



**HIGH SCHOOL, MIDDLE SCHOOL, &
ELEMENTARY SCHOOL**

HANDBOOK

2018-2019

For

STUDENTS & PARENTS

Board of Education

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Blake Crawford	High School Principal
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This Handbook belongs to:

NAME: _____

ADDRESS: _____

PHONE: _____

**SALINA PUBLIC SCHOOLS
CALENDAR FOR 2018-2019**

August 8-10.....	Teacher In-service
August 14.....	School Begins
August 31.....	Professional Development
September 3.....	Labor Day (Holiday)
October 5.....	Professional Development
October 6.....	Chouteau Day
October 15 & 16.....	Parent/Teacher Conferences
October 17-19.....	Fall Break & End of 1st Quarter
November 19-23.....	Thanksgiving (Holiday)
December 19	End of 2nd 9 weeks
December 20- Jan. 2.....	Winter Break (Holiday)
January 3.....	Second Semester Begins
January 21.....	Professional Day
February 18.....	President's Day (Snow Day)
February 25 & 26.....	Parent /Teacher Conferences
March 15.....	End of 3rd 9 weeks (No School)
March 18-22.....	Spring Break
April 19.....	Good Friday (Snow Day)
May 15.....	Kindergarten Graduation
May 17.....	Last Day of Classes & Middle School Graduation
May 18.....	High School Graduation
May 20.....	Teacher Check-Out

Elementary School Bells

First Bell8:10

Last Bell.....3:20

Middle School Class Bells

First Bell.....8:10

First Period8:15-9:00

Second Period9:05-9:50

Third Period 9:55- 10:40

Lunch 10:40-11:10

4th Period11:15-12:00

Fifth Period.....12:05-12:50

Sixth Period12:55-1:40

Seventh Period.....1:45-2:30

Eighth Period.....2:35-3:20

High School Class Bells

First Bell.....8:10

First Period.....8:15-9:05

Second Period.....9:10-10:00

Third Period.....10:05-10:55

Fourth Period.....11:00-11:50

S.S.R.....11:50-12:05

Lunch.....12:05-12:35

Fifth Period.....12:40-1:30

Sixth Period..... 1:35-2:25

Seventh Period.....2:30-3:20

Welcome to Salina Public Schools

Vision

Our Vision is for Salina Public Schools to be the best in Oklahoma.

Core Belief

Salina Public School's core belief is that all children can learn. It is up to us, as educators, to guarantee each student is taught with a method that develops self-image and is encouraged to reach their academic potential.

Mission Statement

Salina Public School and the Salina Board of Education's philosophy is that all children can learn, and we as educators, have a responsibility to provide an environment that is safe, comfortable, and conducive to learning. It is our belief that the school is an intertwined part of the community; therefore, community involvement is essential for its proper functioning of the school.

Educational Philosophy

Our democratic form of government and our way of life depends entirely upon how well the public schools do the job of educating our boys and girls and training them for responsible citizenship. This is the purpose for which the system of free public schools exists.

Inherent in our philosophy of life in the United States is the belief that all members of society shall lead productive lives. As such, education, either directly or indirectly, is geared to this goal. Because our heritage had developed the idea that work is an integral part of our lives, education strives to implement this idea so that our way of life will be perpetuated through individual success.

The basic foundation of our educational system rests in the principles set forth in our country's constitution; therefore, our function in this school district is to provide the opportunity for each student to develop the skills and attitudes which will promote these ideals. To achieve this end, the school will attempt to foster adequate emotional stability, intellectual understanding, physical development, spiritual enrichment, and social competence.

The school will take its place beside the home and the church in helping each child establish standards by which he/she may live and develop those qualities and attitudes that will enrich and strengthen his/her life.

Nondiscrimination

Salina School District does not discriminate on the basis of race, religion, sex, age, national origin, handicap and other human differences. It is aware of the provisions of Title IX and Section 504 and intends to comply with them.

FERPA

The revised Family Rights and Privacy Act became a Federal Law in November of 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without prior consent, only you and authorized individuals having legitimate educational interest will have access to student educational records.

Board Policies

Salina School Board Policies are open to the public and may be found at the Board Office at 212 East Ferry Street and in each of the Principals' offices. Also, the parental involvement policy and A-F report card will have links on our school website, www.salina.k12.ok.us.

Notification of AHERA

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

Notification of School Report Card

The School Report Cards are on our school website. Click on the District Report Card Icon in the right hand corner then click on the A-F Grading System Icon and click on the View Report Cards. You can also, view a copy of the report card at the administration office or at the school sites.

Closing Due to Inclement Weather

The School Board has ruled that the Superintendent of Schools must make the decision if school is to be canceled due to bad weather. The selected television stations are channels 2, 6 & 8 and will broadcast the closings. The superintendent will also make an automated call to all students. Please refrain from calling the school, as school officials will need access to phone lines.

Privacy Policy

The Board of Education expects all actions and activities associated with the school to be conducted within the confines of the law with the best interests of students and staff in mind.

STUDENT INFORMATION

ATTENDANCE POLICY

Regular attendance is essential for promotion and success in your schoolwork. If you are not in school, you are counted absent (unless you are excused to represent the school in a school-sanctioned activity).

Absences from any class shall not exceed ten (10) days for the semester. This would include unexcused. Also, included in the ten (10) days is every three (3) tardies equal one absence. The parent or guardian should call the office before or the day of the absence and explain why the student will be gone. In the event the parent or guardian cannot call, a note or phone call before 9:00 the day the student returns will be accepted. Students with lengthy illnesses and under a doctor's care will be considered on case by case basis.

At the end of each 9 week period, if a student has reached 5 or more absences, including tardies, in a teacher's class, the school will notify the student's parents in writing.

A student who is more than twenty (20) minutes late or leaves (20) minutes early from a class will be recorded as absent from that class. If a student has been detained in the office or by a teacher, the student should ask for a note from the person who detained him/her before going to class.

ACCEPTABLE REASONS FOR EXCUSED ABSENCES

- 1. Personal Illness with notification from parent/guardian or doctor's note**
- 2. Death in the family or funeral of a close friend**
- 3. Professional appointments**
- 4. Out of town trip if arranged with the school in advance and is a justified absence in the judgment of school administration**
- 5. Student cleared by Principal or Superintendent**

TARDY POLICY

There is a five-minute period between classes. Students are tardy if they are not in the classroom when the bell rings. Each student is allowed 3 tardies total in a semester before they receive punishment. On the fourth tardy, they will be assigned one day of ISD. On the 7th tardy they will be assigned (2)days of ISD. On the tenth tardy and every tardy thereafter, they will be suspended (1)day for each tardy.

Three Tardies will count as one (1) absence. These absences will count when calculating the ten (10) total allowed per semester.

If a student leaves within the last 19 minutes of class this will count as a tardy. Instead of ISD at the elementary, we will use detention.

ACTIVITY ABSENCES

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education. Any deviation from the ten days absence rule shall not exceed five days.

The Board recognizes that students may have to miss class due to attending programs designed to award scholarships and or special recognition. Also the occasion will arise when students are afforded the opportunity to serve as pages at the Oklahoma State Legislature. These and similar occasions when approved by the building principal are not considered either ABSENCES or ACTIVITY ABSENCES.

Each Senior may take a maximum of three (3) absences for College or Postsecondary Visitations, which shall not counted as any type of absence. Each student wishing to visit a post-secondary institution must inform the counselor of his/her intent three (3) days prior to taking the visit. Documentation from the institution visited shall be required upon return to school.

SEMESTER TESTS

At the end of the 2nd and 4th 9 weeks each student may be exempt from taking a comprehensive semester test in each class, if they have (3) absences or less with an A, (2) absences or less with a B, or (1) absence with a C.

Early Testing and exemptions: Semester tests will not be given early without written approval from the building principal.

Make-up Work: Students will be allowed to make-up work for each excused absence. It is the student's responsibility to go to the teacher to get the work. One day will be allowed for each day not in attendance to complete the make-up work.

Students will not be allowed to make-up work for each unexcused absence. Students will receive a zero (0) for all work missed.

Benchmark examinations, semester examinations and regular scheduled tests which are missed due to an absence or are scheduled for when the student returns to school will be expected to be made-up by the student on the first day the student returns unless the classroom teacher grants an extension.

ELIGIBILITY

Salina School District is a member of the Oklahoma Secondary Activity Association and must comply with all its regulations. All students (Including Seniors) must be passing in all subjects that he/she is enrolled in during a semester. Beginning the fourth (4th) week of each semester, teachers will turn in a list of students not passing their class. If a student is not passing all subjects at the end of a week, they will be placed on probation. If they continue to fail any class the next week, they will be ineligible to participate for the next one-week period. The eligibility will begin on Monday and end the following Sunday night.

Ineligible students cannot participate in any extracurricular activity. This includes all competitive sports, cheerleading, speech, band, quiz bowl, class field trips, vocal music, vocational agriculture, vocational home economics, gifted trips, etc....

NEW STUDENTS

To ensure, that when a student is coming to Salina Public Schools from another school, we have students in the proper classes and in accordance with Oklahoma State Law the following is required before admission:

1. Most recent transcript from previous school or schools.
2. Copy of shot records.
3. Copy of Social Security Card or Visa.
4. Copy of Birth Certificate

STUDENT TRANSFERS

Students that are not legal residences may apply for a transfer. If accepted they will be reviewed per semester and may be revoked accordingly.

MESSAGES TO STUDENTS

Students will not be called out of class to answer phone calls, except in the event of extreme emergencies.

TELEPHONE USAGE POLICY

Students are not given general access to the office phones. In an emergency or when ill, the student should come to the principal's office where a secretary will assist them in making their call. Students will not be allowed to use the office phone to secure an admit. This should be taken care of with a note or the parent calling the school. Students will not have opportunities to call friends or to call employers to check on work schedules. These calls are to be handled outside the school day.

Leaving School and Special Excuses

The office must excuse any student who finds it necessary to leave school between the time of their arrival in the morning and the close of school in the afternoon before leaving the building. Students failing to do so, will be considered truant. Notes for early dismissal must be turned in to the office the first thing in the morning.

Each student who is absent from the building any period of the school day must report to the office as soon as he/she returns to school. If the parent or guardian has not talked with the Principal's Office, the student must present a written excuse for his/her absence signed by the parent or guardian, stating when the absence occurred and the reason for the absence. At this time he/she will secure a class admission slip which is signed by the office staff between 7:55 and 8:10 am each morning.

When students need to call home because of illness, someone in the office must speak to the parent to verify the dismissal. This applies to student's eighteen (18) years of age, living at home.

NO STUDENT IS TO LEAVE THE SCHOOL GROUNDS FOR ANY REASON WITHOUT PROPER AUTHORIZATION BETWEEN PARENT AND OFFICE PERSONNEL.

Lunch Break Procedures and Closed Campus

Salina Public Schools will follow a closed campus policy. No student will be allowed to leave for lunch unless a parent who accompanies him or her off campus checks him or her out. No exception will be made. Any student violating this policy will be considered truant.

Parents may check students out during lunch period for appointments by informing the office. Students who will be gone during lunchtime must bring verification of the appointment upon returning to school and checking in at the office. Failure to do so may result in disciplinary action.

Dress Code

The appearance of our student body is important and reflects, to some extent, the quality and kind of students enrolled in our school. It is the responsibility of each individual student, therefore, to do everything possible, not only in the area of academics and extracurricular activities to upgrade our school, but to dress in a style and manner that will bring credit to and enhance the reputation of its student body. The school dress for all students should be neat, appropriate and acceptable for school wear. Any dress or style that is provocative, disruptive, or extreme is not considered acceptable. To further clarify this statement, the following guidelines are given:

- 1. Clothing above the waist
No low cut or revealing shirts that show any part of the bra.**

Shirts with inappropriate or vulgar illustrations or words; see through material; half-shirts, halters, crop-tops, spaghetti straps, and/or shoulder baring shirts, etc.... are prohibited as they distract from pupil learning. Some examples of inappropriate T-shirts or slogans include but are not limited to: smoking or alcohol advertisements and illegal drug representations. Slogans representing a double meaning also fall under this category. Also Dusters, Trench Coats or any other similar style of coat will be prohibited.

2. Clothing below the waist

- a. **The article of clothing worn below the waist must be appropriate as determined by administration. Excessive sagging is not allowed.**
- b. **Under garments must not be worn as outer garments (i.e. men's boxer shorts cannot be worn as outer dress.)**
- c. **Shorts, dresses and skirts if worn should be at least mid-thigh when standing. This is to be determined by having the student stand and allow their arms to hang loosely at their side.**
- c. **Jeans with holes must be mid-thigh or below. If the holes are above mid-thigh, then students must wear something underneath where no skin or under garments can be seen.**
- d. **No tutu's are to be worn.**
- e. **Leggings are not to be worn as pants. They may be worn under regulation length skirts, dresses, and long tops.**

2. Shoes

State Law requires students to wear shoes during the hours that school is in session and when on school grounds. No cleated shoes or roller shoes will be permitted at school.

3. Hats, Caps, and Other Head Coverings

Hats may be worn in the building at Salina Public Schools. It is the teacher's discretion whether they allow students to wear hats in their classroom. Students must remove hats during the flag salute, national anthem, moment of silence, and prayer, out of respect.

4. Dress Code violations

Students in violation of the dress code shall be sent to the office during first period or the first period they are on campus.

Procedure for violations:

- a. **Student sent to the office receives a garment to be worn that is within the guidelines and the parents are notified.**
- b. **Second violation student will be sent home to change clothes. If he/she cannot go home, a garment will be provided and student will serve (1) day of ISD.**
- c. **Students with a third violation will be Suspended from school for not less than (3) days.**

The student and his/her parents must accept the responsibility of dressing appropriately for the occasion.

Interpretation of the dress standards is the responsibility of the administration. Faculty members are expected to report violation to the administration.

PROPER CONDUCT

Students are expected to know and display proper conduct on all school campuses. Shouting, whistling, making loud noises, scuffling, running or bothering other students are considered improper conduct. Arms around each other, kissing, etc.... are considered public displays of affection and such behavior is not acceptable. Student violating these policies will face punishment. In addition, parents will be contacted if violations are repeated, and a conference will be arranged with the principal, students involved and their parents.

GRADING POLICY

It shall be standard policy that the following grading scale must be used in the Salina School System.

A... 90 - 100%	W....Withdraw
B ... 80 - 89%	NC...No Credit
C ... 70 - 79%	
D ... 60 - 69%	
F ... 0 - 59%	

A combination of daily assignments and regular unit tests will be used to determine student's semester grades.

TEXTBOOKS

All basic textbooks are furnished free of charge, but students are responsible for proper care and must pay for books if lost or damaged. FULL REPLACEMENT fee will be charged for books lost or damaged beyond use. There should be no writing in the textbooks except as directed by the teacher.

PROFICIENCY BASED EXAMINATION

Students are allowed to test out of courses or whole grades. The tests are available in all core subject areas. Some tests require student demonstrations and/or portfolios. A 90% score is required on all testing and other material. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. For information contact the building principal or counselor.

FLOWER AND OTHER DELIVERIES

Students will not be called out of class to receive flowers. The student will be told to come to the office between classes at which time he/she shall be informed they have an item to be picked up. The student will be allowed to pick up their things when they leave the campus for the day. No balloons shall be allowed on the buses.

LOCKERS

Each student will be assigned a specific locker for his or her use. Students are prohibited from sharing or trading lockers. Students have no expectation of privacy in desks, lockers, and other school property. Student lockers are a part of the school building and as such are under the supervision and jurisdiction of school officials. School officials may search student lockers at any time. Students who bring locks to school must provide the office with the combination or an extra key. Writings and drawings on or in lockers are a violation of school policy and will result in disciplinary action. Lockers are to be maintained in a clean and orderly manner. Excessive trash in lockers will lead to disciplinary action. Lockers will be checked on a routine basis by the administration and faculty.

BACKPACKS / BAGS

Backpacks/bags are not allowed to be carried from room to room. Backpack/bags must be kept in lockers at all times. This includes athletic bags.

STUDENT INSURANCE

Salina Public Schools strives to provide the safest environment possible for our students. However, accidents do happen. The school district's insurance policies normally will not cover student injuries. Therefore we encourage all parent(s) / guardian(s) to insure their student(s) have adequate insurance coverage.

COUNSELING

Counselors are present on the campus to assist students with personal and school problems. Conferences can be arranged by informing any teacher or office personnel that you wish to speak to the counselor. Parents may contact the counselor and make an appointment to discuss their child. Students and parents are strongly encouraged to utilize our counseling services.

SCHEDULE CHANGES

Students will have the first 3 days of each semester to change their schedules. The principal must approve any changes after the 3 days of each semester. All changes must be made through the counselor's office and require parental permission. Permission of the instructor may also be necessary. Seniors may enroll in the work-study program anytime during either semester, provided that 1st or 7th period is the only period dropped. They will receive no credit for this class.

CONCURRENT ENROLLMENT

Juniors and Seniors who meet state requirements may enroll in college classes. If interested, contact your counselor. For every two classes dropped at Salina High School, the equivalent of 3 college credit hours must be taken at the college attended.

LIBRARY

Our library is available to all students of Salina Public Schools and Salina Alternative Academy. Books may be loaned for a two-week period. Each student is financially responsible when books are not returned. Students are welcome to view and listen to filmstrips, records, tapes, books and microfiche to aid in their research assignments. No material or equipment shall be removed from the library without being checked out.

WITHDRAWAL FROM SCHOOL

A student desiring to withdraw from Salina Public Schools must first notify the attendance office, where he or she will get a Withdrawal Notice and instructions for the completion of the form. When all books and supplies have been returned, the student will be withdrawn. Before a student may officially withdraw, parent permission must be obtained.

STUDENT RECORDS

It is the policy of the Salina Board of Education that the principal of each school will be the legal custodian of all student records for that school.

It is the right of a student's parent or eligible student to inspect and review the student's education records.

The intent of the school district is to limit the disclosure of information contained in a student's educational records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA.

It is the right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision).

It is the right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and A complete copy of the policy on students records (FL & FL-R) may be obtained at the principal or superintendent's office.

Harassment

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

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

As used in the School Bullying Prevention Act, “harassment, intimidation, bullying, and cyber bullying” 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, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

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

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

is it BULLYING?

When someone says or does something *unintentionally* hurtful and they do it once, that's
RUDE.

When someone says or does something *intentionally* hurtful and they do it once, that's
MEAN.

When someone says or does something *intentionally* hurtful and they *keep doing it*—even when you tell them to stop or show them that you're upset—that's
BULLYING.

STUDENT GOVERNMENT, ORGANIZATIONS AND ACTIVITIES

STUDENT GOVERNMENT

The Student Council is the most important form of student government. Its purpose is to enlighten the students of the school activities and to propose any new legislation (to be approved by the Principal, Superintendent, or School Board), which the students feel, is necessary. Of course, all new legislation proposed to the Principal, Superintendent, or School Board does not always pass. These people have to decide whether or not this new legislation is necessary to the school, or whether it would be beneficial to the majority of the student body.

ORGANIZATIONS AND ACTIVITIES

Salina High School offers many organizations and activities in which a student may participate. Some are academic in nature and others require enrollment in a particular class.

Some of these organizations and activities are:

1. Athletics - Football, Baseball, Wrestling, Girls Fast-Pitch and Slow-Pitch Softball, Boys and Girls Basketball, Girls Volleyball, Boys and Girls Track, Boys and Girls Cross Country.
2. Cheerleading - Requires making the team during Spring Tryouts.
3. FFA - Requires enrollment in a Vocational Agriculture Course.
5. Wildcats T.V. – Requires enrollment in broadcasting.
6. National Honor Society - Must meet requirements of constitution.
6. Band - Requires enrollment in instrumental music class.
7. Newspaper - Requires enrollment in Newspaper class.
8. Yearbook - Requires enrollment in Yearbook class.
9. Academic Team - Enrollment in Quiz Bowl not required but recommended.
10. Student Council - Must be elected to serve.

11. **Robotics Club-Anyone interested from the High School may join.**
12. **TSA – Requires enrollment in Technology Education Courses.**
13. **SWAT – Anyone interested from the High School may join.**
14. **Archery – Must be at least 10 years old to participate.**
15. **Trap – M.S. & H.S. only**

SALINA HIGH SCHOOL ROYALTY CONSTITUTION

I. PURPOSE

To promote and uphold school spirit, to develop a sense of good sportsmanship and unity among all students, and to develop better relationships between schools at all school activities.

II. RESPONSIBILITIES

Members of the football, basketball, and wrestling teams will nominate and elect a queen (who will be a senior, unless the principal can show just cause for the selection to be made from another class) and 4 attendants with one representative from each class. The basketball royalty will be chosen from the girls' basketball team. The girls' chosen will in turn choose a boy from the respective team to be her king or escort. The king and escorts should be from the same class as the queen and attendants. All nominated candidates must be approved by the high school principal.

III. REQUIREMENTS FOR ROYALTY CANDIDATES

1. **Must be chosen from grades 9, 10, 11 and 12.**
2. **Once a student has served as queen/king or attendant/escort for any organization, he/she is no longer eligible for queen/king, escort or attendant within that current school year unless no one else is eligible.**
3. **To be elected, the student must meet the academic eligibility criteria. The student must be eligible during the voting process. Students who are ineligible during the event week will not be allowed to participate. The second place candidate will move up into the ineligible students place.**
4. **The student must not have been suspended from school during the present semester or the preceding semester.**
 5. **A student may be allowed to be queen or attendant in one sport and also Chouteau Day Princess.**
 6. **Chouteau Day Princess Requirements: Must be ¼ degree Native American (this is approved with Tribal Card)**

Selection will be as follows:

1. All players nominate for Queen.
2. All players vote by secret ballot for the Queen candidates.
3. Seniors nominate and vote (by secret ballot) for Senior Attendant.
4. Juniors nominate and vote (by secret ballot) for Junior Attendant.
5. Sophomores nominate and vote (by secret ballot) for Sophomore Attendant.
6. Freshmen nominate and vote (by secret ballot) for Freshman Attendant.
7. After the Coach or his assistant(s) has counted the ballots they are to be sealed in 5 separate envelopes and given to the Principal.

HONOR ROLL

To be eligible for Salina High School Honor Roll a student must be enrolled in three solid subjects and one elective or activity. Grades of "P" or "S" will not be included.

Superintendent's Honor Roll ... 4.0

(No grade lower than an A on the report Card)

Principal's Honor Roll ... 3.50-3.99

(No grade lower than a B on the report Card)

HONOR STUDENTS

There is a minimum of three (3) semesters of work completed in grades 9-12 at Salina High School. These semesters are to be their senior year and the last semester of their junior year. The senior(s) that are announced as Valedictorian or Salutatorian must have met all graduation requirements by the official graduation verification date or the award will be rescinded and given to the next student having properly met the necessary requirements. Grade points will be based on a four (4) point scale, utilizing the first seven semesters of grades 9-12. The average shall be carried to the hundredth place and rounded back to the tenths. Selection shall be made at the end of the first semester Senior year. No correspondence courses will be used to meet requirements.

The following requirements will be used to select the Valedictorian, Salutatorian and top 10 percent of class ranking. The following requirements must be met:

- 1) Completion of or enrollment in a minimum of 5 units of honors courses.
- 2) The highest GPA will be ranked as Valedictorian, the second highest GPA will be ranked as Salutatorian, and the remainder of the highest GPA's will be ranked as the Top 10% until ten percent of the graduating class has been selected. If we have students with GPA's that are the same at the top, we will honor each student as Valedictorian, Salutatorian and Top 10% of class.
- 3) Transfer Students – A transfer student is defined as any student who has completed the tenth grade, but is enrolling at SHS for the first time. The transcripts of all transfer students will be checked to decide if previous courses will be accepted as honors courses. As a minimum, students who enter SHS as

Juniors will be expected to complete three honors units, while entering Seniors will be expected to complete two units. Students will need to check current enrollment regarding which classes will count as honors classes.

4) Move-In Students – any student that moves in to Salina and becomes a resident within the school district.

GPA for determination of honor graduates will be made after the fall semester. All seniors will have their GPA computed to 2 decimal places using a 7-semester transcript and then be assigned a rank in class. Grade Point Averages will be figured on a four (4) point scale.

STATE HONOR SOCIETY

The State Honor Society is based on those who are in the top ten (10) percent of the two preceding semesters. Only credit will be counted which the State Department of Education approves. Activity credits which are marked, as “P” for passing will not be counted. Activities meeting less than one hour per day will not be counted as credit for the State Honor Society.

HONOR STUDENTS FOR MIDDLE SCHOOL

The Valedictorian and Salutatorian will be an 8th grade student or students that have attended SMS for both semesters of 7th & first semester of 8th grade.

FUND RAISERS

Each organization will be allowed only two fund raising activities each school year. All fund raising activities associated with the school must be first approved by the Board of Education.

GRADUATION REQUIREMENTS

70 O.S. § 11-103.6 requires eighth grade students entering the ninth grade to complete the college preparatory/work ready curriculum outlined in the statute, unless the student’s parent or legal guardian approves the student to enroll in the core curriculum. The college preparatory/work ready curriculum and the core curriculum requirements are attached. Successful completion of either curriculum will result in a student receiving a standard diploma. Choosing the courses a student takes in high school is an important decision for you and your child. A college preparatory curriculum is challenging and may help determine a student’s future success in higher education and the world of work. According to the law, your child will automatically be enrolled in the college preparatory/work ready curriculum, and you do not need to do anything to enroll your child in this curriculum. However, if you choose the core curriculum, please contact the High School Counselor to fill out the form and return it to the counselor. Please contact the high school principal or school counselor if you have questions or need additional information.

2018-2019 Requirements – College Prep

24 total units

4 units of English

3 units of Mathematics

- a. **1 unit taught at or above the rigor of Algebra I**
- b. **1 unit taught at or above the rigor of Geometry**
- c. **1 unit taught at or above the rigor of Algebra II**

3 units of Science

Two of which must be Physical Science & Biology I

3 units of Social Studies (1 unit of American History, ½ unit of Oklahoma History and ½ unit of Government.)

Two units of Computers or Foreign Languages

1 Additional unit from the courses above.

1 Arts or Speech- which may include, but not limited to, courses in Visual Arts and General Music

7 Electives

OR

2018-2019 Requirements – Core Curriculum

24 total units

4 units of English

3 units of Mathematics

- a. **1 unit taught at or above the rigor of Algebra I**

3 units of Science

Two of which must be Physical Science & Biology I

3 units of Social Studies (1 unit of American History, ½ unit of Oklahoma History and ½ unit of Government.)

1 Arts- which may include, but not limited to, courses in Visual Arts and General Music

One unit of Computers or Foreign Languages

9 Electives

- **Every student shall fulfill the requirements for a Personal Financial Literacy Passport.**
- **Every student shall receive instruction in CPR and awareness of the purpose of an automated defibrillator at least once during grades 9-12.**

For the 2018-2019 school year, students will take assessments in English Language Arts, Mathematics and Science (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) in compliance with the Every Student Succeeds Act that are aligned with the Oklahoma Academic Standards. State law also requires students to be tested in U.S. History once during high school. Each student is required to take the assessments included in the statewide student assessment system (OSTP College and Career Ready Assessments ACT or SAT and

Science Content in the 11th grade) as adopted by the State Board of Education in order to graduate from a public high school with a standard diploma. Each student will also be required to meet any other high school graduation requirements adopted by the State Board of Education.

Graduation Procedures: A student may participate in graduation exercises 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.

TUTORING

Salina High School will offer tutoring for the subjects of Math, English, and Biology. This is an opportunity for students to get needed help and pass in these subject areas.

Salina Middle School and Salina High School will offer homework help for any subject Monday through Thursday from 3:20-5:20 for any subject.

SAFETY AND SECURITY

BUS SAFETY

Every year throughout the United States a number of bus accidents are the direct result of misbehavior of the students riding on the school bus. Distraction of the driver's attention from the task of driving has been the cause of a number of accidents. Often misbehavior on the bus also results in one student injuring another student. The opportunity to ride the bus to school is a privilege. If the student chooses to disregard the bus safety rules, then this privilege to ride can be revoked.

BUS RIDER RULES

- A. Previous to loading (on the road and at school) - be on time at the designated school bus stops. Keep the bus on time.**
- B. Stay out of the road at all times while waiting for the bus.**
- C. Wait until the bus comes to a complete stop before attempting to board.**
- D. Refrain from scuffling or throwing objects while waiting on the bus.**
- E. Respect private property.**
- F. While on the bus:**
 - 1. Keep hands and head inside the bus at all times.**
 - 2. Assist in keeping the bus safe and sanitary at all times.**
 - 3. Remember that loud noises attract the driver's attention and could result in an accident.**
 - 4. Treat bus equipment as you would valuable furniture in your home.**
 - 5. Bus Riders should never tamper with the bus or its equipment.**
 - 6. Leave no books, lunches, or other articles on the bus.**
 - 7. Keep books, instruments and other objects out of the aisles.**
 - 8. Do not throw anything out of the bus window or in the bus.**

9. Riders are not permitted out of their seats while the bus is moving.
 10. Horseplay is not permitted around or on the bus.
 11. Riders are expected to obey instructions of the driver.
 12. Keep quiet when approaching a railroad crossing. Buses are to stop at railroad crossings.
 13. Buses are designed for three or more to a seat. Only drivers may assign or reserve seats.
 14. Help look after the safety and comfort of small children.
- G. After leaving the Bus:
1. When crossing road, go at least 10 feet in front of bus, stop, check traffic, watch for driver's signal then cross.
 2. Students living on the right side of road should immediately leave the bus and stay clear of traffic.
 3. Help look after the safety and comfort of small children.
 4. Driver will not discharge a student at a place other than the regular bus stop, except by proper authorization from a school official.

PARKING LOT

Any parking lot violation will result in a conference with the principal for the first offense. Any offense thereafter will result in a loss of driving privileges for an amount of time to be determined by the principal. An example of violations, but not limited to Illegal parking, careless driving, excessive speed and parking in teachers' parking area.

Students who drive vehicles to school are to park in the student parking lot. Students arriving on the campus are to leave the vehicles immediately after parking and go immediately to class. Lock your car for your protection. Students leaving school are to leave the parking area immediately upon entering into the vehicle. Loitering in the parking lot at any time during the school day, including lunch period is prohibited. This policy is designed to protect your vehicle and to eliminate other problems in the parking lot. Students are not allowed to go to their vehicle during school unless given permission by the principal.

VO-TECH TRANSPORTATION

1. Salina Administration recommends students to ride the bus transportation provided. However, we recognize that students and parents may prefer the student to drive their own vehicle, herein permission is granted.

**STUDENTS PRIVACY, LOCKERS, DESKS
AND
SCHOOL PROPERTY**

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the content of a school locker, desk or other school property. School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils. School officials may search school lockers, desks and other areas at any time and no reason shall be necessary for such search. DO NOT LEAVE VALUABLES IN LOCKERS.

SCHOOL SAFETY DRILLS

SB 256 creates new law which clarifies a school district's obligation to conduct safety drills. The district must now conduct the following 10 drills each year:

- Fire: 1 within the first 15 days of each semester (2 total)**
- Tornado: 1 in September and 1 in March (2 total)**
- Security: 4 per year**
- Other: any type safety drill any time during the school year
2 (total)**

**RULES AND REGULATIONS
DISCIPLINE POLICIES**

The role of education is too important to our society to allow disruptive influences to hinder or retard it. This is especially true for those students who are so vitally interested in obtaining an opportunity for an education and not being able to receive this opportunity because of undue influences of those who disrupt. In general, students who have reached this age level are mature enough to realize that with all privileges come certain responsibilities. They also know that self-discipline is the best discipline.

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

It is granted that there are some students who do not want to attend school. These students quite often become problems to themselves and the school. A proper educational atmosphere is too important to allow the attendance of those who do not obey the rules. If they choose to attend but do not comply with the rules, they must be removed from the setting to ensure a proper educational atmosphere. Students may be suspended when the administration deems it necessary. When a student is suspended for improper behavior, the parent will be notified and/or a conference will be arranged with the teacher, parent, student, and the principal before the student is reinstated in school.

As in any community or organization, rules are necessary to ensure a smooth-running program. Each student should acquaint himself with those rules and offer his whole-hearted cooperation. Failure to do so carries a penalty commensurate with the infraction. After a student has repeatedly demonstrated that he/she is unwilling to cooperate with other students, his/her teachers and the administration, he/she will have left no alternative other than suspension from school.

It is the Philosophy of the Salina School District that no student should be permanently suspended from school until every available means has been exhausted in trying to teach the student compliance with the rules and regulations of the school and society. However, when it is evident that a student has no interest in education, is a trouble maker or a chronic truant, the administration should take action in expelling said student for the best interest of the student body as a whole. It is not fair to the student body or faculty to force upon them anyone whose purpose is to disrupt the normal learning sequence in our educational program.

The goal of Salina School District's discipline policy is to make available to all students a productive educational environment in which they may learn the academic and social skills necessary to develop into mature, responsible adults. Parents should be the first to foster self-discipline within the child at home; and even though the ultimate aim for each child is self-discipline, the Board of Education feels that enforcement and support of the authority of our teachers and principals are essential as children are led to the point of disciplining themselves.

Each Student has a responsibility to try to achieve the tasks necessary for academic enrichment and, correspondingly, to refrain from any disruptive behavior in the classroom or other areas under school control. Students not willing to conform in these areas shall be subject to disciplinary procedures.

Classroom Discipline Plan

Our goal is to help all students get the best education possible at Salina High and Middle School. In order to accomplish that goal, all students will follow the Great Expectations for Living.

Eight Expectations for Living

Educators helping students achieve excellence guide them in adhering to the following expectations:

- We will value one another as unique and special individuals.**
- We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.**
- We will use good manners, saying "please," "thank you," and "excuse me" and allow others to go first.**
- We will cheer each other to success.**
- We will help one another whenever possible.**
- We will recognize every effort and applaud it.**
- We will encourage each other to do our best.**
- We will practice virtuous living, using the Life Principles.**

ELECTRONIC & WIRELESS COMMUNICATIONS DEVICES

Electronic devices may be used at any time during the day, except during class. It is up to each teacher whether students may or may not use the device in their classrooms.

Privacy is expected to be maintained, by getting individual or teacher approval before videoing or taking pictures and posting on the internet. Proper cell phone etiquette is a **MUST!**

Violation of this policy will result in:

1st Violation A student discipline referral is written and parents are notified.

2nd Violation A student discipline referral is written, parents notified, and the student will serve one day of ISD.

3rd Violation A student discipline referral is written, parents notified, and the student will serve two (2) days of ISD.

Continued

Violations If cell phone violations continue, a student discipline referral is written, parents notified, and will be suspended a day for each. **Example:** A student's fourth violation would result in one (1) day of suspension; fifth violation will be two (2) days of suspension.

This rule also applies to the use of iPods and MP3 players, Game boys or any electronic devices while in the classroom.

CHEATING

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. If a student is caught cheating on a test or other classroom work, zeros will be given to the students involved. No provisions are made to make-up or otherwise receive credit for the work or test in question. The teacher will notify the parents of the student's cheating. For discipline, see page 24 under discipline code.

DISRESPECT TO SCHOOL EMPLOYEES

School District employees have the legal authority to control students the same as parents. Disrespect to school employees will result in disciplinary action, which may include suspension or expulsion. Some examples of disrespect are, but not limited to, profanity, verbal abuse, rude or obscene gestures directed toward school personnel or physical contact of any kind. Verbal abuse is defined as profanity and/or threats directed to or written in reference to a school employee.

PROFANITY AND INAPPROPRIATE GESTURES

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

CLASS DISRUPTIONS

Class disruptions may be considered a major offense and may lead to suspension.

ENERGY DRINKS

Energy drinks will not be allowed at school during school hours. The first time it is seen at school or brought to school, the student will have to dump it out and throw it in the trash can in the presence of any school employee. This will be considered the student's warning. The second time will result in one day of ISD; the third time will result in two days of ISD.

TOBACCO POLICY

Salina School campuses are tobacco free. Students with tobacco products in their possession will have them confiscated and not returned and parents will be notified. The first offense will be corporal punishment or 1 day suspension. If a student is found with tobacco again he/she will have them confiscated and serve three days of suspension. If the student is in possession a third time he/she may be suspended the remainder of the semester.

ADMINISTERING MEDICINES TO STUDENTS

*It is the policy of the Salina School District that medications, both prescription and nonprescription, may be administered to a student by designated school employees.

*All medications (prescription and non-prescription) will be administered only when the school has a written authorization from the parent or the legal guardian. This authorization will be kept on file at the school.

*The parent or guardian must supply prescription and non-prescription medication.

*Medication must be in original container with the child's name written on the container and directions for the administration of the medicine listed on the label or as otherwise authorized by a licensed physician. The label on prescription medication must have the most recent filled day for that particular prescription.

*Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the school employee whom administered the medicine and the type or name of the medicine which was administered.

*Medicine shall be properly stored and not readily accessible to persons other than the persons who will administer the medication.

*If a teacher discovers unauthorized medication on a student, they are authorized to confiscate the medication and turn it into the principal.

DRUG – FREE SCHOOLS

It is the policy of the Salina Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students, which will include the following:

“The Drug Free Schools and Communities Act Amendments, PL 101-226 require that state, as well as local educational agencies, must certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.” (Federal Regulations can be examined through the school office.)

***Further Information concerning Drug Testing Policies will be given to the student’s by their coaches and group advisors. Every student participating in an extra-curricular activity must be drug tested before they can compete or be a member of that organization.**

TRUANCY POLICY

Truancy has occurred when a student is absent without proper excuse from his assigned place. When a student is truant or suspended from school, no make-up will be allowed.

First Truancy- will warrant two swats (if the parent or guardian does not wish for corporal punishment to be administered the student would be assigned ISD for 3 days).

Second Truancy- will warrant three swats (if the parent or guardian does not wish for corporal punishment to be administered the student

Third Truancy- would be suspended for 3 days).
will warrant a suspension from school for the remainder of the school year or alternative placement in Salina Alternative Academy at the Principals' recommendation.

FIGHTING/CONFLICT RESOLUTION

OBJECTIVES

- 1. To reduce the number of violent conflicts at school.**
- 2. To create an awareness of the intelligent alternatives to violence for all students.**
- 3. To demonstrate to all students that violence will never be an alternative to conflict resolution.**

DEFINITIONS

- 1. Initial Battery - First contact which could include touch, push or verbal assault.**
- 2. Secondary Battery - Return of blow.**
- 3. Verbal Assault - Argument during school time or notes written or delivered during school time or threatening gestures.**

IMPLEMENTATION

- 1. Initial Battery - Automatic (3) day suspension without academic or attendance credit.**
- 2. Secondary Battery - (1) day suspension without academic or attendance credit or 2 swats.**
- 3. Unprovoked Attack Clause - "Hold Harmless" student must be found non-culpable in the following areas:**
 - A. assault and or battery**
 - b. Initial and or reciprocal posturing, (nose to nose)**
- 4. Second Offense - Consequences triple.**
- 5. Repetitive Offenses - Suspension will be the current semester plus the next semester.**
- 6. Verbal Assault - If mediation is requested, a contract is established. If profanity was not used, then the Principal reserves the right not to punish either party. In the event that profanity was used or the contract broken then the Principal can rule that it was Initial Battery.**

Also, disciplinary action can and may face those students encouraging or attending fights. When faced with a situation that may lead to fighting, you should leave immediately. Students involved in any activity or club whose conduct is not acceptable to the standards of expectation may lose their right to represent the school. Those students who accumulate more than one referral per semester may lose that privilege.(subject to principal's discretion) Standards of expectations are those rules that all students follow at Salina Public Schools.

WEAPONS

A student shall be expelled for having weapons of any kind at the school. Any student who brings any weapon to school or on any school bus or any other vehicle transporting students to and from any school-sponsored functions or taking place in violation of this section shall be expelled from school for a period of not less than one calendar year. The superintendent may modify the expulsion requirement on a case-by-case basis. (Reference: gun Free School Act of 1994).

Knives or anything else that may be considered a weapon other than a firearm may result in an out of school suspension up to current semester and the succeeding semester or placement in the Salina Alternative Academy.

SALINA PUBLIC SCHOOL POLICY ON STUDENT BEHAVIOR

GENERAL EXPECTATIONS

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Salina High School. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

DISCIPLINARY ACTIONS

The following are disciplinary actions, which may be used when a student violates a Rule or Regulation:

- 1. Written Warning to students and parental advisement**
 - 2. Removal from a class or group (temporary or permanent) and parental conference**
 - 3. ISD**
 - 4. Corporal Punishment**
 - 5. Referred to other social agencies**
 - 6. Suspension**
 - 7. Expulsion for a minimum of one semester**
 - 8. Involve law enforcement**
- All students will be held financially responsible for broken or destroyed school property.**
 - The administration reserves the right to any other disciplinary action deemed appropriate under the circumstances of the individual student.**
 - Any student refusing corporal punishment shall be suspended for not less than 3 days.**

DISCIPLINE CODE

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include corporal punishment, in-school placement options or out-of-school suspension:

Offense

- 1. Arson**
- 2. Cheating**
- 3. Conduct that threatens or jeopardizes the safety of others**
- 4. Sleeping or refusing to work in class**
- 5. Disruption of the educational process or operation of the school**
- 6. Extortion**
- 7. Failure to attend assigned ISD 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. Hazing (initiations) in connection with any school activity**
- 14. Immorality**
- 15. Inappropriate behavior or gestures**
- 16. Inappropriate public behavior**
- 17. Indecent exposure**
- 18. Obscene language**
- 19. Physical or verbal abuse**
- 20. Plagiarism**
- 21. Possession of a caustic substance**
- 22. Possession of obscene materials**
- 23. Possession and/or use of tobacco in any Form**
- 24. Possession, without prior authorization, of a wireless telecommunication device**
- 25. Threats or use of a dangerous weapon and related instruments (i.e., bullets, shells, gunpowder, pellets, knives, etc....)**
- 26. Possession, use, distribution, sale conspiracy to sell or possess or being the chain of sale or distribution, or being under the influence of alcoholic**

- beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
27. Profanity
 28. Sexual or other harassment of individual 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, halter tops, half shirts, see-through garments, shorts, skirts or dresses that do not come to at least mid-thigh
 33. Use 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. Vulgarity
 38. Willful damage to school property
 39. Willful disobedience of a directive of any school official
 40. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school
 41. Throwing rocks
 42. Violation of bus riding rules and regulations
 43. Violation of any school policy or rule
 44. Assault, physical or verbally, upon school personnel or another student

SUSPENSION OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

- 1. Any student may be suspended for:**
 - **Acts of immorality**
 - **Violations of policy or regulations**
 - **Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)**
 - **Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities**
 - **Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)**
 - **Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)**
 - **Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property**
 - **Adjudication as a delinquent**

- 2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)**

- 3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.**

- 4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.**

- 5. Students suspended out-of-school who is on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.**

6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. **Probation.** A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.

2. **In-school placement is an alternative to out-of-school suspension.** In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.

3. **Out-of-school suspension.**

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

- B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian 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.

Suspension Appeals Committee

- A. suspension appeals committee is hereby established which will consist of administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

- A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

- B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

- C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

- D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

E. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

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

Participation in the 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, forfeits the privilege of participating in 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, 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” include, but are not limited to, all school sponsored teams, and clubs, organizations, ceremonies, student government, and band, athletics and all other school sponsored activities and organizations.

HOMELESS LIAISONS

District LiaisonLinda Bales
High School LiaisonDee Thomas
Middle School Liaison.....Amy Coats

SCHOOL CLUBS

TSA.....TECHNOLOGY STUDENT ASSOCIATION
DIRECTOR JOE DURNAL

Mission Statement: Career Exploratory student organization that helps develop leadership qualities through various competitions around the state and possibly go on and compete nationally.

ROBOTICS..... DIRECTOR TERRY NEWTON

Mission Statement: The High School Robotics Club was organized to provide opportunities for students to explore and learn about robots. The robotics club consists of members 9th through 12th grade.

FFA.....FUTURE FARMERS OF AMERICA
DIRECTOR: CRYSTAL PRITCHETT

Mission Statement: FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agriculture education.

**CATS BOOK CLUB.....HIGH SCHOOL BOOK CLUB
H.S. DIRECTOR DEE THOMAS
M.S. DIRECTOR TAMMY GANN**

Mission Statement: The goal of book club is to show students how to embrace reading as a lifelong pursuit and not just a collection of skills for school performance. Book club is meant to create readers.

**STUCO..... STUDENT COUNCIL
H.S. DIRECTOR CAROLYN DANIELS**

Purpose: The purpose of this organization is to promote student government, school spirit, and honor based on school pride. The purpose shall also be to promote the general welfare of the school community and to act as a central organization for Salina High School.

**SWAT.....STUDENTS WORKING AGAINST TOBACCO
DIRECTOR CAROLYN DANIELS /**

Purpose: The purpose of this student-led organization/club is for students to take a stand against tobacco in a variety of ways; through community projects, activities during school, education of others, and more. Students lead by example and take a stand against tobacco.

**To reach any teacher or principal by email
use the first initial of their first name and
their complete last name followed by
@salinawildcats.org**

Example: dcox@salinawildcats.org