

# **Student Handbook**

Shattuck High School  
Shattuck Middle School  
Grades 5 - 12

## **School Year**

2016-2017

## **Shattuck Board of Education**

Mark Bay  
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## **Shattuck School Administration**

Mr. Randy Holley - Superintendent of Schools  
Mr. Tyson Bullard - Middle/High School Principal  
Mrs. Camille Holt - Elementary Principal



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### NEW

#### Early Out Policy

Students who are in good standing with the school will be dismissed from school on the days listed on the school calendar as “Early Out Day” at 1:37 pm. On the designated Early Out Days, buses will run routes at 1:37 p.m. as an ending time for the school day. Each class period will meet on these days using an abbreviated schedule.

Students who are not in good standing with the school can have their school day extended until 3:20 p.m. The judgement of who will be required to extend their day will be made by the administration of Shattuck Public Schools. Students that will be required to extend their school day thru 3:20 p.m. are students who are on the ineligible or probation list.

Possible reasons to be required to extend a student's school day are listed but not limited to the following list:

- Truancy
- Excessive Tardies
- Excessive absences
- Late/missing homework
- Discipline issue

***Printed copies of this handbook may be out of date. For the most current copy please reference the school website [www.shattuck.k12.ok.us](http://www.shattuck.k12.ok.us)***

***Revised: July 2016***

## **SCHOOL SPIRIT**

School spirit is one of the most important and influential factors in the life of a school. Many think of school spirit, as yelling at games and backing the team, but it is much more than that.

School spirit calls for loyalty to the school in all it undertakes, cooperation to make these undertakings successful, and a sense of responsibility for making the experiences gained in school worthwhile and happy ones. School spirit calls for obedience, respect for the school's traditions, respect for the school's property, and respect for its constituted authority.

## **THE INDIAN'S CREED**

I believe in Shattuck High School, her traditions and ideals; I believe in the joy that comes from worthwhile fun, generous comradeship, and loyal service to my school; I believe in modesty in victory and an unconquerable spirit in defeat; I believe in keeping faith with my neighbor, my father and my mother, my country, and my God.

## **SHATTUCK SCHOOL SONG**

*Here's to Shattuck High School,  
Great is Her fame.  
Students are fighting to uphold  
Her name  
We'll all be true and loyal.  
See Her colors flying,  
Far above the rest.  
Red, white, we'll prove  
Old Shattuck High is best.*

## **SHATTUCK SCHOOL PHILOSOPHY**

The intent of the Shattuck School District is to prepare all students to become productive, responsible, literate members of society by being given the opportunity to develop their skills, concepts and values. While the ultimate responsibility for learning rests with the students, the school will assist in every way possible by providing quality educational opportunities. This will be accomplished through the development of a partnership between the home and the school. The purpose of this partnership of students, parents and school shall be to instill the highest standard of academic achievement and appropriate behavior.

A positive approach toward appropriate behavior and learning will be used to help the student develop a healthy, positive self-image and to be a successful learner. We will enforce a firm but fair code of conduct which identifies and communicates the expectation of the school and community to the students.

The curriculum of Shattuck Schools shall incorporate all of the Oklahoma Academic Standards (OAS) the central core of the educational experience at all school sites in the district. All services and programs of this school are open to all qualified students without regard to race, color, sex, age, handicap or national origin.

## **SHATTUCK SCHOOL PHILOSOPHY AND GOALS**

The role of Shattuck School is to provide all students with the skills and competencies to enter post-secondary education and/or employment, which will allow them to become productive, responsible and literate members of our society. The school program shall be designed to further basic skills of learning and communication as well as teaching of the rights and responsibilities of state and federal citizenship. Each student's education shall be coordinated with the O.A.S Standards. All students shall be provided the opportunity for learning experiences in both academic and vocational programs, which will encourage them in developing to their maximum potential.

## SECTION A : ACADEMICS

### 1. GRADUATION REQUIREMENTS:

Students graduating from Shattuck High School must have twenty-three (23) units to graduate.

The required units shall include the following:

4 units of English

3 units of Science (One shall be a laboratory science.)

3 units of Mathematics – (Must include Algebra I)

3 units of Social Studies

2 units of Foreign Language or Computer Technology

1 art

1 additional core

6 electives

### 2. CRITERIA FOR CLASSIFICATION

Freshman - successfully completed the 8th grade year.

Sophomore - must have completed 6 units. 2 must be core units.

Junior - must have completed 12 units. 5 must be core units.

Senior - must have completed 18 units. 7 must be core units.

\*Students moving to Oklahoma from another state and enrolling in a senior high school (grades 10, 11 and 12) may graduate without Oklahoma History if the student is unable to take the course due to the scheduling of classes.

### 3. YEARLY CLASS REQUIREMENTS

Students graduating from Shattuck High School must have (23) units. The following classes are the suggested yearly requirements:

Ninth Grade: English I, Algebra I, Physical Science, Oklahoma History/Government, Computer I or Spanish I.

Tenth Grade: Must have attained 6 units of credit. English II, Biology I, Computer II or Spanish II, and a Math course.

Eleventh Grade: Must have attained 12 units of credit.

English III, American History, and a science and a math.

Twelfth Grade: Must have attained 18 units of credit.

English IV, and a science or math if needed.

#### 4. HIGH SCHOOL CURRICULUM REQUIREMENTS FOR COLLEGE ADMISSION

Students planning to attend a four-year college or university must pass the following courses in high school:

##### REQUIRED:

- 4 units of English
- 3 units of Lab Science (Biology, Chemistry or Physics)
- 3 units of Mathematics (2 units above Algebra I)
- 3 units of History (One of which must be American History)
- 2 units of Foreign Language or Computer Technology
- 1 art
- 1 additional core
- 6 electives

#### 5. ENTRANCE REQUIREMENTS

For admission to the Shattuck Schools, a student must be a resident of this district or legal transfer. He/she must be living with his/her parents or guardians and must be willing to abide by the rules and the guidelines of the school, maintained by the Shattuck Board of Education. A social security number is needed at enrollment if possible. 7th grade students will be required to have a current immunization record on file.

#### 6. CLASS LOAD

All students are expected to enroll in a full schedule. Students will be required to take a minimum of 8 classes per day with the exception of senior students participating in the Concurrent Enrollment Program.

#### 7. CHANGE OF SCHEDULE

Students desiring to drop a course or to make some other change in their schedules shall make the request at the principal's office. If the principal approves a change, the student will be given instructions for making the necessary changes. Changes in schedule may not be considered after the first three days of the semester except in unusual circumstances.

#### 8. WITHDRAWAL FROM SCHOOL

In order to insure the proper handling of school records and to facilitate entrance into another school, a student wishing to withdraw from school should:

- a. Have a parent or guardian come to the principal's office explaining the reason for the withdrawal.
- b. Obtain a withdrawal notice from the principal's office as early as possible on the last day he/she intends to check out of school.
- c. The withdrawal notice shall be properly endorsed by all subject teachers, librarian, lunch program supervisor and the principal.

- d. Bring the completed withdrawal notice to the principal's office by the last hour of the school day.
- e. A student should have in his/her possession the following items before leaving school:
  - \* Personal belongings from school locker
  - \* Personal P.E. equipment
  - \* Final clearance from the principal's office

9. GRADING SYSTEM

The grading system used in the Shattuck School shall be based on the following scale:

GRADE	GRADE POINTS
A .....	4
B .....	3
C .....	2
D .....	1
F .....	0

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

10. GRADE CARDS

Grade cards will usually be issued at the end of the semester grading period. No plus or minus grade will be given. Report cards will be held until all fees are paid.

11. INCOMPLETE

When a semester ends and a student has not completed the work required for a course, he/she will receive a grade calculated with zeros in place of the incomplete work. This will be true unless an arrangement is made with the teacher and administration.

12. DEFICIENCY REPORTS

Teachers are instructed to contact the parents of each student who is deficient and inform them of the inadequate performance of their child. They may use either a written form, the telephone, or personal contact. A written form is recommended.

### 13. CONCURRENT ENROLLMENT

Seniors and Juniors may enroll concurrently at an Oklahoma college or university if he/she meets the requirements set forth below:

- a. Students must meet the published criteria (other than high school graduation and curricular requirements) for admission to an Oklahoma college or university.
- b. He/she must be enrolled in at least four credit courses per semester at the high school he/she is attending, as attested by the high school principal.
- c. He/she must be able to complete requirements for graduation (including curricular requirements) by the spring of the senior year, as attested by the high school principal.
- d. Senior students may enroll concurrently if they possess a 3.0 GPA or a 19 Composite and a 19 on the ACT in the subject area.
- e. Junior students may enroll concurrently if they possess a 3.5 GPA or a 21 ACT score and a 19 on the Act in the subject area.
- f. Grades earned by high school students in concurrent enrollment classes for college level course-work, where credit is not being earned towards high school graduation, will not be counted into the calculations for valedictorian, salutatorian, honor student, or class ranking.

### 14. HOMEWORK

Homework for the students is encouraged when it is needed to supplement or strengthen regular class work.

### 15. TESTING POLICIES

- a. Regular Tests - Teachers will give tests during the course of instruction to provide information for teacher monitoring of student progress and grading.
- b. Semester Test - The principal will set special test dates at the end of each semester. All teachers will carefully observe these dates.  
Semester Test Exemptions  
3 Excused absences                      Must have an "A"  
2 Excused absences                      Must have a "B" or higher  
1 Excused absence                        Must have a "C" or higher  
Students are not exempt if a grade is a "D" or "F".
- c. One unexcused absence in any class will require the student to take all Semester Tests. Absences due to school-sponsored activities are not counted toward exemptions or lack thereof.  
3 tardies equal one absence.
- d. Achievement Tests - Shattuck Schools administers state and district mandated achievement tests. These tests are given in an effort

to ascertain the academic progress of each student in different subject areas.

- e. 5th—8th Grade OCCT Test - Students in the 5th - 8th grades will be administered a OCCT test over the core curriculum. This test is mandated by the State Department of Education. Core areas are defined as Writing, Social Studies, Reading, Math and Science. Students that are identified as "at risk" need to have a program of remediation. The following steps will be taken by the school district to remedy the deficiency:
  - i. At the parents' request, the student will be evaluated and tested.
  - ii. Parents may elect to provide private tutoring and/or summer school. The parent will be responsible for finding and financing the summer school.

## 16. ACADEMIC HONORS

- a. Valedictorian & Salutatorian - The Senior Honor Student(s) with the highest GPA for the first seven semesters of high school work will be the valedictorian(s) and the student(s) with the second highest GPA will be Salutatorian(s). Students must be enrolled in Shattuck Schools before their Senior year to be considered for valedictorian and salutatorian honors. **Note: all seniors who graduate with above a 4.0 culminate grade point average shall be given a class ranking of one.**
- b. Senior Honor Student Qualifications - Senior students must meet the following criteria to be designated as an Honor Student at Shattuck High School:
  - 1. Must receive a minimum of five (5) units of passing work while in attendance at Shattuck, with all senior credits being earned at Shattuck.
  - 2. Must be graduating with Shattuck High School's minimum required number of units and meet all other local and state graduation requirements.
  - 3. Must meet the Oklahoma Board of Regents requirements for college admission to four-year colleges and successfully complete one additional advanced unit of work in either science or mathematics.
  - 4. Must have maintained a 3.5 grade point average for the first seven semesters of high school.
- c. HONOR ROLL - A 4.0 GPA is required to be placed on the Superintendent's Honor Roll. Students will be recognized for the honor

roll per semester.

- d. NATIONAL HONOR SOCIETY - The National Honor Society will be composed of students in grades 10-12 who qualify. A complete list of the criteria can be obtained from the High School Principal's office.
- e. OKLAHOMA HONOR SOCIETY - The Oklahoma Honor Society will be composed of the top 10% of the student body in grades 9-12. Grades used to determine the eligibility will be from the first semester of the current year and the last semester of the previous year.
- f. WEIGHTED CLASSES - The following courses will be considered weighted courses: A.P. Biology, Physics, Trigonometry, A.P. English IV.

## 17. ENTRANCE AND PROGRESSION

210:35-25-2 Student entrance and progression through the system. The local board of education shall develop local policies, procedures and requirements for the entrance and progression of students through the educational programs of the local school system. The local board of education shall also determine the local graduation requirements for students, which may exceed those of the State Board of Education. Local board of education policies and procedures shall provide, as a minimum, the following provisions:

(1) All children between the ages of 5 and 21 on or before September 1 shall be entitled to attend the school free of charge in the district, in which they reside or are legally transferred. Students shall be placed in an appropriate educational level based upon documentation of competency in the current Oklahoma curriculum. Underage children may be admitted if class size permits.

(2) Students entering an accredited school from a school not accredited by the State Board of Education shall be placed according to their level of mastery of the Priority Academic Student Skills. The receiving school shall administer all assessments and the results shall be kept on file for one year.

(3) Beginning with the 1995-96 school year, pursuant to 70 O.S., Section 24-114.1, as amended, a teacher or teachers can recommend that a student be retained at the present grade level or not pass in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the

board.

(4) Students demonstrating competency in a curriculum area shall receive credit for the appropriate unit. A high school may define a unit of credit as meeting a minimum of 65 hours for 1/2 unit of credit or a minimum of 130 hours for 1 unit of credit. Educational options such as correspondence courses and independent studies will be considered appropriate methods for developing mastery. However, correspondence and independent study courses shall not be included within the minimum of 38 units of approved coursework at the comprehensive high school.

(5) A student must demonstrate competency in at least 20 units of credit which must include the state-mandated curriculum and meet all other state and local mandates to be eligible for graduation.

(6) Senior students who have moved from out of state or from another school in Oklahoma and have become legal residents of a local school district may complete the number of graduation units required from their previous school.

## 18. PROMOTION AND RETENTION

HB 1056 - In general, students will be placed at the grade level to which they are best adjusted academically, socially, and emotionally. As a usual practice, students will spend one year in each grade. However, a small number of students may benefit from staying another year in the same grade. Such retention may be considered when:

1. The student is in grades K-3 or, on very rare occasions, when the student is in grades 4-8.
2. The student is achieving significantly below ability and grade level.
3. Retention would not cause an undue social or emotional adjustment.
4. Retention would have a reasonable chance of benefiting the student totally.

The following will be the procedure for deciding retention or promotion:

1. The student's parents or teacher may request that the student be retained.
2. A committee consisting of the student's teacher, a counselor, an administrator, and the student's parents will review the student's progress and will consider the request.
3. The approval committee will be guided by the following factors:
  - a. Chronological age
  - b. Social maturity
  - c. Emotional maturity
  - d. Physical development

- e. Work and study habits
  - f. Attendance record
4. The approval committee will recommend retention or promotion and specify the factors relating to the decision. The recommendations will be submitted to the building principal for a final decision. That decision will be forwarded to the superintendent for his or her information and review.
  5. Although the final decision should be a mutual decision of the parents and the school officials, ". . . no students shall be advanced to a higher grade level after a recommendation of a teacher that a child should be retained in the child's present grade level unless a written request for such advancement is signed by a parent or guardian. A copy of the request shall be included in the permanent record of the student." (H.B. 1017, Section 66, lines 21-26)
  6. Only in unusual circumstances should a student be retained more than once.
  7. Appeals to the decision of the building principal may be brought to the board through the superintendent.

## SECTION B: ATTENDANCE

### 1. DAILY SCHEDULE

8:07	.....	First Bell
8:10 - 8:58	.....	1st Hour
9:01 - 9:49	.....	2nd Hour
9:52 - 10:40	.....	3rd Hour
10:43 - 11:31	.....	4th Hour
11:31 - 11:56	.....	Lunch
11:59 - 12:47	.....	5th Hour
12:50 - 1:38	.....	6th Hour
1:41 - 2:29	.....	7th Hour
2:32 - 3:20	.....	8th Hour

2. SCHOOL TIMES - The cafeteria opens at 7:45 a.m. for students to eat breakfast. At 8:00 a.m. students may enter the school building and go directly to their locker and then to the student center.
3. ADDRESS CHANGE - Students are to report any change in address or telephone numbers to the office.
4. ABSENCES - According to Oklahoma School laws, a parent or guardian

has the responsibility of keeping their children in school until they are past their 18th birthday.

- a. **EXCUSED ABSENCES** - An excused absence is an absence caused by a parent or guardian for a reason acceptable by the principal. Each student regularly enrolled in the Shattuck Public School System is expected to attend school every day that the school is in session except in the case of emergencies or other authorized school activities for which a student has been specifically excused. Students will not be allowed more than 10 absences per semester per class in order to receive credit for that semester. Any student participating in an activity in the afternoon or the evening must be in school half, (4 periods), of that day to be eligible to participate unless prior arrangements, necessitated by some emergency, are made by the parent.
  - b. **UNEXCUSED ABSENCES** - An absence for any reason other than those listed for excused absences will be unexcused. An unexcused absence means a zero may be recorded for each class the student missed. At the teacher's discretion makeup material may be given to the student. Absences due to suspensions are considered unexcused.
  - c. **TRUANCY** - If the student is absent without permission or knowledge of the parent and school officials, he/she is considered truant. Absences due to truancy are unexcused.
5. **REPORT OF ABSENCES** - When a student is absent, the parent or guardian should call the school on the morning of the absence and report the reason for the absence. A note or phone call from the parent or guardian stating one of the reasons for absence stated above will result in an "excused absence" admit.
  6. **TARDINESS** - Three tardies will be equivalent to one unexcused absence. A student is considered tardy if not in his/her seat when the bell rings to begin the class period.
  7. **CLOSED CAMPUS** - Shattuck Schools is a closed campus. Students are required to be at school the entire day. **Under no circumstances shall a student leave school during school hours without checking out with the office and signing the check out sheet.** If you need to leave the school grounds during school hours, no matter the cause, whether by request of a teacher or for personal reasons such as sickness, you must report to the principal's office for permission before leaving. Students who have left and are returning to school must be cleared through the principal's office.

8. CLOSED CAMPUS EXCEPTION - During lunch, 7-12 grade students may walk to area businesses for lunch. This policy may be revoked by the principal at any time. This is a privilege not a right.
9. MAKE-UP WORK - If you are absent from school, you must make up all the work that was missed. It is the responsibility of the student to ask his/her teachers for make-up work on the first day back to school or prior to an anticipated absence. The student will be given as many days to hand in the make-up work, as he/she was absent. Class time missed due to authorized school activities will not be counted as an absence against the student.
10. ACTIVITY ABSENCE - Students must be in attendance a minimum of 90% each semester in order to receive credits. All school sponsored activities are subject to this policy.
11. All doctor, dentist, optometrist, etc., appointments should be scheduled after school hours, if at all possible. If a student must attend a doctor etc. visit, a note from the physician etc. must be turned in to the office. If a physician etc. determines that a student must miss any extended number of days, documentation from that physician etc. must be turned in to the office for consideration by administration. Special consideration may be given in extreme cases where the conditions would be hospital confinement or an illness at home when it is impossible to carry out the home bound teaching option. School administration will determine if special consideration of absences is warranted. Any disagreement(s) with the administrative decision may be appealed to the board of education.

## SECTION C: ACTIVITIES/ATHLETICS

The Shattuck Board of Education presents the opportunity to participate in extra-curricular activities to each student. The purpose of these activities is to help them develop into well-rounded persons. Each extra-curricular activity must have at its base some educationally sound rationale. It is the desire of the Shattuck Board of Education that the students who participate in these activities have developed an interest that they will carry with them throughout life. Any activity must be first cleared through the principal's office.

1. ELIGIBILITY - The Oklahoma High School Activities Association sets up eligibility rules for athletics and all other activities. Eligibility is determined on both a semester and weekly basis. To be eligible to participate in any extra-curricular activity a student must have passed six subjects that would count toward graduation or promotion, during the preceding semester to be eligible for the following semester.

Students not passing all courses as of the close of school Wednesday, will be placed on a failing list. If a student is on the failing list two consecutive weeks he/she will be ineligible the following week of that semester.

The eligibility participation will run from Monday through the following Sunday while the eligibility qualification week will run from the close of school Wednesday through the following Wednesday. Any student participating in an activity in the afternoon or the evening must be in school for half of that day, (4 periods), to be eligible to participate.

**All Students and teachers are reminded that the weekly grade check does not apply only to grades made within the one week period, but should include all grades from the first day of the semester through the day that the check is made.** The grade given on the weekly grade check shall be the grade that would be given if the semester were to end at that time.

By close of school each Wednesday, beginning with the third week of the semester, all teachers will have their grades entered for eligibility purposes. A list will be compiled and posted of those students who are either ineligible or on probation for the following week.

### SPECIAL PROVISIONS:

- A. A senior or 12th grade student may maintain eligibility if he/she is passing in all classes required for graduation with a minimum of 4. The concurrent enrollment at a college may be used to determine the number of classes.
- B. An ineligible student who changes schools during a semester will

not be eligible at the new school for a minimum of three weeks

and then must meet the academic standard.

C. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. Administrators may make an exception to this provision if the incomplete grade was caused by unavoidable hardship.

D. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of the end of a semester rule.

E. New students are not eligible to participate in extra-curricular activities for 10 days after enrolling to determine their eligibility.

2. **ACTIVITY TRIPS** - All students will go to and come from out-of-town school activities in school-arranged transportation. In some cases, the student may be allowed to return after the activity by some other means, subject to the following regulation—in advance of the activity, the parent must contact the administration in person or by telephone if the student is to return with another parent or family member. If a student is to return with his/her parent, the parent is to tell the coach or sponsor that they will take their child home with them. This regulation applies to all activities.
3. **CHEERLEADERS** - The High School Principal will appoint a cheerleader sponsor. The sponsor and the cheerleaders will set a minimum number of rules and regulations to insure a smooth and orderly operation of the corps. These will be set at the beginning of the season as a new need arises for a specific rule or an additional regulation.
  - a. **Fund Raising** - The cheerleaders will be involved in a variety of fundraisers to cover the cost of the summer camp, uniforms and equipment. All proceeds from fundraiser projects will be placed in the Cheerleaders' respective school activity fund sub-account to cover necessary expenses incurred by the corps. The school board must approve all fundraisers. Cheerleaders will be elected for a one-year period.
  - b. **Requirements of Cheerleaders**
    - i. Must be 7th-12th grade students at the time they will be serving as a cheerleader. For a complete copy of policies regarding cheerleaders please refer to the cheerleader contract.
    - ii. Must maintain eligibility requirements for extra-curricular activities.
4. **LETTER JACKETS** - Students lettering in any sport that is offered by Shattuck High School, academic team, or vocal may order a letter jacket through the school. Each student will be responsible for the total cost of his or her own jacket. The jackets will be ordered through

a vendor selected by the administration. A student who participated in an activity during his/her freshman year may order a jacket at the end of their Freshmen year. All orders for letter jackets will be placed at the same time, the date to be determined by the administration. A student lettering in athletics, academic team, or vocal may order a jacket with a letter "S".

5. CLASS ORGANIZATION - Classes will have class meetings during the first week of school to determine their respective class officers. Students will be encouraged to file and campaign for positions of class officer. The following officers will need to be filled by popular vote of the class: President, Vice-President, Secretary-Treasurer and Reporter. Two students will also be elected to fill the offices of Class Representatives to the Student Council.
6. CLASS OR ORGANIZATIONAL TRIPS AND PARTIES - Parties for clubs and other organizations are permitted if properly supervised. Class or organizational outings or field trips may be taken if they are determined to be educational and are approved by the administration. Permission slips are required for every student.
7. STUDENT COUNCIL - The Student Council will provide valuable training in the democratic processes of government besides being lots of fun. It is hoped that every student will take pride in this student organization and do his or her best to insure its success. An election will be held in August for the slate of officers that will take office in the fall. Those officers shall be: President (must be a Senior), Vice-President, Secretary-Treasurer, and Reporter.
8. INSURANCE - A student insurance policy will be made available to all students. The school will not pay any portion of the insurance premium. All athletes will need to sign a special release form, stating that you are covered on other insurance, or take the coverage to be eligible to participate in the athletic program.
9. PROM - The Sophomore-Junior-Senior Prom will be held annually. The Junior Class, along with the class sponsors, will be responsible for making the proper arrangements at least six weeks in advance of the date set for the event. The principal must approve all arrangements before becoming final. Freshmen may attend as a escort of a Sophomore-Senior. All out of town dates and those who are no longer in high school must be approved by the Principal. 7<sup>th</sup> and 8<sup>th</sup> graders are not eligible to attend.

## **SECTION D: DISCIPLINE**

### **1. TEACHER AUTHORITY**

The teacher is charged with the responsibility of quality instruction in the class-

room and is given the authority to discharge that responsibility.

The teacher may administer or prescribe punishments consistent with school policy and posted classroom policy up to but not including suspension from school or the class. However, the teacher may recommend suspension of a student to the principal.

The student is reminded that the teacher has control over him/her at school functions. Any refusal to obey a request or order of a teacher will be considered a serious rule violation.

These general rules of conduct are also in force whether in transit to or from school, or under public supervision to or from school, or when present on any property that belongs to or is under the control of the Shattuck Public School District and at any school function on or off campus.

## 2. STUDENT DISCIPLINE

In compliance with Oklahoma School Law 6-114, Shattuck Public Schools has adopted a Discipline Plan. The intent of this plan is to inform students of the procedures followed if their behavior is not acceptable, and to prepare school administrators for their disciplinary responsibilities. Discipline will be administered according to the severity of the offense. Discipline measures may include:

1. Warn students (verbal or written)
2. Advise parents
3. Remove from class or group (temporary or permanent)
4. Parental conference
5. In-school detention
6. Alternative School
7. Before/After school detention
8. Review committee-composed of teachers who know the student and who will review the record and render a written recommendation.
9. Financial restitution
10. Involve law enforcement
11. Refer to other social agencies
12. Probation
13. Suspension
14. Expulsion
15. No early out privilege
16. Any other disciplinary action deemed appropriate under the circumstances

3. BEHAVIOR CONSIDERED TO BE OUTSIDE THE REALM OF ACCEPTABLE STUDENT CONDUCT SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO, THE FOLLOWING:

1. Disruptive actions or conduct during class, between classes,

- or at any time during school while on the school grounds or at any school activity.
2. Inciting, encouraging, promoting, or participating in attempts to interfere with the normal education process.
  3. Vandalism, damage, or destruction of property.
  4. Physical violence, harassment of any kind, or antisocial behavior.
  5. Bringing onto the school grounds, use of, or possession of any type of dangerous item, object, or weapon.
  6. Bringing onto the school grounds, use of, or possession of tobacco products.
  7. Bringing onto the school grounds, use of, or possession of drugs, alcohol, beer, wine, narcotics, or drug paraphernalia.
  8. Breach of the rules of conduct on school buses, in the school cafeteria, or on the school grounds.
  9. The use of abusive, vulgar, or profane language, including obscene gestures.
  10. Insubordination to, disobeying, or defying any teacher, student teacher, substitute teacher, teacher's assistant, principal, or other authorized school personnel.
  11. Showing disrespect or physical violence to any member of the Shattuck Public School staff or to a fellow student.
  12. Talking without consent.
  13. Theft of any property, either public or private.
  14. Repeated truancy and tardiness.

#### 4. STUDENT SUSPENSIONS

##### School Laws of Oklahoma Section 488.2

It is the philosophy of the Shattuck Public School that no students be suspended from school until every means has been exhausted in trying to teach the students obedience to the rules and regulations of the school.

However, when it is evident that a student has no interest in education, is a troublemaker, or chronic truant, then the administration must take action in expelling said student for the best interest of the school. It is not fair to the student body or faculty to force upon them juvenile delinquents whose only purpose is to disturb the normal learning sequence in our school program.

The role of education is too important in our society to allow disruptive influence to hinder or retard it. This is especially true on the part of those students who are so vitally interested in obtaining an opportunity for a good education and are unable to do this because of undue influence of delinquents.

- a. The principal of the school shall have the power and authority to order a student suspended for misconduct. A suspended student is suspended to the custody of the student's parents or guardians, and is not allowed to be on or near school premises nor attend any school activity while the student is under suspension. To do so will result in further suspension. The principal shall, prior to making any decision to suspend, make an investigation of all the facts and circumstances concerning the alleged violation. Based on this investigation, the principal will consider and apply, if appropriate, alternative in-school placement options.

### Short-Term Suspension (B.1 Section 488.2)

If the suspension is for ten (10) days or less, the principal shall present information and evidence gathered during the investigation to the student. The student will then be allowed to respond to the information, evidence and alleged violations. The principal will consider alternative in-school placement options. If in-school placement options are found to be inappropriate by the principal, the student will be suspended. The student will be informed of the decision to suspend them and the length of the suspension. The student shall be informed of their right to appeal the principal's decision to an appeal committee composed of district administrators. The decision of the committee shall be final and non-appealable. The committee's decision shall be confirmed in writing, and a copy mailed to the parents or guardians of the student, the principal, and the Superintendent of Schools.

### Long-Term Suspension (B.2 Section 488.2)

- a. If long-term suspension (more than 10 days) is deemed appropriate, a parent or the student may request a review of the principal's decision the Superintendent of Schools or designee and, following the review of the Superintendent or designee, may appeal to the Board of Education, or, if appointed by the Board, a Hearing Officer.
- b. The Superintendent will re-state the all information, evidence and alleged violations relating to the suspension of the student. The student will be allowed to responds to the information presented by the Superintendent. Based on all information and evidence presented and response statements from the student, the Superintendent will decided to either withdraw or uphold the suspension. If the Superintendent's decision is to uphold, a decision regarding the duration for the suspension will be made. The Superintendent will notify the student of cause and duration of the suspension, in addition to notifying the student of his or her right to appeal the review of the Superintendent to the Board of Education, or Hearing Officer.

- c. Upon full investigation, the Board of Education shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The decision of the Board of Education shall be final.
- d. No out-of-school suspension shall extend beyond the current semester and the succeeding semester.

### Grounds for Suspension (C.1 Section 488.2)

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

- a. violation of a school regulation
- b. immorality
- c. adjudication as a delinquent for an offense that is not a violent offense
- d. possession of an intoxicating beverage
- e. 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.
- f. Possession of a dangerous weapon
- g. Possession of a controlled dangerous substance

### Suspension for Possession of a Firearm (C.2 Section 488.2)

Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, to be determined by the district board education pursuant to the provisions of this section. The term of suspension may be modified by the Superintendent on a case-by-case basis.

All suspensions shall take place immediately upon the suspension order unless the principal or the superintendent of schools shall delay the suspension pending the appeal process. It shall be the general policy to stay the imposition until the appropriate appeal process is completed; however, if the presence of the student at the school poses a risk of danger or harm to that student, their classmates, employees of the school system, or the property of the school system, then the suspension shall be immediate.

## 5. PUNISHMENT

The administration will have a number of options toward punishment. These options will include, but are not limited to: Detention Hall, in-school detention (ISD), out-of-school suspension, no early out privilege or expulsion from school. Discipline notices will be mailed to parents each time a punishment is imposed by the principal.

### A. DETENTION HALL

Detention Hall will be held as necessary after school. Each student will be required to complete any work designated by the teacher in the

class the student was a disciplinary problem. If a student is placed in detention hall by the principal, the student may work on any school-related work for the entire period and must not disrupt the session in any way. Students should use the restroom, get drinks, and obtain necessary supplies before they come to detention because they may not leave the room for any reason.

The student placed in detention hall will not begin his/her detention until at least the following day, in order to allow them to inform their parents of the placement in detention hall. A student may begin detention on the day assigned if the parent or student so desires. A student may miss detention hall, without penalty, for a doctor's appointment, illness, or any excused absence that day. Any student who missed detention hall for one (1) day will be subject to having an extra day added to his/her punishment.

Students will not be allowed to come to detention if they are tardy. If a student is late for detention it will count as though he/she missed that day. Also, if a student misbehaves in detention he/she will be put out of detention and it will count as though he/she missed that day. It is the parent's responsibility to provide transportation home from detention hall and a place for the child to go if they are dismissed from detention for misbehaving. Students shall be placed in ISD or suspended for flagrant or chronic rules violation during detention.

**B. OUT OF SCHOOL SUSPENSION**

It is the philosophy of the Shattuck Public Schools that no students be suspended from school until every means has been exhausted in trying to teach the students obedience to the rules and regulations of the school.

However, when it is evident that the students have no interest in education, is a trouble maker or chronic truant, then the administration must take action in expelling said students for the best interest of the school. It is not fair to the student body or faculty to force upon them juvenile delinquents whose only purpose is to disturb the normal learning sequence in our school program.

**C. ALTERNATIVE SCHOOL**

**D. EARLY OUT POLICY**

Students who are in good standing with the school will be

dismissed from school on the days listed on the school calendar as “Early Out Day” at 1:37 pm. On the designated Early Out Days, buses will run routes at 1:37 p.m. as an ending time for the school day. Each class period will meet on these days using an abbreviated schedule.

Students who are not in good standing with the school can have their school day extended until 3:20 p.m. The judgement of who will be required to extend their day will be made by the administration of Shattuck Public Schools. Students that will be required to extend their school day thru 3:20 p.m. are students who are on the ineligible or probation list.

Possible reasons to be required to extend a student's school day are listed but not limited to the following list:

- Truancy
- Excessive tardies
- Excessive absences
- Late/missing homework
- Discipline issue

## 6. STUDENT SEARCHES

School officials have the authority to search lockers and on-campus vehicles when necessary. Strip searches will not be used.

## 7. BULLYING AND HARASSMENT

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

Harassment, intimidation, and 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 set forth above may include, but is not limited to:

1. Verbal, physical, or written harassment or abuse;

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

The superintendent/principal shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

## 8. SEXUAL HARASSMENT

The Shattuck School forbids discrimination against, or harassment of, any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students, employees and non-employees volunteers whose work is subject to the control of school personnel.

Sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented kidding, teasing, double meanings, and jokes.

(further information concerning sexual harassment can be found in the Shattuck Board Policy Manual)

## 9. DISCRIMINATION GRIEVANCE PROCEDURES

Any student who believes he/she has been discriminated against because of race, color, and national origin, sex, and age, qualified handicap or veteran status may proceed according to the following procedures without fear of reprisal:

- The student should discuss the grievance with his/her teacher.
- If a satisfactory solution is not reached the student should submit a written grievance to the principal stating the nature of the grievance. The grievance should be filed within 10 days (excluding holidays, Saturdays and Sundays).
- The principal will notify and schedule within 10 days a hearing with the student, the counselor and any person responsible for the policies or practices alleged in the written grievance. The counselor will issue a decision or solution

within 10 school days of the hearing.

- If the student is not satisfied with the decision, the student should notify the principal within 10 school days and a meeting with the building principal, the student and any person responsible for the policies or practices alleged in the grievance. The building principal will issue a decision within 10 school days of the hearing.
- If the student requests further appeal, the student should notify the principal within 10 school days. The principal will notify the superintendent. The superintendent will issue a final decision to the student within 15 days.

#### 10. STUDENT CODE OF CONDUCT

Some rules are necessary. They are instituted in the belief that they are in the best interests of our students. All students are encouraged to conduct themselves at all times in such a manner as to reflect credit on themselves, their parents and the school. You are encouraged to talk freely with teachers and the principals about any personal problems that you may have. You will find them glad to listen confidentially and ready to give help.

#### 11. IMMORALITY

No student will engage in acts of immorality.

#### 12. PROFANITIES AND/OR VULGARITY

No student will use vulgar or profane language, expressions or gestures.

#### 13. INTERFERENCE WITH NORMAL EDUCATIONAL PROCESS

Each student is an individual with the ability to decide if he/she will learn. However, no student will be allowed to make that decision for the students around them. Any student that is a chronic disruption of the educational process will be dealt with accordingly.

#### 14. CHEATING

Any student caught cheating on homework or tests shall receive a zero for that item.

#### 15. CLASSROOM RULES - Each teacher, with the approval of the Principal, will post in the classroom a set of "classroom rules" and the consequences for breaking them. These rules will be in addition to the regulations in the student handbook and should there ever be a conflict between the two the handbook will take precedence over the classroom rules. These rules will vary depending on the teacher and the subject being taught.

16. HALL PASSES & MOVEMENT IN BUILDINGS - In the morning and at noon, you will be expected to go directly to your locker and then to your next period classroom. Please do not loiter or linger in the halls, creating a crowded condition. Keep your voice low while passing between classes. Do not ask permission to leave class unless it is urgent. Students are expected to have a hall pass if leaving the classroom during the class session. Three minutes are allowed to change classes, go to the restroom and get a drink.

17. STUDENT DRESS AND APPEARANCE - Students should present a neat, conservative, and appropriate appearance during school hours. Student dress should be clean, neat and in good taste at all times. A student whose extreme appearance create a distraction or interferes with the normal orderly process of the instructional program or the management of any school program will be subject to discipline until corrections are made. Final judgment on the inappropriateness of student appearance will be made by the administration. The administration will determine proper dress using the following guidelines.

- A. Shoes will be worn at all times (no house shoes)
- B. Clothes will not be excessively tight, baggy, or have inappropriate holes in them. Holes may not be excessively large or be in inappropriate places.
- C. The waistband of all garments will be not be worn below the hipline (no sagging or dragging).
- D. Shorts, dresses, and skirts may be no shorter than mid-thigh length. No short shorts or bicycle shorts may be worn. (Cutoff pants may be worn as long as they are hemmed and meet the requirements of mid-thigh length.) JH/HHS students may wear shorts until Nov. 1 and after March 15<sup>th</sup>.
- E. Hair must be clean and well groomed at all times. Boys' hair will be cut so that it will be out of the eyes and off the collar at the back. The hair on the sides can be grown to the bottom of the ear lobe as long as the hair does not get too bushy on the sides or in the back. Facial hair will be trimmed and well groomed. Mohawks at any age are not permitted. Keep in mind that the principal will have to make judgment on whether a student has too much hair on top, on the sides, or in the back. Hair color other than natural color (as judged by the administration) will not be allowed. It is the prerogative of the individual sponsors to make additional requirements of the students involved in the activity or organization that they sponsor or direct.
- F. See through clothing, low cut blouses, bare midriffs, tank tops, crop tops, bare backs are not permitted. Shirts must be long enough to tuck into the waistband.
- G. No body piercing of any kind. Earrings are limited to the ears only

and only for females.

- H. Tattoos are not allowed to be visible (and should be covered) during school or any school sponsored activity.
- I. Any clothing accessory that could be used as a weapon such as chains, handcuffs, studded gloves, studded bracelets ect. will not be permitted.
- J. Pajamas, lounge pants or flannel pants are not allowed. Sweat pants with writing on the backside are not acceptable.
- K. Clothing may not have any vulgar or profane expressions or advertisements for tobacco, drugs or alcohol. Hats or bandanas shall not be worn inside any building unless they are part of a required uniform for a skit or play.

The principal will have the right to declare a student's clothing unfit for the school atmosphere, and require the student to correct the type of clothing worn. Any method of dress that interferes with or disrupts the normal education process is not permitted.

18. STUDENT VEHICLE RULES - Students may park in the three parking lots provided for them

- A. The cement parking lot West of the new gym.
- B. The gravel parking lot on the corner of 6th and Hickory.
- C. The athletic facility parking lot.

(VEHICLES ARE NOT TO BE MOVED DURING SCHOOL HOURS, INCLUDING LUNCH, UNLESS SPECIAL PERMISSION FROM THE PRINCIPAL IS GRANTED AND/OR THROUGH PARENTAL PERMISSON.)

19. USE AND POSSESSION OF TOBACCO PRODUCTS IS PROHIBITED ON SCHOOL PROPERTY.

20. ASSAULT OF FACULTY/STAFF - Any student assaulting a staff member or causing assault on a faculty or staff member may, after an investigation by the principal, be subject to suspension for two semesters. Any student who verbally assaults a faculty/staff member may be suspended or placed in ISD, depending on the severity of the incident.

21. INAPPROPRIATE DISPLAY OF AFFECTION IS PROHIBITED.

22. VANDALISM - The Shattuck Board of Education will prosecute any individual who willfully destroys, mutilates, or disfigures public school property of any kind to the fullest extent of the law. Section 526 School Laws of Oklahoma 1971 makes parents or guardians responsible for up to \$1,500 for willful destruction of school property by their children. Students may be punished and/or required to rectify their misdeeds.

23. FOOD AND/OR DRINKS IN SCHOOL FACILITIES IS PROHIBITED.  
Only bottled water is allowed.

24. STUDENT OFF-CAMPUS BEHAVIOR

This section deals with student behavior off-campus on school days between the time students leave home and come directly to school in the morning and until they get home by the most direct route or to work after their school day is finished.

Students are under the supervision of the school authorities during these times and will be disciplined for violations of law or school regulation violations.

- A. Private property near the school will not be entered by students except by invitation of the owner.
- B. Student car regulation violations will be dealt with by revoking the privilege to drive to school. The regulations covered here under are:
  - \*All Oklahoma laws must be obeyed.
  - \*Speed limits around the school are 20 miles per hour.
  - \*Cars will not drive through a crowd or near any person in the street around school. All cars must stop to allow pedestrians to cross the street.

25. WIRELESS ELECTRONIC COMMUNICATION DEVICES - Students shall not be permitted to use wireless telecommunication devices, including electronic pagers, cellular phones, I-Pods, MP3 players, etc., on the premises of this school district during regular school hours with the exception of before school, lunch period, and at the discretion of the teacher. Use of these devices at school sponsored activities will be at the discretion of the sponsor. Cell phones are to be turned off and not in use during regular school hours. Any unauthorized device found will be taken from the student's possession and disciplinary action taken.

- 1<sup>st</sup> offense - Cell phone returned to the student at the end of the day.
- 2<sup>nd</sup> offense - Parent signs for and picks up the cell phone from the office.
- 3<sup>rd</sup> offense - Disciplinary action
- 4<sup>th</sup> offense - possible expulsion

All electronic devices are the responsibility of the student. Shattuck Schools will not be liable for lost or stolen items.

26. FIREWORKS - Students shall not possess or ignite fireworks of any kind on school grounds, buses or at any school activity or function.

27. DANGEROUS WEAPONS - Students are not to bring dangerous weapons to any school function. Violators will be dealt with in accordance of School Board Policy and State and Federal law.

28. CHEMICAL ABUSE POLICIES

A. SHATTUCK PUBLIC SCHOOL DRUG FREE PROGRAM

Shattuck Public Schools have adopted, and will implement, a drug prevention program for all students and employees. This program will be a guideline for the students and employees to follow in order to prevent drug and alcohol abuse in our school.

Shattuck Schools will not tolerate the distribution or use of illegal drugs on its campus by employees or students. The following guideline for students will include:

1. Student Statement of Philosophy

The Shattuck School Board and Administration considers the possession and/or use of illicit drugs and/or alcohol unlawful, wrong, and harmful to the health of students. Therefore, in order to create and manage a drug free school environment, the following policies will be enacted:

- a. All illegal drugs and/or alcohol (including low point beer) are prohibited on any campus of Shattuck Public School or at any student activity.
- b. Any student using, distributing, or harboring a controlled substance will be disciplined according to the policies stated in the Shattuck School Board Policy Manual. (See Shattuck School Board Policy.)
- c. Shattuck Public Schools will publish in its handbook the Shattuck School Board Policy for a Drug Free Campus and its policies for students who are in violation. Also, a copy of the policy will be sent to parents to be signed and placed in the student's permanent file. The statement will verify that the parents were notified and that they understand the policies of the Shattuck Schools concerning drug abuse.
- d. Shattuck Public Schools will review its Drug Program and its effectiveness, and will make changes if needed. The Board of Education and the Administration as well as a Committee made up of students, teachers and parents will conduct this review for Drug Free Schools. All policies will adhere to the laws set forth by the State of Oklahoma and the local School Board Policies.
- e. Any personnel, certified or support, which reports a violation of our drug policy will be immune from any liability.

## B. SHATTUCK PUBLIC SCHOOL BOARD CHEMICAL ABUSE POLICY

### Drug Abuse Policy

It shall be the policy of the Shattuck Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession:

- 1) intoxicating beverages (including low point beer);
- 2) alcoholic beverage; or a
- 3) controlled dangerous substance;

as the state law defines the above, shall immediately notify the principal or his/her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter.

Reference: O.S. title 70 Section 24-133 (July 6, 1981) Adopted 5/2/83.

The Drug Abuse Policy does include night activities and does include ALCOHOL as a drug.

The principal shall have the right to search a student who is suspected of harboring a controlled substance. Any student found harboring a controlled drug, or attending school or attending a school activity after having ingested such drug shall be disciplined according to the following Board Policy:

### Philosophy Statement

The Board of Education and the Administration recognizes and believes that the possession and/or use of illicit drugs and/or alcohol (including low point beer) is unlawful and harmful to the health of the students. Therefore, the following policy is enacted and possession/use of drugs/drug paraphernalia/alcohol (including low point beer) will not be tolerated.

### Student Drug Policy

The Board of Education prohibits students from knowingly possessing, using, transmitting, or being under the influence of any prohibited or controlled substance. The policy is in effect by law within one thousand feet of school property, on school property, and on any school bus during the normal course of the school day or in attendance at a school sponsored activity (on or off campus).

Students who violate this policy shall be subject to discipline deemed appropriate in view of all the facts and circumstances, including the possibi-

ties of:

- In-house detention.
- Out-of-school suspension.
- Alternative education placement.
- Expulsion.
- Referral to appropriate law enforcement officials.

Students who are found to have sold any prohibited or controlled substance to another person on school grounds or at a school activity, function, or event shall be expelled and criminal charges will be filed. School lockers and parking lots are school property and are subject to search if there is reasonable cause to believe that contraband or illegal substances are present. An alert by a drug-trained dog will be such a cause.

### C. Student Drug Testing – See Attached

#### 29. DISTRIBUTION OF DRUGS ON CAMPUS

Any student or employee distributing illegal drugs will be dismissed or suspended and the County sheriff will be contacted. Students will be suspended for one year or two consecutive semesters.

#### 30. DRUG DOG POLICY

Shattuck School Board has authorized the use of "drug dogs" in the schools, on the school grounds and parking lots of the Shattuck Public Schools. School officials have the authority to search students, lockers and vehicles when necessary.

#### 31. SCHOOL BUS RIDER RULES

Students are reminded that the bus driver has full authority on the bus. He/she does have the right and the duty to expect your cooperation. He/She may report incidents to the principal. The school administration has the right to stop your riding of the bus at any time your conduct does not lend itself to the general welfare of the group. Repeated warnings by the bus driver may lead to you being suspended from riding the bus.

School bus riding is a privilege and the student may lose his/her privilege if he/she does not obey these rules. This means he/she will have to provide his/her own means of transportation. Students who ride the bus to and from school are under the jurisdiction of school authorities from the time they board the bus in the morning until they leave the bus at home in the evening.

Previous to loading (on the road and at school)

- A. Be on time at the designated school bus stop -- keep the bus on time.
- B. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting for the bus.
- C. Wait until the bus comes to a complete stop before attempting to

- enter.
- D. Be careful in approaching the bus steps.
  - E. Bus riders are not permitted to move toward the bus at the loading point until the bus has been brought to a complete stop.
  - F. Keep hands and head inside the bus at all times after entering and until leaving the bus.
  - G. Assist in keeping the bus safe and sanitary at all times.
  - H. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
  - I. Treat the bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender or his parents.
  - J. Bus riders should never tamper with the bus or any of its equipment.
  - K. Leave no books, lunches, clothes or other articles on the bus.
  - L. Keep books, packages, coats and all other objects out of the aisles.
  - M. Help look out for the safety and comfort of all small children.
  - N. Bus riders are not permitted to leave their seats while the bus is in motion.
  - O. Horseplay is not permitted around or on the school bus.
  - P. Bus riders are expected to be courteous to fellow students and the bus driver.
  - Q. Keep absolutely quiet when approaching a railroad-crossing stop so that the driver can hear any approaching train.
  - R. In case of an emergency, students are to remain in the bus and in their seats unless told to do otherwise by the driver.
  - S. The use of tobacco in any form is not permitted on the bus.
  - T. Never throw any object from the window of the bus.
  - U. No fireworks.
  - V. No gum, drinks or food will be permitted on the buses. No school bus will stop at stores.
  - W. When crossing the road, go at least ten (10) feet in front of the bus stop, check for traffic, watch for the bus driver's signal, then cross the road.
  - X. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
  - Y. The driver will not discharge riders at places other than the regular bus stops except by proper authorization from school officials.

Students may not ride buses other than their own without a note from parents and prior school approval. Guests on buses will be limited to

two persons who have parental approval and prior school approval.

Students that bus drivers have to report to the principal will be disciplined in the following manner:

1st offense---2 weeks suspension from bus riding privileges

2nd offense---Semester suspension from bus riding privileges

3rd offense---Remainder of year suspension from bus riding privileges

## SECTION E: OTHER SCHOOL POLICES

### 1. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Shattuck School District will make no policy that violates the Family Educational Rights and Privacy Act of 1974. A copy of any and all of the pupil's official records will be available to parents and/or legal guardians no more than fifteen (15) days after filing an official request for such information.

Annual notification to parents or eligible students currently in attendance must include a statement that the parent or eligible student has the following rights to:

- A. Inspect and review the student's education records;
- B. Request amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights;
- C. Consent to disclosures of information in education records, except where consent is not required to authorize disclosure;
- D. File complaints with the U.S. Department of Education concerning alleged failures to comply with confidentiality requirements; and
- E. Obtain a copy of the local adopted policy.
- F. Notification methods shall be effective for parents and eligible students whose primary or home language is other than English.

Parents and eligible students have certain rights concerning education records. These rights are as follows:

- A. Except as limited under 34 CFR 99.12, parents or eligible students shall be permitted to inspect and review the education records of the individual student;
- B. Receive response to requests for access to records without unnecessary delay and before any meeting regarding an IEP or due process hearing related to the identification, evaluation, or placement of a child, but in no case more than 45 days after the request is received;
- C. Receive response to reasonable requests for explanations and interpretations of the records;
- D. Request and receive a copy of records if failure to do so would effectively prevent the parent or eligible student from exercising the right

to inspect and review records. Minimal fees for copies of the records can be charged, if the fee does not effectively prevent the parent or eligible student from effectively exercising their rights. Fees may not be charged to search or retrieve education records of a student.

- E. Eligible students who are prevented from access to treatment records under 34 CFR 99.3 may have those records reviewed by a physician, psychologist, or other appropriate professional of the student's choice; and
- F. Parents have the right to have their representative inspect and review the records. ("Parent" includes a student's natural parents, guardian, relatives or stepparents with whom a child lives or individuals such as surrogate parents acting as a parent in the absence of a parent or guardian.)

A pupil's folder will be sent to another school. Parental consent is not needed. The school will not release the folder to any agency unless such agency is defined to Section 438 of P. L. 93-380 without written consent. Disclosure of records will be in accordance with 34-CFR-99031 of Family Education Rights and Privacy Regulations.

Randy Holley, Superintendent

## 2. CAFETERIA

The school under the state supervised hot lunch program operates a cafeteria. Nutritious and plentiful meals are served at a minimal cost to students and school employees. No margin of profit is permitted under this program; therefore, it is essential that every person pay for his or her meal if it is at all possible for him or her to do so. All students will be encouraged to have their parents make an application with the superintendent's office for reduced rates for their lunches. Individual meals for grades 6- 12 will be served at a cost of \$1.10 (breakfast) and \$2.20 (lunch) for students and \$1.75 (breakfast) and \$2.75 (lunch) for school employees. Visitor meal costs are \$2.25 (breakfast) and \$4.50(lunch). Application forms for parents to request free or reduced rate meals for their children may be obtained from the school office or by calling 580-938-2586.

## 3. TEXTBOOKS & CHROMEBOOKS

Free textbooks are provided in most of the classes. Chromebooks will be issued to every student. You are expected to take good care of these items and to pay for any damages that occur while the item is issued to you, or to pay for a new item if you lose it.

#### 4. TELEPHONE

The office telephone is for business use only. Please do not use it for other purposes and limit your calls as much as possible. No long distance calls are permitted without consent of the principal. Please request permission before picking up the phone. Excessive use of school telephones cannot be tolerated and restrictions will be placed on students who use them in this manner. Unless it is an emergency, callbacks will be used at breaks rather than calling students out of class.

#### 5. ASSEMBLIES

Assemblies will be announced and will be conducted by the principal.

#### 6. LOST AND FOUND

Please turn over to the office any articles you find around the school. Found articles will be placed in a box in the office for this purpose. You may claim them from the principal. Lost items should be reported immediately to the office. After a period of time, found articles will be disposed of in an appropriate manner. Please label all personal items.

#### 7. FUND RAISING

According to local board policy, all school organizations, classes and/or programs will be restricted to a maximum of two fundraisers per year. Due to regulations passed by the 1989 legislature, the local school board must approve all fundraisers. This means that all groups planning to hold fundraisers should choose priorities and place them on the list to have them approved by the board at one of their regular meetings.

#### 8. FEES

Technology fees are charged in Shattuck Schools and individual teachers may require the students to purchase additional classroom supplies. Dues are required for membership in some organizations. Students will be informed by the sponsor for the cost of membership.

#### 9. AWARDS

Students at Shattuck are eligible for activity and academic awards based on scholarship, citizenship, leadership, sportsmanship and improvement in class work.

#### 10. SHATTUCK PUBLIC SCHOOL'S PROGRAM FOR HANDICAPPED STUDENTS

Under the direction of the State Department of Education, the Shattuck Public School System is seeking to locate and identify all handicapped persons between the ages of birth and 21 years of age who have not received twelve years of education, and who are residents of the Shattuck School

District.

Those who might qualify for services will fall under the following categories: (a). Mentally handicapped (b). Physically handicapped (c). Learning disabled, (d). Visually impaired (e). Hearing impaired (f). Deaf (g). Seriously emotionally disturbed (h). Other health impaired (i). Speech and language delayed and (j). Multiple handicapped.

Those who qualify may be provided some or all of the following services; (a). Screening (b). Education and related service evaluation, (c). Individual education programming (d). Related services such as physical therapy, transportation, and (e). Referral to other agencies for assistance. Public Law 94-142 mandates that all services are provided at public school expense.

Parents are guaranteed the right to inspect all information collected and to require the accuracy of such information. Access by an unauthorized person to information that would identify an individual child, without the written consent of the parent, is prohibited.

For further information concerning the services at Shattuck Public Schools, contact Randy Holley, Superintendent, or Ann Peetoom, Special Services Director at 580-938-2586.

## 11. LIBRARY REGULATIONS

The books, software and hardware of the Shattuck School Library Media Center are available to be used by the students, teachers, and support staff of the Shattuck Public Schools. This policy explains the procedures and rules for circulation of all materials that will prevent the abuse of the library and allow maximum advantage for all library users.

- A. All books will be checked out for a period of two weeks. Each book may be rechecked for one additional week. If a book becomes overdue the student will be charged 5 cents per day for each day the book is overdue. If a book is lost, the student will be expected to pay for the book.
- B. Reference books will not be allowed to leave the school for any reason. A student may take the book to the classroom for the class period and return it at the end of the period. Each teacher having the students do reference work should be responsible for the return of materials to the center. Teachers wishing to check out reference materials may do so for a period of one week. If additional time is needed, items may be rechecked for one week.

- C. Persons wishing to use recording and projecting equipment should schedule its use with the librarian several days in advance. In this way the equipment will be available at the right time for the person needing it.
- D. All hardware should be checked out by teachers only. There will be a logbook available and as each piece of equipment is checked out, the teacher will sign his/her name, write in the date and time, and type of equipment. When the hardware is returned a line should be drawn through the name. With this method, the librarian will know where all the equipment is at all times.
- E. Equipment shall not be loaned to individuals (including teachers) for personal use. Community organizations, including church groups, may borrow the equipment; however, video tape recorders, and cameras as well as other specialized equipment, will not be loaned without specific approval of the Superintendent.

## 12. SCHOOL LOCKERS

Lockers are not provided with combination locks. If you wish to provide your own lock, it must be a combination lock and the combination must be on file at the principal's office. If access to your locker is needed and no combination is on file the lock may be cut off.

Any physical abuse of your lockers by rough handling, writing or gluing items in or on them, forcing the doors against items in them or other destructive actions will result in expedient punishments, payment for damages and could result in your loss of the use of a locker.

Please keep lockers closed and keep your lockers neat. Locker inspection may be called at any time by the principal. Lockers are not to be decorated without specific permission of the principal.

## 13. FIRE DRILLS

State law requires periodic fire drills. Diagrams are posted in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a fire drill:

- A. Lights out.
- B. Windows closed.
- C. Walk rapidly, single file, do not run.
- D. Take purses or any personal valuables with you. Books should be left in the room.
- E. Do not wait for others to join you. Do not re-enter the building until the all clear is given.
- F. Keep 100 feet from the building. Do not block roadway.

- G. Stay with your group or class.
- H. Teachers shall take grade books with them and call roll as soon as their group reaches a safe location. Students that are missing must be reported to the principal at once.

#### 14. TORNADO DRILLS

State law requires two annual tornado drills. Instructions for tornado drills have been carefully planned.

#### 15. STUDENT INVITED GUESTS

Students will not be permitted to have guests visit unless approved by the principal.

#### 16. ILLNESS OR INJURY DURING SCHOOL

Limited first-aid measures can be taken at school for minor injuries, but more serious ones will be taken to the emergency room at the Shattuck Regional Hospital unless the parent(s) or guardian(s) has made other arrangements. Students must have permission forms signed by a parent or guardian for hospital treatment.

Students too ill to remain in class will be sent home if the parents or guardians can be contacted. If no contact can be made they will be kept at school so as to observe their progress until the buses run or the parents/guardian can be reached.

#### 17. RELEASE OF PUPILS

Students will not be released from school by teachers or administrators to anyone except the parent or guardian without a complete investigation of such release. Parents or guardians should clear the release of students from school with a phone call to the principal.

#### 18. REPORTS OF STUDENT PROGRESS AND BEHAVIOR

- A. Report Cards - will be distributed as soon as possible following the end of the semester grading period. All students should make sure that a grade is recorded for each subject or class that you are enrolled in during each grading period. Report any problems to your teacher or principal.
- B. Ineligible or Probation Reports - will be mailed on a weekly basis to parents or guardians of those students who are in danger of failing a class.
- C. Disciplinary Referral Forms - will be mailed to the parents/guardians of any student that has committed a violation of school rules and policies that is deemed necessary by the principal.

## 19. SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, the school may be closed or starting time may be delayed. School closing, delayed starting times or early dismissal will be posted to the school website, [www.shattuck.k12.ok.us](http://www.shattuck.k12.ok.us), a school wide text message, and/or announced over radio stations K101, 100.1, Z-92, and Oklahoma City television channels 4, 5, and 9.

## 20. CLASS MONIES

Class treasurers or sponsors will deposit all collections for class funds with the School Activity Fund Treasurer.

## 21. RECEIPTS FOR ALL STUDENT MONIES COLLECTED

Sponsors of any class or organization that receives monies from students shall issue pre-numbered receipts to each student that turns in money. The copies of these receipts shall be turned in with the money to the School Activity Fund Treasurer and the totals of receipts must balance with the amount of money.

## 22. NON-DISCRIMINATION

Section 504 of the Rehabilitation Act of 1973, 29 U. S. C. 794: "No otherwise qualified handicapped individual shall, solely by reason of their handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IV of the Civil Rights Act of 1964, 45 U. S. C. 2000d through 2000d-4: "No person in the U. S. shall, on the basis of race, color or national origin be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under an educational program or activity receiving federal financial assistance."

Title IX of the Educational Amendments of 1972, 20 U. S. C. 1681-1683: "No person in the U. S. shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

## 23. AFFIRMATIVE OUTREACH AND RECRUITMENT

Under P. O. 101-392, students who are economically disadvantaged, handicapped, and/or of limited English proficiency (LEP) must be provided with the following information prior to their eligibility for enrollment and in no event later than the beginning of the ninth grade: a) the opportunities available in vocational education; b) specific programs that are available; c) special services that are available; d) employment opportunities; e) placement services and outcomes for specific programs that are available.

24. ANNUAL NOTIFICATION OF THE PRESENCE AND CONDITIONS OF ASBESTOS CONTAINING MATERIALS (ACM) IN THE SHATTUCK PUBLIC SCHOOL BUILDINGS

25. The book containing all facts, locations, conditions and other information is on file in the Superintendent's office and may be inspected by any member of the public upon request.

25. MEDICINE

No medication is available in the school offices. School personnel may, after receiving written authorization from a parent or guardian, administer medicine sent from home according to the directions listed on the label or as directed by a physician. NO MEDICINE will be administered without written permission.

26. BOOKS/EQUIPMENT/MATERIALS

Students are responsible for all books, equipment, and materials assigned to them. Students must pay for assigned school items that are lost or damaged. When students leave school, grades and records will be held until all school items are returned or charges paid.

27. SPECIAL PROGRAMS

Many special programs are available for students with special needs including but not limited to: educable mentally handicapped, multi/trainable mentally handicapped, learning disabled, and gifted/talented. Other special programs include Title 1 classes, Indian education, and speech/language therapy.

28. PROFICIENCY BASED PROMOTION

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

Proficiency Based Promotion is a system which awards credit for students' knowledge in the core curriculum areas, i.e., social studies, language arts, the arts, languages, mathematics, and science through an assessment process. All students in grades K-12 are eligible for Proficiency Based Promotion if they perform at the 90% level on designated assessments. Elementary or secondary students may advance one or more levels in the core curriculum areas.

Students not demonstrating proficiency will be allowed to try again

during the next assessment period. Failure to demonstrate proficiency will not be noted on the transcript.

Assessment periods will be in the fall and spring of each school term. Notifications will be posted in the local newspaper at least a month before testing. Signup sheets are available in the principal's office.

### 29. SCHOOL LOCKDOWN DRILL

One school lockdown drill will be performed each semester.

### 30. MINUTE OF SILENCE

State Law requires that all school sites observe approximately one minute of silence each day.

The Shattuck BOE requires that the staff in charge of daily announcements read "As we begin (end) another day let us pause for a moment to reflect, meditate, pray or engage in other silent activities."

# NOTICE

This is to inform you that SHATTUCK SCHOOLS is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will insure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all that use this facility.

If you have questions, please contact the Office of the Superintendent to schedule an appointment to view a copy of the management plan. A copy of the management plan is also located in this office.

We have read the 2016-2017 Student Handbook and understand the policies and procedures of Shattuck Public Schools.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**THIS ANNUAL NOTICE IS PRESENTED IN COMPLIANCE WITH REGULATIONS ESTABLISHED BY AHERA.**  
\_\_\_\_\_







