.T.C. is provided daily. The bus leaves from the north side of the old high school at a designated time. The official time is that of the clock in the principal's office.

Students with permission may drive to Vo-Tech. To obtain a driving permit see the Vo-Tech principal, get all of the necessary signatures and turn it in to the Vo-Tech. While on your way to and from Vo-Tech, whether by bus or car, all school rules apply. You are expected to be at the Vo-Tech on time. Ample time is provided for students who drive to return on time. No excuses will be accepted for being tardy or absent when returning to Minco High School. Bus transportation is a reliable option; breakdowns, flat tires, etc., will not be viable excuses if you choose to drive. The bus is the safest, most economical and reliable means of transportation. We encourage all students to use the bus except in emergency situations.

CAREER TECH/EXCUSED ABSENCES

Juniors and seniors are encouraged to attend the technology center, but the final decision is made by the student and his/her parents. Any student making the decision to attend career tech needs to understand that there are certain activities that might be missed at the high school while off campus at the career tech. Students will not be excused from career tech every time they wish to attend an activity at the high school. Minco High School will agree to excuse four absences at the career tech throughout the year for certain activities such as: pep assemblies, class meetings, tournament games, silly olympics, etc. Exceptions can be approved through the principal but will only be made in extreme situations. Activity absences will not be counted against the total of four. Each career tech student and his/her parent will sign a form agreeing to these terms, and the principal will keep a log of how many days have been excused. Students must make the request for the absence to be excused in advance of the day missed. Any days used for school events beyond four will be counted as an unexcused absence. We do not want this policy to be a deterrent to attending the career tech, but we do want our students to understand that choosing to attend the career tech will interfere with being a part of the normal routine at the high school. Also, it is the student's responsibility to check with his/her class sponsor for any class information that might be missed during his/her time at the career tech.

CELL PHONE POLICY **Senate Bill 139**

In the 2025, the Oklahoma legislature passed Senate Bill 139. This is a law banning cell phone usage during the school day for all students on public school campuses throughout the state. The ban is referred to as a "bell to bell" ban, meaning cell phones are not allowed to be used on the campus for the entire school day. All references to the term "cell phone" in this policy include, but are not limited to, personal electronic devices, smart watches, smart headphones, laptops, tablets, and smart glasses.

The administration at Minco Public Schools understands the connection that most kids have with their phones/technology. We also understand that we, by law, are required to design a policy banning cell phones usage from our campus during the school day. The policy is as follows:

Students are not allowed to use cell phones at any time during the school day in a Minco public school building or facility. When the 8:00 bell rings to begin the day, all cell phones should be turned off and put away, not to be seen again until the 3:00 bell rings to end the school day. This includes passing periods and on-campus lunch. If a student is found to be using a cell phone, the phone will be taken and held in the office. If a cell phone is on, it is considered to be in use.

Once the phone has been taken, the discipline will be as follows:

1st offense	The phone will be kept in the office until the end of 7th hour.
2nd offense	The phone will be kept in the office until a parent can pick it up during school hours. (Before 4:00)
3rd offense	The student will be in ISS for 3 days or the student will turn the cell phone into the office before 8:00 for 5 school days. (One week)
4th offense	The student will be suspended for 3 days or the student will turn the cell phone into the office before 8:00 for 20 school days. (One month)
5th offense	The student will be referred to alternative school or online school or the student will to turn the cell phone into the office before 8:00 for the remainder of the school year.

IEP/504 Exception: If a student has the "use of a cell phone for medical reasons" in their IEP/504, they will be allowed to have their cell phone turned on silent, but the cell phone should never be visible to other students, and only used in case of an issue with their IEP/504 diagnosis. Since the IEP must be adhered to and the phone cannot be taken away, there will be a different set of discipline guidelines. Under these circumstances, if a student is caught using their phone in a situation not related to their IEP/504, the discipline will be as follows:

1st offense	Verbal warning and discussion concerning the expectations of the IEP/504 accommodations as it pertains to the cell phone policy.
2nd offense	A meeting with a parent will be scheduled to discuss the expectations of the IEP/504 accommodations as it pertains to the cell phone policy.
3rd offense	The student will be in ISS for 1 day.
4th offense	The student will be in ISS for 3 days.
5th offense	The student will be suspended for 3 days.
6th offense	The student will be referred to online school.

When cell phones are confiscated and handed over to the office, they will be turned off.

When a student is required to turn in their cell phone, it is their responsibility to do that before school starts. It will be held until school is out. If a student does not turn their phone in, the punishment will shift to the other option.

Teachers are not allowed to give permission for students to use their cell phones. By law, this is a 100% ban of cell phone usage in the school buildings from "bell to bell".

Only under extreme emergency circumstances will the administration allow for cell phone usage in the building. This would be a very rare occurrence and not to be confused with personal dilemmas such as: forgotten homework, uniforms, lunch money, etc.

For purposes of this policy, an emergency means a circumstance that requires immediate action to protect students and/or staff well-being or safety or an actual or imminent threat which may result in loss of life, injury, or property damage. Examples include, but are not limited to, an active fire, tornado, earthquake, or other natural disaster, an intruder on school grounds, an evacuation of school grounds, the need to close or dismiss school for weather or other conditions, or a medical emergency.

Parents that refuse to have their child abide by this cell phone policy/rule/state law, will be allowed to transfer, home school, or choose online coursework. This is not a negotiation, it is the law.

When instructed, students are required to relinquish their cell phone to a school employee immediately upon any violation of this policy. Any student that refuses to hand over their cell phone will be suspended for 3 days.

If a situation occurs that justifies a parent contacting their child during the school day, you can call the office, or simply email them. They have access to their emails on a school issued computer. If it is brought to our attention that parents have contacted their children through the use of a cell phone during the school day, that will be considered a violation of the policy and the cell phone will be confiscated and discipline will be administered accordingly.

CHANGING/DROPPING CLASSES

Students may change or drop a class only during the designated class change times and dates set forth by the Principal. Any exception to this policy is determined by the Principal, teacher, and student with parental consent.

CHECKING OUT OF SCHOOL

Students must check out of school through the office. Students may only check out of school with the permission of their parent or guardian. Permission must be given in person or on the phone before the student may be approved to leave school. Students who leave without permission will be subject to disciplinary measures.
When students arrive at school in the morning, they are not allowed to leave and return before school starts.

CHEATING

No credit should be given or expected for any work that is not a student's own work. Cheating is as dishonest as stealing.

Cheating will not be tolerated, whether in class or out, during school time or out of school. Students will be considered to be cheating whether they are receiving the material or providing the material.

There are no minor cheating offenses.

1st Offense…….3 Days ISD

2nd Offense……5 Days ISD

After 2nd offense, parent or guardian must have a conference with the principal before the student is allowed to re-enter school.

3rd Offense…….1 Day OSS

4th Offense…….3 Days OSS

5th Offense…….5 Days OSS

6th Offense…….Rest of Semester

CLASSIFICATION OF STUDENTS

Freshman:	Less than 6 units	Sophomore:	6 ½ - 11 units
Junior:	11 ½ - 17 units	Senior:	17 ½ - 24 units

CLASSROOMS

Each student is expected to show proper respect to teachers, staff, classmates, and administrators.

Each teacher has specific guidelines within his or her own classroom that all students must obey. After the teacher has given a full explanation of such guidelines, it is the student's responsibility to ask about specific situations if there is a question as to expectations or limitations.

The classroom teacher is the primary disciplinarian in the school and has the full right to administer punishment. It is the position of the administration that any time a student is sent to the office as a result of a discipline problem, a serious problem has arisen.

A visit to the office is a signal to the administration that the teacher feels that the student has not responded to correction. In this situation, the student will be counseled and DISCIPLINED.

Students who choose NOT to maintain proper behavior in the classroom or at a school activity choose to place themselves in the hands of the administration.

Students are reminded to observe the following:

- Be respectful of all school furnishing, equipment, and materials. Defacing, marking, or placing gum on school property is considered vandalism.
- Be respectful of the privacy of materials in or on the teacher's desk and furniture.
- Do not violate the privacy of information, materials, and equipment belonging to the teacher.
- No candy, pop, or food is allowed in the classrooms, unless certain circumstances require it.

COLLEGE DAYS

Seniors are allowed two college days during the school year. The following criteria must be met to allow the student to visit a college:

1. Student must have taken the ACT.
2. Student must notify principal two days before visiting the college campus and pick up a College Day form.

3. The student is responsible for accumulating the appropriate signatures and information on the College Day form and returning it to the office.
4. Students should make every effort to visit colleges on weekends and days off during the year.
5. No college days will be approved during the last two weeks of a semester.
6. All business should be taken care of on the college day.

CONCURRENT ENROLLMENT

Minco High School students in the 11th and 12th grades may concurrently enroll at a college or university in the Oklahoma State System of Higher Education if the student meets the required criteria.

The following rules apply to concurrent enrollment:

1. Students must meet the state's required ACT SCORE per university rules in Math or English to be eligible to enroll in concurrent classes.
2. Students can only enroll in General Education courses which include, but are not limited to: English Comp I, English Comp II, College Algebra, United States Government, United States History, Psychology, Sociology, and Speech. Any exceptions must be approved by the principal.
3. Students are not allowed to drop classes after the first three weeks of the high school semester.
4. All on-line classes must be pre-approved by the administration in advance of enrollment.
5. Parents must sign a letter of permission acknowledging the responsibilities of the concurrently enrolled student.

Information about concurrent enrollment may be received from the Counselor.
Concurrent enrollment information is given to each student of Minco High School each school year.

College English Composition I, College English Composition II,
College Algebra, United States Government, and United States History from an Oklahoma college or university will count towards the graduation requirements.

All classes taken concurrently during the fall and spring semesters will be transcripted in order to meet the minimum course load for high school students.
Students will have the option to have summer concurrent classes transcripted.

State law requires each student to be enrolled in six hours of rigorous instruction. To meet that requirement, we insist that each student is enrolled in enough classes to gain a minimum of 3 academic credits each semester. We also require each senior taking concurrent classes to be enrolled in "Academic Advisory", which will require each student to meet with the principal/counselor once a week to discuss academic progress and other senior topics, such as scholarships and/or senior activities. "Academic Achievement" will be transcripted as an elective for ½ of a credit each semester.

DANGEROUS WEAPONS

The Minco Public Schools is committed to taking such steps as are reasonably necessary in an effort to provide students and employees with a safe educational environment. It is therefore the policy of the Minco Public Schools to absolutely prohibit the use and/or possession of dangerous weapons on school premises or at school functions. This policy on dangerous weapons is applicable to all students without regard to age or grade.

A. **Guns and Projectile Devices**:

The use, display or possession of any kind of gun, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the campus, parking lots, premises or property of the Minco Public Schools or during school sponsored activities, functions or events shall result in the immediate suspension of all students involved for a period of time which shall be not less than one calendar year (P.L. 103-227); provided, however, that the superintendent of schools or designee may modify the suspension requirement on a case-by-case basis. If modified, the term of the suspension shall be less than the balance of the semester in which the infraction occurred.

NOTE: The term "gun or device capable of discharging or throwing projectiles" shall include but not be limited to (a) rifles, pistols or shotguns of any caliber and/or (b) B-B guns or air pistols and/or (c) potato throwers, dart guns or blow guns and/or (d) any other device with the purpose of which is to throw, discharge or fire objects, bullets, or shells.

For the purpose of this policy, any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy, shall also be subject to suspension for not less than one calendar year.

B. **Facsimiles**

Any student who has a facsimile of a gun, including cap, toy, or water gun or any other item resembling a gun in his/her possession at school, or at any school-sponsored event, will be disciplined as follows:

1. Parent/guardian will be notified.
2. The student may be suspended.
3. If harm or threat should occur, the student will be dealt with the same as having a gun.

C. **Knives, Weapons, or Other Dangerous Devices**

The use, or possession, of any kind of knife (at 2 ½" or more in length), weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property, on the campus, parking lots, premises or property of the Minco Public Schools or during school sponsored activities, functions or events may result in the following disciplinary action against all students involved:

1. **WARNING:** A warning will be given when the knife, weapon or device (a) has not been displayed or used in a threatening manner, (b) has not caused any harm, injury, destruction or damage, (c) is a knife or device commonly used or carried by persons for use other than as a weapon, (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have

preceded the possession, and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.

NOTE: This warning provision shall not apply to persons using, displaying or possessing guns or projectile devices, or to any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or projectile device, because such violations carry an automatic long- term suspension of not less than one calendar year.

2**.** **SUSPENSION** for not less than ten (10) school days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; (b) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purposes of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflect that such possession posed a danger to persons or property.

NOTE: The short-term provision shall not apply to persons using, displaying or possessing guns or projectile devices, or to any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or projectile device, because such violations carry an automatic long- term suspension of not less than one calendar year.

The term "knife, weapon or device" shall include but not be limited to (1) knives of all sizes and types, (2) brass knuckles, chains, clubs, and sharp instruments, (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices, the use, threat or purpose of which is to cause personal injury or property damage.

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, shall also be subject to the same disciplinary action as the student who actually uses, displays, possesses or threatens to use such knife, weapon or device.

DETENTION RULES

Detention is a disciplinary action.

1. You must bring paper and pencil when you enter the classroom.
2. You are not allowed to talk to other students in detention.
3. The teacher on detention duty assigns the work to be written during the time you are required to be there. If you have a question about the work assigned, you must raise your hand.
4. You are not allowed to leave detention for any reason. No one is allowed to interrupt those serving detention.
5. If you choose not to comply with the rules, you will be subject to another day in after-school detention.
6. If you're late over five minutes, don't finish today and go to ISD the next day for one day.
7. If you are disruptive during ASD, you will be sent to the office, and arrangements will be made for you to go home. At this time, you will be eligible for a one-day In-School Detention.

DRESS CODE

All students are expected to adhere to common practices of ***modesty***, cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Students who fail to comply with this dress code may be sent home and be subject to disciplinary actions. A few dress code violations are listed, but the list is in no way conclusive.

1. Students are prohibited from wearing attire that carries connotations of immorality, vulgarity, obscenity, nudity, sexual suggestiveness, gang, secret societies or fraternities either at school or at school functions. In addition, student attire shall not display or promote alcohol, tobacco, or drugs
2. ANY OTHER CONSIDERATIONS WILL BE DETERMINED BY THE INDIVIDUAL SCHOOL ADMINISTRATORS.
3. Clarification regarding apparel should be obtained PRIOR TO WEARING IT TO SCHOOL; this can be obtained from the school administration. Students in violation of this policy will be subject to disciplinary action as determined by the school's administration.
4. **Teachers** are charged with the responsibility of enforcing student dress code in their classes as well as on campus. Administrators and other school personnel share the same responsibility. Teachers shall follow building procedure for discipline referral regarding dress code violations.
5. Shoes must be worn. House slippers are prohibited.
6. The hemlines of shorts and skirts must reach the tips of the fingers when arms are held at sides. Wearing tights under skirts or dresses does not change this rule. Also, jeans with holes above where the tips of the fingers reach when arms are held at the sides are not allowed.
7. Shirts/tops must touch the waist of pants/skirts at all times. **Low-cut tops or blouses are inappropriate**. Shirts that are ripped down the side and expose any part of the torso are considered inappropriate. Undergarments should never be exposed.
8. Crop tops, tube tops, halter tops, mesh clothing, tank tops, spandex pants, sunglasses (worn inside), pajamas (of any kind), and spaghetti straps are unacceptable. Sleeveless garments must have a strap at least the width of a dollar bill. Strapless dresses without jackets are also prohibited.
9. Pants are to be worn at the natural waist line (no sagging) and with both pant legs rolled down. Pants, sweats, skirts, or shorts are not to be rolled at the waist.
10. Clothing that is excessively tight is not allowed.
11. Dress code applies at all school events on or off our campus. **Violators of the dress code at off campus events will be made to leave**.
    If you arrive at school dressed inappropriately, you will be kept

    out of classes until you are dressed appropriately and

    ALL CLASS TIME YOU MISS WILL COUNT AS AN ABSENCE OR TARDY.

DRIVER'S LICENSE VERIFICATION

The Department of Public Safety requires all high school age applicants to obtain from their school a verification of attendance. These can be picked up in the Attendance office. You must allow twenty-four hours notice for processing. If you are testing in the summer, we recommend that you get the school attendance verification before the end of the school year.

Students must pass the 8th grade Criterion Reference Reading test or an alternate reading test in order to obtain the needed verification forms.

EARLY RELEASE/LATE ARRIVAL

Any senior that is on track to graduate and can fulfill all of the requirements for their diploma in six hours, will be allowed to not have a first or last hour class. Any student participating in early release needs to leave campus promptly after the end of sixth hour. Students enrolled in athletics during 7th hour will occasionally be released from school before the final bell rings at 3:05. This would occur under certain circumstances such as game day preparation or pep rallies.

ELIGIBILITY

Students must be passing all classes to be eligible for any school extracurricular activity. Students have one week of probation to bring the grade up to passing.
If a student is failing in one subject and brings it up the next week but is failing in another class, he/she is ineligible. Parents will be notified by mail during the probationary week. All students who have grades of "F" will be notified each week. Minco School eligibility follows OSSAA regulations. Scholastic eligibility will be checked after three weeks of a semester.

EMERGENCY PROCEDURES

Tornado Emergency

A tornado alert is three long warning bells. Teachers direct students to shelter locations. Teachers should take their grade books when evacuating.

Fire Emergency

If a fire starts in any part of the school plant, the school is alerted by a fire alarm or three short bells or an announcement over the public address system. Teachers should take their grade books when evacuating.

A copy of the Emergency Preparedness Plan will be distributed to Emergency Management of Grady County. Emergency preparedness plans are on file in the offices. Appropriate Tornado and Fire drills will be provided.

FAILURE OR REFUSAL TO SERVE ASSIGNED DISCIPLINE

If the student fails to serve the discipline due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student "forgets" to serve the discipline, the discipline is doubled. If the student "refuses" to serve the discipline, the student will receive out-of-school placement.

FIGHTING

Students who are fighting at school where anger is evident and punches are thrown will be severely disciplined.

1st Offense 3 Days OSS
2nd Offense 5 Days OSS

After 2nd offense, parent or guardian must have conference with principal before student is allowed to re-enter school.

3rd Offense 10 Days OSS
4th Offense Alternative school

GRADING SYSTEM

Grades in each class will be figured on the basis of a percentage of the total possible points.

A – 90-100 B – 80-89 C – 70-79 D – 60-69 F – 59 and below

Students who have incomplete grades will be given an "I" until the work has been completed. Teachers will determine the length of time that the student has to make up the work, according to school policy, but not to exceed two (2) weeks after the grading period. Students are allowed 1 day for each day missed, plus 1 day.

Honor Rolls of the Minco School students will be figured at the end of each semester. Students must have a grade of "B" or above in all subjects in order for their names to appear on the Principal's Honor Roll for each grading period. Students must maintain an "A" in all subjects to appear on the Superintendent's Honor Roll.

When computing the final semester grade, the semester test shall not be assessed more than 20% of the final grade.

Honors courses are indicated by a W on the student's transcript. Honors classes are designated when enrolling.

The following classes will be considered as "Honors" classes: Honors Biology, Algebra III, Calculus, Trigonometry, Math Analysis or Advanced Math, Spanish II, Honors English I, II, III, IV, Physics, Advanced Placement Classes, Project Lead the Way Classes, and ALL concurrent college classes taken at accredited colleges or universities.

GRADUATION PROCEDURES

A student may participate in the graduation ceremony if the student is no more than 1 credit away from the required credits for graduation at the time of graduation and the student is otherwise on track with their normal graduating class. Extenuating circumstances will be considered.
Students must purchase their own graduation announcements, caps, and gowns. The Senior Class must provide graduation stage decorations. Graduation ceremonies are under the direction of the Senior Class Sponsors subject to administrative approval.
Also, seniors must attend the following events during the last week in order to participate in the graduation ceremony. Exceptions must be approved by the administration.

1. Senior Assembly
2. Senior Breakfast/group pictures
3. Graduation Practice

All graduating seniors must be dressed appropriately to participate in the graduation ceremony.

GRADUATION REQUIREMENTS

Core curriculum graduation status

English 4
Math 3
Science 3
Social Studies 3
Fine Arts 1
Computer Tech……..1
Electives 9*
Total Credits..... 24

College Prep graduation status

English 4
Math 3
Science 3
History 3
Foreign Language 2
OR
Computer Tech 2
Addtl. Unit from above 1
Fine Art 1
Electives 7*
Total Credits..... 24

* ½ credit of electives must include Consumer Ed. for the class of 2014 and beyond in order to meet the Personal Financial Literacy mandates from the State Department of Education.

GRADUATION REQUIREMENTS/STARTING WITH THE CLASS OF 2030

English..... 4
Math..... 4
Alg. I, Geometry, + Two of the following,
Alg. II, Math of Finance,
College Algebra, or Career Tech Program
Science..... 3
Physical Science, Biology, + One of the following,
Environmental Science, Chemistry,
Anatomy, or Career Tech Program
Social Studies..... 3
½ OK History, ½ World History
US Government, US History
Computer Tech..... 2

Or
Foreign Language……..2
Financial Literacy…… ½
(can be embedded in Math of Finance)
Fine Art..... 1
Pathway Electives..... 6.5
Total Credits..... 24

For the Class of 2030 and beyond, Algebra I taken during the 8th grade will count towards the requirement of 4 math classes. Any class taken in the 8th grade for high school credit will count in the cumulative high school G.P.A. and also be used to determine Valedictorian status.

A Junior must carry at least seven (7) units regardless of the number of credits previously earned or needed. Concurrent enrollment may be counted as part of the seven units. Courses taken concurrently may replace certain high school requirements. The following rules pertain to receiving dual credits for concurrent enrollment:

- Any concurrent enrollment course may be counted as high school electives.
- The grade earned at the concurrent institution will be figured into the students GPA.
- Courses taken concurrently will be figured on a 5.0 scale.

Juniors and Seniors are encouraged to make an appointment with the counselor the first week of school to ensure they are enrolled in the classes necessary for graduation.

All Juniors will be required to take the ACT exam as part of the Oklahoma State Testing Program (OSTP) to complete their graduation requirements.

HARASSMENT, INTIMIDATION AND BULLYING

"Harassment, intimidation and bullying," as defined by Oklahoma Statutes at 70 O.S .§ 24-100.2, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

- "Harassment, intimidation or bullying" include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.
- "At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Harassment, intimidation, and bullying are specifically prohibited by the Minco School District. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

Prevention of and education about harassment, intimidation, and bullying behavior by students shall be addressed by the district in its Safe School Committee, pursuant to 70 O.S. § 24-100.

HAZING POLICY

The Minco Public School does not allow hazing of students in conjunction with the operation of classes, activities, and organizations. Should this occur, the termination of the organization or activity is a possibility. Disciplinary action will be taken against students involved in such action. School employees shall not allow any actions which shall be construed as physically dangerous or emotionally damaging to any student. Organization or activity participation shall not be subject to any initiations that include hazing of students.

ILLNESS/INJURY

A student who is injured or becomes ill during school is to report to the office. Office personnel will provide assistance or contact the parent/guardian or designated person if the student is too ill to stay in school.

If a student needs special care due to acute or chronic medical conditions, the necessary information must be given to the office to assure proper care.

LEAVING SCHOOL WITHOUT PERMISSION

To insure that our students are safe and proper supervision is provided, the following rules will be implemented:

1st Offense…….1 Day of ISD
2nd Offense…….3 Days of ISD

After 2nd offense, parent or guardian must have conference with principal before student is allowed to re-enter school.

3rd Offense…….3 Days OSS
4th Offense…….5 Days OSS
5th Offense……10 Days OSS
6th Offense…….Rest of semester OSS
7th Offense…….Rest of semester and next semester OSS

LOCKERS, LOCKS AND PERSONAL PROPERTY

Lockers will be assigned during enrollment. The numbers will be written down in the office. No lockers will be changed without administrative approval. Good care should be taken of the lockers. Locker checks may be held at various times during the year to retrieve lost articles such as library or textbooks. Lockers are the property of Minco Public Schools and are subject to locker checks. Students should not expect any privacy rights when placing items in the lockers.

No personal locks will be allowed on lockers unless a key or combination is given to the office secretary. Students are encouraged to keep locks locked and not to share combinations with other students. The student is responsible for stolen school property from his/her locker. Minco Schools assumes no responsibility for personal property which is stolen, lost, or damaged.

MOMENT OF SILENCE

It shall be the policy of this Minco Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during noninstructional time and does not interfere with the rights of other students.

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does

not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the student handbooks.

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

NATIONAL HONOR SOCIETY

Membership is granted to students whose applications have been approved by committee. These students must display exemplary character, service, and leadership, as well as scholarship. Complete details are available in the office of the principal. Deadline for applying will be announced by the sponsor.

OKLAHOMA HONOR SOCIETY

Membership is based on work during the first semester of the current year and second semester of the preceding year. Ten percent of the high school enrollment will be eligible for membership. Ten percent of the student body making the highest average marks in the school will be nominated.

OPEN/CLOSED LUNCH CAMPUS POLICY

All high school students are allowed to go off campus for lunch, but they are required to remain within the city limits.

Those students found in violation of this policy will be subject to disciplinary measures which may include the loss of off-campus lunch privileges. The principal shall also have the authority to close the campus for any or all students during the lunch period should he/she feel that any student or students may be placing themselves in a dangerous or harmful situation during the lunch period.

As a discipline tool, the principal reserves the right to close the campus to individual students based on behavior, academic progress, and absenteeism.

PARENT-TEACHER RELATIONSHIP

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter.

If the problem involves routine procedures such as homework, class assignments, classroom behavior, or student-to-student problems, the parent is asked to contact the teacher first. The best way to do this is through a phone call to the school where the message can be left for the teacher to return the call. For a variety of reasons, parents should not attempt to bring up difficult or serious matters in front of other students while the teacher is on duty during the regular day.

If the problem is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or expecting a return phone call is requested. Since concern for your child is important, the school will make every effort to accommodate you and your concerns.

All staff members at Minco High School promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a dignified manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child.

PROFANITY TO AND/OR THREATENING A SCHOOL EMPLOYEE

1st Offense..... 3 Days OSS
2nd Offense..... 5 Days OSS

After 2nd offense, parent or guardian must have conference with principal before student is allowed to re-enter school.

3rd Offense ..... 10 Days OSS
4th Offense ..... Semester OSS
5th Offense ..... Semester and Next Semester OSS

*Any person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault upon the person of a school employee, upon conviction, shall be guilty of a misdemeanor and punished by a term of imprisonment in the county jail for a period not exceeding six months. (Section 104.1 of School Laws of Oklahoma).

PROFICIENCY BASED PROMOTION

Upon the request of the student, parent, guardian, or educator, a student will be given opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Testing will be offered within the first two weeks of the fall and spring semesters.
2. Qualifying students are those who are legally enrolled in Minco High School/Middle School.
3. The passing scores will be 90% with no retest during the same testing period.
4. Test will be by appointment only. The contact point for testing will be the Counselor's office.
5. Test will cover:
    a. The entire course
    b. The priority Academic Student Skills
    c. The subject matter taught at Minco High School
6. No one will be allowed to test out of any class for which they have already taken a more advanced class in the same subject area.
7. A passing grade will result in the course being put on the transcript for credit, but with no letter grade. Credit for graduation will be given as a class passed.
8. Failure to demonstrate proficiency will not be noted on the transcript.

PROM

The Junior/Senior prom will be held near the end of the school year. Attendance at the Prom is limited to Junior and Senior class members and their dates. Dates who are not members of the Junior or Senior classes must have prior approval of the principal. It is the responsibility of those students to request the approval. Only those who are at least in the 10th grade but under the age of 21 will be allowed to attend the prom. Anyone who is not a Minco High School Junior or Senior will pay $20.00 to attend. Students who are not members of the Junior or Senior class, or are not an invited guest of the Junior or Senior class, will not be allowed to remain in attendance and will be asked to leave the premises. It is the responsibility of the junior class members to decorate for the prom.

PUBLIC DISPLAYS OF AFFECTION/PDA

Public displays of affection between students are considered offensive and unacceptable behavior. This includes school events on or off campus.

1st Offense- Warning/Conference with the principal

2nd Offense- Morning/lunch/afternoon detention

3rd Offense and all subsequent offenses- Removal from the event if outside the school day, and ISD for offenses during the school day.

SATURDAY SCHOOL

Saturday school is for those students with undesirable patterns of attendance, tardiness, or other disciplinary problems. Saturday school will begin at 8:00 and end at 12:00. Students arriving late will not be allowed in and will be considered absent. Each student is to have sufficient materials and books to study for the session; if not, work will be provided by the teacher on duty. Failure to appear for Saturday detention assigned will result in further disciplinary action which may include out-of-school placement. The only exceptions for attendance at Saturday school must be pre-approved by the principal after a discussion with a parent. Saturday school can also be used to make up absences. Two days of Saturday school would eliminate one day of absences.
Rules for Saturday school are as follows:

1. All students must be signed in and seated in the detention room by 8:00.
2. All students must bring homework that is sufficient to last the session. The student is responsible for bringing all necessary materials for the completion of the homework. The detention teacher will give an assignment to any student not working through the detention period.
3. Students must stay in their seats during the entire period. Talking, unnecessary noises, sleeping, eating food, etc. will not be allowed. Breaks will be taken individually.
4. Students who do not follow the rules of detention will be told to leave the school premises. The time they have served during that detention period will not count and the student may be subject to further disciplinary action by the principal. Students that disrupt detention or fail to complete detention may be subject to out-of-school placement.
5. Saturday school detention will end at 12:00.
6. All electronic devices are prohibited. Cell phones must be checked in with the teacher at the beginning of the session.

SEARCH OF STUDENTS

The Board of Education believes all students should be free from unreasonable search and seizure by school officials. It is, however, the policy of the board that the superintendent and principal have the authority to search a student or a student's property when there is reasonable suspicion for such searches. No reason is necessary for school lockers or other property to be opened and examined. Students have no reasonable expectation of privacy rights toward school lockers, desks, or other school property.

SEASON PASSES

Season passes may be purchased in the principal's office at any time during the year. This pass will include all home football and basketball games including the Bulldog Classic. It does not include county tournaments or playoff games.

Student Pass …… $125
Adult Pass …… $125
Senior Citizen (62 and over)…… Free

SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers such a wide range/degree of offenses, the punishment may include any type of action imposed under the School District's Discipline Code. If you experience sexual harassment, report this immediately to the building principal.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the *Family Educational Rights and Privacy Act* and this Policy:

1. The right to inspect and review the student's educational record.
2. The right to exercise limited control over other people's access to the student's educational records.
3. The right to seek to correct the student's educational record (in a hearing, if necessary).
4. The right to report violations of the FERPA to the Department of Health, Education, and Welfare.
5. The right to be informed about FERPA rights.
6. Copies of the FERPA Plan are located in the office of the superintendent and the office of each principal. You may contact one of these offices if you desire a copy.

All rights and protections given parents under FERPA and this policy end when the students reach age 18 or enroll in a post secondary school. The students then become "eligible students."

STUDENT DIRECTORY INFORMATION

This school district maintains and releases "directory information" without the parent's prior written consent, unless the parent -- or student if over 18 -- informs the district that any or all of the following information should not be released without prior consent.

The following information is designated as "directory information", but is not limited to:

- student's name, address, telephone listing, and date and place of birth;
- parent or lawful custodian's name, address, and telephone listing;
- major field of study and grade level classification (example: elementary, seventh grade, sophomore);
- student's participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- dates of attendance, dates of enrollment, withdrawal, reentry;
- diplomas, certificates, awards, and honors received;
- most recent previous educational agency or institution attended by the student.

Each year, the school district gives public notice of the categories of information which it considers directory information regarding students in the district. The school will allow ten days from date of such public notice for parents to inform the superintendent, in writing, of specific directory information pertaining to such student that should not be released without prior consent of

the parent, legal custodian, or the student, if over the age of eighteen. If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

REFERENCE: 51 O.S. 24A. 16-17

STUDENT DISCIPLINE

The following behaviors at school, while in school vehicles or going to or from or attending school events will result in disciplinary action. Each situation will be handled on a case by case basis and will be up to the discretion of the administrator in charge.

1. Arson.
2. Cheating.
3. Conduct that threatens or jeopardizes the safety of others.
4. Cutting class or sleeping, eating, or refusing to work in class.
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval.
8. Failure to comply with state immunization records.
9. False reports or false calls.
10. Fighting.
11. Forgery.
12. Gambling.
13. Gang activity such as talk of gang activity, the wearing of gang clothing, the flashing of gang signs or any other article or activity that would convey membership to a gang.
14. Hazing (initiations) in connection with any school activity.
15. Immorality.
16. Inappropriate behavior or gestures.
17. Inappropriate public behavior.
18. Indecent exposure.
19. Obscene language.
20. Physical or verbal abuse.
21. Plagiarism.
22. Possession of a caustic substance.
23. Possession of obscene materials.
24. Possession, without approval from administration and parents of the student, (ref. 70 O.S. 24-101.1, S.L.O. 488) of a wireless communications device.
25. Possession, threat, or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
26. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defend by Oklahoma law, i.e., 3.2 beer) and/or controlled substances.
27. Profanity.
28. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
29. Theft.
30. Threatening behavior (whether involving written, verbal or physical actions).
31. Truancy.

32. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half-shirts, shorts, see-through garments, or split skirts which do not touch the top of the knee.
33. Use or possession of tobacco in any form.
34. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
35. Using racial, ethnic or sexual epithets.
36. Vandalism.
37. Violation of the Board of Education policies, rules or regulations or violation of school rules or regulations.
38. Vulgarity.
39. Willful damage to school property.
40. Willful disobedience of a directive of any school official.
41. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the schools.
42. Not limited to listed behaviors.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION.

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

a. violation of a school regulation;
b. immorality;
c. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "Violent offense: shall include those offenses listed as the exceptions to the term "nonviolent offenses: as specified in section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault:
d. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been take from a student, a school employee, or the school during school activities; and
e. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.

OUT-OF-SCHOOL SUSPENSION

An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.

OUT-OF-SCHOOL SUSPENSION
IN EXCESS OF TEN (10) SCHOOL DAYS

Right of Appeal:

A parent or the student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education.

Method of Appeal to the Superintendent of Schools or His/Her Designee:

1. An appeal can be presented by letter to the Superintendent of Schools.
2. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final.

OUT-OF-SCHOOL SUSPENSION OF TEN (10)
OR FEWER SCHOOL DAYS

The Board of Education recognizes that a student's out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involves less stigma and requires less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as long-term out-of-school suspensions). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers.

Right of Appeal:

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given short-term out-of-school suspension and that student's parent have the right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

Method of Appeal to a Committee:

1. An appeal to a committee can be requested by a letter to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by the student, or his/her parent. The out-of-school decision will become final and nonappealable if a request is not submitted timely.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation and attendance at extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in or attending all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the

principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" includes, but is not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band and all other school sponsored activities and organizations.

Students may not come on school property while under suspension.

CORPORAL PUNISHMENT

In certain cases, when deemed necessary by the building principal, corporal punishment may be enforced. The following procedures will apply before corporal punishment is administered:

- Note from parent and/or telephone conversation grating permission or student to receive corporal punishment.
- The building principal is the only school official who will administer corporal punishment.
- The building principal will use another member of the school faculty as a witness.
- No more than 3 swats will be administered at any one time.
- The student and/or parent will have the options to choose another form of punishment if desired.

These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

STUDENT DRUG TESTING PROGRAM/EXTRACURRICULAR ACTIVITIES

The Minco School District is concerned with the total well-being of its students, including those who participate in extracurricular activities. While the misuse of drugs is a potential problem for all students, unique pressures and risks exist for students participating in extracurricular activities.

It is the policy of this district that no student may participate in extracurricular activities if the student misuses drugs, alcohol or other mood-altering substances.

The Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance enhancing drug use and abuse, thereby setting an example for all other students of the Minco Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities:

Purpose and Intent:

It is the desire of the board of education, administration, and staff that every student in the Minco Public School District refrains from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Minco Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Minco Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good

examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purpose of this policy is to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use, and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grade 9-12.

Confidentiality:

Confidentiality will be strictly observed. Disclosure of test results to parents, administrative staff, and coaches or sponsors will be made in a normally accepted procedure and will not be a breach of confidentiality.

Failure or Refusal to Take Directed Test:

If a student fails or refuses to submit to a drug/alcohol test, the student will not be allowed to participate in extracurricular activities.

Testing:

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form which must be read, signed, and dated, by the student, parent or custodial guardian and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample (A) as chosen by the random selection basis; and (B) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

Students involved in extracurricular activities may be tested for (see Exhibit A). Testing will be accomplished by the analysis of urine specimens, or other recognized analytical procedure, obtained from the student at the direction of the superintendent or designee. The testing procedures will ensure that the specimen being analyzed is identified with the appropriate student and that the purity of the sample is maintained. All chemical analysis will be conducted by a professional laboratory selected by the superintendent or designee.

Collections of specimens for drug testing will be accomplished in an appropriate manner by trained professionals in a professional and controlled environment.

Random sampling will be conducted periodically throughout the school with 10% of the pool being sampled in a given sampling period. Also, the testing of a student may be conducted under circumstances including, but not limited to, the following:

1. Observe use of alcohol or illegal drugs.
2. Apparent physical state of impairment.
3. Incoherent behavior.
4. Marked changes in personal behaviors that are otherwise unexplained.
5. Actions that provide reasonable cause to the student and may present danger to themselves or others.
6. Documented report of substance abuse, provided by a reliable and credible source.

Procedure of Testing:

All Athletics, Vocational Agriculture, Vocal Music, History Day, 4-H, Band, Academic Team, Cheerleading, FCCLA, and FBLA participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. Extracurricular participants who move into the district after the school year beings will be placed in the pool for participation.

Drug use testing for extracurricular participants will also be chosen at various times during the school year. Basis of selection will be from a list of all extracurricular participants in off-season or in-season activities.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

Any drug use test required by the school district under the terms of this policy will be administered by a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure.

In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach or other school employee of the same sex as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic direct/sponsor who will then determine if a new sample should be obtained.

Urine samples will be immediately sealed and marked with identification of the donor, the date, time and place where the collection was made and the name of the person monitoring the collection. A written record will be maintained reflecting the names of any persons to whom the sample is provided; the date and time of the transfer of the sample from one person to the other, and the name of the person who provides the sample to the testing laboratory. The same chain of custody will be followed when the results are received from the testing laboratory.

The student who tests positive, and the student's parents, if said student is under the age of 18 years, shall be notified immediately by the laboratory doing the testing. The laboratory will inquire about possible explanation of positive tests. If the tests are still positive after the inquiry, then the school officials will be notified. Students' parents will meet with the activity sponsor, the principal, and the counselor. At that time the student will be on probation. With assistance from the school counselor the student will be asked to get professional counseling at the student's expense. After two weeks the student will be asked to take another drug test at the student's expense by the same testing laboratory. If the results are negative the student may resume participation in extracurricular activities. If the results are positive for a second time the student will be suspended from extracurricular activities for 90 school days. If students refuse second test a 90-day suspension from extracurricular activities will be imposed.

The student and parents, if applicable, shall be informed fully of the circumstances of the test, given access to the test results, and offered an opportunity to dispute the test results, including the right to have the specimen tested at the student's cost and with the student's chosen NIDA approved tester.

Records of drug tests shall be maintained in a locked file in the principal's office and shall not become a part of the student's record.

If the substance identified is shown to be prescription medicine, the student's doctor may be required to give written notice that participation in extracurricular activities while taking the medicine will not be harmful to the student or others.

A student who has been suspended from extracurricular activities because of positive test results may appeal the suspension.

A student or student's parent(s) shall notify the superintendent within five days following the suspension of their intent to appeal the suspension.

Upon receiving notice of a student's or parent(s)' intent to appeal, the superintendent shall advise the president of the board of education. Once the appeal if filed, the appeal shall be heard within ten school days.

During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; examine witnesses on his/her own behalf; cross-examine opposing witnesses; and offer other evidence on the student's behalf including his/her own testimony.

The board of education shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five school days of a decision.

If the board rules in favor of the student, the student shall be immediately returned to full participation in all school activities. If the board upholds the suspension or if the student does not request a hearing, the student shall be excluded from participation in extracurricular activities for 90 school days. In order to be reinstated following a positive test, the student will fulfill the 90 day suspension, show proof of successful completion of an approved counseling program, and a negative test performed by the district-designated tester shall be required at the student's expense. The safeguards offered by this policy for the first test also apply to any readmission test or subsequent tests.

A list of approved counseling programs will be on file in the office of the Superintendent and/or High School Principal.

REFERENCE: 51 O.S. § 24A. 16; 70 O.S. § 5-117. A.2 & A.3; 7 O.S. § 6-114.

EXHIBIT A:

Consent to Perform Urinalysis for Drug Testing Banned Drugs

(a) Psychometer stimulants:
Amphetamine.....Ethylamphetamine
Benzphetamine.....Fencamfamin
Chlorphetemine.....Meclofenoxate
Cocaine .....Methamphetamine
Diethylpropion.....Methlyphenidate
Dimethlyamphetamine .....Norseudoephedrine
Pemoline Phendimetrazine
Phenmetrazine.....Phentermine
Piprodol .....Prolintane
.....and related compounds

(b) Sympathomimetic amines:
Chlorprenaline.....Methoxphenamine
EphedrineMethylephredrine
Etafedreine.....Phenylopropanolamine
Isoetharine .....and related compounds

(c) Miscellaneous central nervous system stimulants:
Amphenazole ..... Ethamivan
BemigrideLeptazol
Cropropamide .....Nikelhamide
Crolethamide.....Picrotoxine
Doxapram ..... Strichnine
.....and related compounds

(d) Anabolic steroids:
Closteol .....Horeghandrolene
Fluoxymesterone.....Oxandrolone
Mesterolone .....Oxymesterone
Methenolone ..... Oxymetholone
Methandienone .....Stanozolol
Nandrolone ..... Testosterone
Dehydrochlormethyl-testosterone
.....and related compounds

(e) Alcohol

(f) Street Drugs:
Alcohol .....Marijuana
Amphetamine.....Methamphetamine
Cocaine ..... THC (tetrahydrocannabinol)
Heroin ..... Others

STUDENT INSURANCE

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. The insurance company compensates neither the school nor any school official. We have selected an insurance company that provides student accident insurance to approximately 400 school districts in Oklahoma.

SUSPENSIONS

Parents have the right to appeal the decision to suspend to a suspension committee. Parents must submit a written request to the building principal within five days of the student's suspension.

At its discretion a school district may provide an education plan for students suspended out-of-school for five days or less. (Section 488.2 School Laws of Oklahoma 2000)

The following provisions shall apply to students who are suspended out-of-school for more than five days. Upon out-of-school suspension, the parent, or guardian of a student suspended out-of-school pursuant to the provisions of this subsection shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school. The school administration shall provide the student with an educational plan designed for the eventual reintegration of the student into school, which provides only for the core units in which the student is enrolled. (Section 488.2 subsection D of Oklahoma School Laws 2000)

Rules and Regulations

IN-SCHOOL DETENTION: The purpose of this suspension is to give the student the opportunity to keep up with his/her class work while being confined to an area that is nondisruptive to the overall school atmosphere. The objective of this program is to provide an alternative to home suspension for those students who fail to function acceptably in an everyday school climate. I.S.D. begins when the student arrives at school and ends at 3:05.

Students are responsible for bringing paper, pencil, books, and any other materials pertaining to their classroom assignments. Assigned work must be completed the day it is assigned. Failure to complete assignments in I.S.D. will result in home suspension for the remainder of the time assigned in I.S.D

When a student is placed in I.S.D., the parents are notified. Any student placed in I.S.D. is not allowed to participate in any school activity, including practice. Vo-Tech students will go to Vo-Tech as usual; their I.S.D. will be in half-day sessions. Any student who is truant to I.S.D. will be disciplined. The first and second tardy to I.S.D. will result in one day added to the length of stay per tardy. The third tardy will result in out-of-school suspension (OSS) for a minimum of two days.

SHORT-TERM SUSPENSION OF THREE DAYS: The purpose of this suspension is to get the parents to bring the student back for a conference with the principal and teacher to resolve the situation.

LONG-TERM SUSPENSION FOR MORE THAN THREE DAYS: Article XXIV, Section 393, Oklahoma School Law 1982. Any pupil who is guilty of immorality or violation of the regulations of a public school may be suspended by the principal of such school, the suspension shall not extend beyond the current school semester and the succeeding semester; provided the pupil suspended shall have the right to appeal from the district of such principal to the Board of Education of the district, which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil and its decision shall be final.

Suspensions will normally be for a period of three days, but the number of days may vary, depending upon the seriousness of the offense or the number of previous suspensions. A suspended student is suspended to the custody of the student's parent, and is not allowed to be on or near school premises, nor attend any school activity while suspended. Doing so will result in further suspension.

TARDY POLICY

Tardies will be documented for each student throughout the school year in the Principal's office. Accumulated tardies for each student will be the total number of tardies in all classes for each semester. In each individual class, three tardies will equal one absence. Disciplinary action for tardies will be as follows:

8 accumulated tardies – One day of ISD
15 accumulated tardies – Two days of ISD
20 accumulated tardies – Three days of ISD
25 accumulated tardies –Three days of suspension/referred to alternative school

TELEPHONE PRIVILEGES

Students are not called out of class to receive phone calls; emergencies are exceptions. The office telephone is a business telephone and should be used only when necessary to conduct school business. Long distance calls are at the expense of the student placing the call.

Students using the telephone are allowed to do so by permission of the office staff, faculty or administration.

TEXTBOOKS

Textbooks are the responsibility of the student that has checked them out. Students will only receive one textbook for a given class. If a textbook is lost or destroyed, it is the responsibility of the student to pay for the textbook. The teacher of that specific class will determine whether a book is damaged to the point that it cannot be issued the next school year. Arrangements for payments of damaged textbooks will be made through the office of the Superintendent.

TOBACCO, NARCOTICS, STIMULANTS, ALCOHOLIC BEVERAGES, ETC.

In accordance with Oklahoma Law (Title 21, Section 1240 of Oklahoma Statute):

No student shall use, possess, display or show evidence of being under the influence of tobacco products, narcotics, stimulant drugs or alcoholic beverages in the school buildings, buses, campus, or at any school sponsored activity. This includes any time when the school facilities are being used for any school function or school approved function.

THIS IS YOUR ONLY WARNING!

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"Tobacco product" is defined as cigars, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof. Tobacco product will also include any vaping product.

Tobacco:

1st Offense	5 days ISD
2nd Offense	1 day OSS
3rd Offense	3 days OSS
4th Offense	5 days OSS
5th Offense	10 days OSS

Alcohol and Drugs:

1st Offense	10 days OSS

2nd Offense Semester OSS
3rd Offense Semester and Next OSS

TRUANCY

Truancy consists of a student being absent from school without the knowledge of the administration or parent/guardian. Parents are notified by the school.

1st Offense 1 Day of ISD
2nd Offense 3 Days of ISD

After 2nd offense, parent or guardian must have conference with principal before the student may be allowed to re-enter school.

3rd Offense SUSPENSION

Involvement of law enforcement and notification to district attorney may occur at administration's discretion.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian determination will be made following the completion of the fall semester of the Senior Year using grades from the freshman year through the first semester of the senior year (7 semesters).

The G.P.A. will be calculated to two decimal points (4.00). Valedictorian and Salutatorian will be determined by highest G.P.A. on a weighted 5.0 scale.

Weighted Grading Scale

A=5 B=4 C=3 D=2 F=0

After calculating the class rank, the student with highest G.P.A. will be named Valedictorian and the student with the second highest G.P.A. will be named Salutatorian. If any students that are ranked first or second have an identical G.P.A., they will be considered Co-Valedictorian or Co-Salutatorian. In addition to the Valedictorian and Salutatorian, Minco High School will also recognize all students who have over a 4.0 weighted G.P.A. (7 semesters) as HONOR GRADUATES. Any student with a grade of "C" on their transcript will not be eligible for any of these academic honors.

To be considered for Valedictorian, Salutatorian, or Honor Graduate, a student must be continuously enrolled at Minco High School from the first day of their junior year.

Students must take a minimum of three "Honors" classes to be considered for Valedictorian, Salutatorian, or Honor Graduate. If no students have taken three weighted classes, the students with the highest G.P.A. on a 5.0 scale will be Valedictorian and Salutatorian.

The following classes will be considered as "Honors" classes: Algebra III, Calculus, Trigonometry, Math Analysis or Advanced Math, Spanish II, Honors English I, II, III, IV, Honors Biology, Honors Algebra II, Physics, Advanced Placement Classes, Project Lead the Way Classes, and ALL concurrent college classes taken at accredited colleges or universities.

****Any class taken in the 8th grade that fulfills a high school requirement, will be included in the 7 semester G.P.A., beginning with the graduating class of 2030. (per new graduation requirements)

VANDALISM/THEFT

Students are expected to make every attempt to keep school property in good repair and working condition. Students are expected to respect the property of the school and others. A student shall not intentionally or with gross carelessness cause or attempt to cause damage, defacement, or theft of school property.

If a student chooses to commit vandalism, it is sufficient cause for:

- any responsible discipline the administration may decide to impose;
- monetary reimbursement (corresponding with State Law 658).
- law enforcement may be involved

Parents are responsible for their child's behavior and any damages caused by their child. Minco School will recover costs to repair and replace any damaged items or property.

VEHICLES

Any student driving to school must show proof of a valid Oklahoma driver's license and insurance verification for the vehicle the student is driving to school. This information will be kept on file in the principal's office. Any student who does not have a license and current insurance is not allowed to drive on our campus.

After a warning and a parent conference, violators of this rule will be turned over to local police department.

Students may only drive to school, during lunch, and away from school at the end of the school day (or leaving for athletics).

1. Students may not remain in their vehicles after the vehicle is parked.
2. Students may not drive outside Minco city limits during lunch.
3. Students must go directly from the school to the athletic complex after sixth hour for athletics. (Do not go home, or to the store)
4. Students found to be driving in a reckless manner will lose the privilege of driving off campus during the school day.

VIRTUAL/ONLINE LEARNING

Students at Minco Public Schools are not allowed to take all of their classes virtually or online unless there is a documented health related reason or for discipline purposes determined by the building principal. Under rare circumstances and due to scheduling conflicts, some students can be allowed to take a limited portion of their classes virtually or online. This will also be determined by the building principal. Students that have been placed on a virtual education program by the building principal will not be allowed to participate in athletics.

WILLFUL DISOBEDIENCE OF A DIRECTIVE OF ANY SCHOOL OFFICIAL

1st Offense	3 Days ISD
2nd Offense	5 Days ISD

After 2nd offense, parent or guardian must have conference with principal before student is allowed to re-enter school.

3rd Offense	1 Day OSS
4th Offense	3 Days OSS

WITHDRAWAL FROM SCHOOL

When a student must withdraw from school for any reason, the student must report to the principal's office on the last full day of attendance or as soon as knowledge of withdrawal is made and be given a Withdrawal Sheet.

The Withdrawal Sheet must be signed by each of the student's teachers and an estimated grade be assigned for the class.

All texts and school property must be returned.

All financial obligations must be met.

When all parts of the Withdrawal Sheets are completed, the form is to be returned to the principal's office for signature of the administration.

The administration reserves the right to contact the parent before the official withdrawal process is completed.

A copy of this Withdrawal Sheet can be taken to the new school for enrollment purposes.