

VANNOSS PUBLIC SCHOOL

STUDENT HANDBOOK

2022-2023



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“Striving for excellence in education”

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Policies, regulations and handbooks at Vanoss are under continual examination and revision.

GENERAL INFORMATION

Classes will begin at 8:00 a.m. and will end at 3:00 p.m.

Students will be allowed into the school and classrooms will be open at 7:45. Students are discouraged from arriving before this time because there is no supervision available.

Students are required to enroll in 7 periods a day in grades 7-12. The high school principal and/or the superintendent must approve any exceptions to the above policy.

Students will be responsible for damaging, breaking, or destroying school property and will be responsible for replacement costs associated with such.

Parents will be allowed to walk their child to their classroom during the first week of school after the first week a para will be assigned to walk young students to the classrooms.

Buses will leave the school approximately 5 minutes after the final bell. No students should remain at school after that time unless under direct supervision of an adult in an extra-curricular activity. Elementary students that are parent pickup who remain at school at 3:25 will be sent to Latchkey.

Notice of school cancellations will be given to local and state media outlets, via School Messenger, Class Dojo and the Vanoss School Facebook page.

It is the policy of the Vanoss Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age qualified handicap, or veteran in its educational programs and activities. (DAA)

Students have no reasonable expectation of privacy in school lockers, desks, or other school property – without notice or reason.

INTRODUCTION

We are all very excited about the new school year. It is our wish that you take pride in Vanoss School; we hope that you become involved in your school through vocational programs, clubs, and extracurricular activities. We believe that these activities, coupled with the knowledge acquired in the classroom, enrich your school experience and provide a foundation by teaching you valuable life skills. We hope that you choose to participate in some of the activities listed below. If you have questions regarding involvement contact the High School Office:

Academic Bowl--- *Mission:* To provide students with a venue to challenge themselves academically. **Sponsors: Roy Deering and Skyer Farrill**

Art Club – *Mission:* To provide students with a safe environment to explore the visual arts and foster creativity. **Sponsor: Fay Christian**

BPA--- *Mission:* To develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service. **Sponsor: Erika Laura**

Competitive Athletics--- *Mission:* To aid in the academic, emotional, and physical development of our students through the promotion of teamwork, sportsmanship and athletic competition. **Coaches: Jon Hurt, James Wingfield, Brett Miller, Jacob Grace**

JOM--- *Mission:* To provide opportunities to Native children for achievement through student and parent involvement in academic and cultural education. **Sponsor: Leah Patterson.**

FCA--- *Mission:* To focus on engaging, equipping and empowering coaches and athletes to know and grow in Christ and lead others to do the same. **Sponsors: Emily Schreiber and Beverly Rambo.**

OKSSSP—Trap--- *Mission:* To teach and demonstrate sportsmanship, responsibility, honesty, ethics, integrity, teamwork, and other positive life skills. **Sponsor: Ron Akers**

Esports--- *Mission:* To go beyond gaming and provide students with an opportunity to develop academically and competitively to become innovators and leaders. **Sponsor: Kent Qualls.**

Interscholastic Competitions--- *Mission:* To promote learning and academic excellence among students of varying achievement levels by developing and providing multidisciplinary academic competitions.

Science Club--- *Mission:* To spark an interest in science that allows students to explore and question the subject through hands on techniques. **Sponsor: Skyler Farrill**

Student Council--- *Mission:* to give **students** an opportunity to develop leadership by organizing and carrying out school activities and service projects and to provide a voice for the student body. **Sponsors: Emily Schreiber**

Tech Connect--- *Mission:* To make connections that drive innovation. **Sponsor: Robert Grigg**

4-H---4-H *Mission:* Empowering youth to reach their full potential, working and learning in partnership with caring adults.

FFA--- *Mission:* FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. **Sponsor: Mark Gray**

National Honor Society--- *Mission:* To elevate students' and schools' academics, leadership, and community engagement. **Sponsor: Emily Schreiber**

Native American Club – *Mission:* To promote and educate the culture and diversity of **Native American** heritage and lifestyles. **Sponsor: Leah Patterson**

The purpose of this handbook is to acquaint students, parents, and teachers with the program of studies, student organizations, regulations, and practices of the Vanoss Public Schools. Students will find within these pages the answers to many of their questions. Parents are urged to familiarize themselves with the contents of this book in order that they may better understand the program of the school.

Attending school should be highly enjoyable. It is also an exceedingly serious matter that depends on a high degree of cooperation between the home, the school, the teacher, and the student. Without cooperation and understanding on the part of all concerned, the maximum benefits of an education cannot be obtained.

Our school operates with as few regulations as possible. It is a well-known fact that greater cooperation brings fewer restrictions, and on the other hand, poor cooperation brings the need for more regulations. Teamwork is necessary to make the most of school days.

To Students:

Student problems are fewer in number when it is known what is expected. The following list of expectations, if followed, will develop the qualities of citizenship that will help our students excel.

- Attend school regularly.
- Be on time for school and all classes.
- Move promptly and quietly through the halls between classes.
- Support school activities.
- Cooperate with all teachers, chaperons and other officials.
- Be orderly in conduct at all assemblies and events.
- Be courteous and honest in your relationship with others.
- Respect those in authority and leadership.
- Listen attentively to all announcements and check bulletin boards regularly.
- Complete assignments regularly and carefully.
- Await recognition by the teacher before speaking in class.
- Respond constructively to class discussions.
- Voluntarily make up work after and before absences.
- Depend on yourself in examinations.
- Do not expect or request special privileges.
- Help keep the building and grounds neat and clean.
- Do not deliberately deface or destroy school property or the property of others.
- Be proud to be a member of Vanoss School.

To Parents:

Your desire for your child and the desire of the school are the same – to give him or her best possible guidance toward the realization of his or her highest capacities. To accomplish this goal, full cooperation between the home and the school is essential.

The following suggestions are intended to help you make the most impact on your child's success in school.

Regular and punctual attendance is the greatest single factor in school success. Therefore, you should:

- Put school first in your child's program.
- See that he has at least eight hours sleep each night prior to a school day.
- See that he practices good health habits.

A minimum of one-hour home study each day is essential to good schoolwork. You should therefore:

- Provide a quiet, well-lighted place for this study away from television, radio, telephone, family conversations or other interruptions.

A positive attitude toward school is essential not only to success in school, but also to good mental habits. The wise parents will, therefore, bring his questions and problems to the administrators and teachers personally and **refrain from criticizing the school to the child**. Discourage destructive criticism.

You may further help the school by:

- Writing full explanations for absences and signing them yourself or notifying the principal by phone. Please notify the school as soon as possible when you know your child will be absent.
- Studying reports carefully. They will be issued each nine weeks. Progress reports will be given to students soon after the middle of each grading period.
- Realizing that progress reports may not reach you due to circumstances uncontrolled by the school.
- Immediately calling for a conference with the teacher and the principal at any time you consider it would benefit the student. Conferences may be arranged by calling the teacher or principal involved.
- Refraining from calling/texting students during school hours except for actual emergencies.
- Making it your business to know your child's teachers.
- Attending extra-curricular activities with your children.

ACADEMIC ELIGIBILITY

1. Students can be placed on academic probation the first full week of school.
2. Even though ineligibility does not begin until the 5th week of school, a failing list will be printed by the office beginning the 3rd full week of school.
3. Eligibility will run from **Monday through the following Sunday**.
4. Students who fail 2 or more classes in a semester may be ineligible for the 1st 6 weeks of the following semester.

ASBESTOS

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request and/or appointment, you may view the plan which is located at the superintendent's office.

ALTERNATIVE EDUCATION

Students may be assigned to Alternative Education to meet requirements for graduation by administrators. Credits earned will be transferred to the transcript of Vanoss Public Schools. Once admitted into the program students are required to adhere to rules and policies of the Alternative Education program, Vanoss School and the State of Oklahoma.

ANIMALS ON CAMPUS

No animals will be permitted on campus without prior administrative approval.

ATTENDANCE/ TARDY/ TRUANCY POLICY (FDC)

In order to maximize their full educational potential, students should attend all classes. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Students with excessive absences in any class will receive a failing grade. Exceptions to this requirement will be considered for

extended illness and other extenuating circumstances approved by the principal. Medical documentation will be required and must be received in the principal's office upon student's return to school. A student has the right to a hearing before the attendance committee concerning the violation of the absentee policy. Documentation must be provided at this meeting.

Students leaving during the day should be checked out through the office by their parent/guardian.

Excused absence is an absence in which the student has a valid excuse – doctor, dentist, illness, court appearance, funeral and provides the appropriate documentation by 10:00 the day that the student returns to school. If an absence is not cleared in this time frame, it will become an unexcused absence. Parents will not be called to clear absences. **(An excused absence still counts as one of the 9 days allowed each semester.)**

Make-Up Work: A student has the number of days missed plus one to make up any missed assignments or tests.

Unexcused absence is defined as being absent from school for no apparent reason. It is recommended that the student make up the work missed, but a grade of zero may be recorded for any work due during such absences. The school principal has the full authority to discipline any student for being absent or tardy without a valid reason.

Activity absence is a school-sponsored event that is authorized by the school and the student isn't counted absent. A student must also meet the 90% rule in order to miss school for an activity, meaning that a student must be in attendance 90% of the days classes are held. This would equate to missing no more than **9 days for the semester**. The same policy would be in effect for the 2nd semester of school. A maximum of 10 activity absences are allowed each year. (Competitions beyond district level aren't considered in this 10.) All class work missed during the activity absence must be made up.

Vanoss educators work hard to provide a solid education for each student. In order to best meet the instructional needs of all students we will be documenting Early Sign-Outs and enforcing an Early Sign-Out Prohibited Time Zone (PTZ), grades PK-4, except in cases of emergency or medical appointment. A note from the doctor/dentist will be required the following day to verify. Students who are routinely picked up early from school miss out on valuable instruction time. In order to provide uninterrupted lessons, we ask that you cooperate with us on this issue.

Early sign-out – Elementary students who check out between 2:00-3:00 will be considered an early sign-out. Three (3) undocumented early sign-outs will equal one (1) absence. When a student needs to check out, the student will be called to the office when the parent arrives. Telephone calls asking to have the child waiting for the parent in the office are not acceptable.

Early sign-out Prohibited Time Zone (PTZ) - occurs daily from 2:30- 3:00. In other words, elementary students may not check out during this time frame unless the office is notified prior to 12:00 (noon). Final preparation and dismissal procedures occur at this time.

Tardy Policy:

Tardiness interferes with the instructional process, which is a detriment to not only the student who is tardy, but to the other students in the class as well. Students are expected to be in the classroom with the necessary books, paper, and pencil when the tardy bell rings. Being late 15 minutes or more will count as an absence in that class. Tardies will accumulate for the entire **semester**. Disciplinary action may be assigned for excessive

tardies. **Three tardies in any one class will result in one unexcused absence and the loss of semester test exemption.**

Truancy Policy:

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over five (5) years and under eighteen (18) years to neglect or refuse to cause or compel such child to attend and comply with school rules of Vanoss Public School.

It shall be the duty of the attendance officer to enforce these provisions.

Fines for violations of the mandatory attendance laws are \$25.00-\$50.00 plus five (5) imprisonment for the first offense, \$50.00-\$100.00 and up to ten (10) days imprisonment for the second offense, \$150.00-\$250.00 and up to fifteen (15) days imprisonment for the third and subsequent offenses.

Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense.

Semester Test Exemptions: Grades 5-12

In an effort to reward students for regular attendance and hard work in the classroom, Vanoss Public Schools has designed a semester test exemption policy. For those students who meet the following criteria, semester tests are not required.

Students will be exempt from taking semester test under the following conditions:

Student has an “A” and no more than three (3) absences.

Student has a “B” and no more than two (2) absences.

Student has a “C” and no more than one (1) absence.

(This is for excused absences only. Students will lose their exemption with only one (1) unexcused absence.)

*Activity absences will not count against the number of exemption absences.

*All other absences will fall under the attendance policy.

*Three (3) tardies will constitute an unexcused absence.

Attendance and Eligibility:

Students who are not in compliance with the attendance policy will become ineligible for extra-curricular activities at the time they exceed the number of absences allowed.

BACKPACKS

Vanoss Public School students are permitted to carry their backpacks to and from school each day; however, teachers have the authority to develop guidelines for their individual classrooms. School library, computer labs and cafeteria are BACKPACK FREE ZONES – no backpacks should be taken into these areas. Refraining from taking backpacks to classrooms improves school safety by decreasing the chance of something dangerous being brought to class and makes evacuation safer and easier.

HARRASSMENT/BULLYING POLICY (FNCD)

SCHOOL SAFETY AND BULLYING PREVENTION ACT

As used in the School Safety and bullying Prevention Act: **Bullying** is defined as any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student

or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

At school is defined as on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

Electronic communication is defined as the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Threatening behavior is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to the students, school personnel, or school property.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Vanoss Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to their principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute bullying, are to report all relevant information to their principal.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;

3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

BUS RIDING RULES

Riding a school bus is a privilege and that privilege may be withdrawn for not following the bus rider rules.

Before loading:

1. Be on time at the designated school bus stops in order to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Approach the bus stop with caution.
5. Respect people and their property while waiting for the bus.

While on the bus:

1. Keep all parts of body on the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Keep in mind that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
6. Treat bus equipment as you would furniture in your own home. Damage to seats, etc., will be paid for by the offender. (\$50 - \$100 repair per seat depending on damage)
7. Never tamper with the bus or any of the bus equipment.
8. Help look after the safety and comfort of small children.
9. Maintain possession of books, lunches, and other articles to keep the aisle clear.
10. Remain in your seat while the bus is in motion
11. Do not throw objects in or out of the bus.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students, bus driver, and assistants.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety.

Upon leaving the bus:

1. If you must cross traffic, go at least ten (10) feet in front of the bus, stop, check traffic, and wait for the bus driver's signal before leaving the bus stop.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.
4. If you drop anything near the bus at the bus stop, DO NOT try to pick it up. Wait until the bus has left the bus stop and traffic is clear.
5. **The driver will NOT release the student if:**
 - a. **The student is 3rd grade and/or under without an adult and/or 4th+ student that gets off at the same stop.**
 - b. **The driver deems the stop unsafe.**

FAILURE TO ADHERE TO ANY OF THESE REGULATIONS COULD RESULT IN SUSPENSION FROM TRANSPORTATION.

Prices listed are not current. We are waiting for guidance from the state department of education and will update as soon as the information is received.

CAFETERIA

Students will not be allowed to charge meals in the Vanoss Cafeteria. All meals must be paid for in advance. The cost of meals will be: **Full price breakfast - \$1.00, lunch \$2.85. Reduced prices: breakfast – 30¢, lunch – 40¢. Adult meals are \$2.00 breakfast and \$3.85 lunches.**

Parents are encouraged to apply for free/reduced meals at the beginning of the year but are also available any time during the school year. **Should your financial status change at any time during the year an application can be filled out at that time; however, parents are responsible for the cost of any meals prior to the return of the application.** Students are not allowed to bring carbonated drinks or energy drinks in their lunches, unless requested by the teacher.

Students must remain in the lunchroom/courtyard **during** their **assigned lunch period**. Exceptions must be approved by building administration.

For more information call Amanda Parnell at 759-2251 Ext. 107.

CHANGING CLASSES

Approval of the principal and the teachers involved must be secured before program changes can be made. Changes in classes must be made during the first week of each semester. Changes will not be made if it causes an overload in a class or other problems.

CHILD FIND

Child Identification, Location, Screening, & Evaluation

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities: Referral - Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

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

CIPA

CERTIFICATION OF COMPLIANCE WITH THE **CHILDREN’S INTERNET PROTECTION ACT:**

Vanoss School installed “SONIC WALL” filtering in September 2003 in order to comply with **CIPA** and to protect against inappropriate access and /or transmission of materials that may be harmful to minors.

“SONICWALL” allows the school to control access to the Internet and computer applications by managing the levels of accessibility, prevention the disclosure of personnel information over the internet, and blocking descriptive search engines results.

CLASS OFFICERS To run and be elected to a class office students must be in good standing. See principal for definition of “good standing”.

COLLEGE AND CAREER REDINESS

Vanoss High School has selected the ACT as the College and Career Readiness Assessment State Assessment

COMPETITIVE ATHLETICS (FMA)

The goal of the athletic department at Vanoss School is to provide the best opportunity for personal and team success within the governing and moral guidelines inherent to high school athletics and the Vanoss community. In particular, the athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students.

Vanoss School athletics should be a positive learning experience where athletes are given the opportunity to develop the intangibles that will be essential throughout their lives. Intangibles such as work ethic, commitment, responsibility, respect for self and others, sportsmanship, and teamwork are just a few.

Beginning with the 5th grade athletics are a competitive experience. Athletes must compete for and earn everything they achieve, including playing time. All athletes do not receive the same amount of playing time. All athletes are given the opportunity to earn playing time in practice sessions, however, it is the coach's responsibility to weigh all the factors and determine what will give the team the best opportunity for success.

CONCURRENT ENROLLMENT

Qualifying juniors and seniors, with the approval of the principal or counselor, may enroll in college courses for college credit. The college course work will count toward graduation, G.P.A., or class rank, and it will count as part of the student's class load. See the counselor or principal for information.

Any classwork performed outside of Vanoss Public Schools (or online) may be recognized on a 4.0 grading scale for consideration of Valedictorian or Salutatorian.

In accordance with FERPA, once a student turns 18 years of age all the rights that once belonged to his or her parents transfer to the student. Parents/Guardians will not have access to concurrent information which includes grades and/or attendance.

CRISIS PREVENTION

Vanoss School incorporates crisis prevention techniques following training by a nationally certified crisis prevention instructor. These training techniques will be utilized by trained school employees in those extreme situations when students are non-compliant or when they become a danger to themselves or others.

DANGEROUS WEAPONS/SUBSTANCES (FNCGA)

It is the policy of the Vanoss Board of Education that possession of dangerous instruments or weapons in school buildings, on school property, vehicles parked on school property, at school sponsored functions, or while in any school bus or vehicle used by the school for transportation of students is prohibited. According to federal law, any student who violates this policy may be suspended from school for a period of not less than one year. The administration may modify the length of the suspension on a case by case basis.

Dangerous instruments or weapons include but are not limited to: firearms (guns), fireworks, explosives, knives, razors, clubs, chains or other instruments used for assault or injury. Possession of weapon replicas may be a violation of this policy. No one may use any article as a weapon to threaten or injure another person.

Students are forbidden to possess, use, share, deliver, assist in or participate in the transfer or sale of alcoholic beverages or controlled, illegal, addictive or harmful substances (including non-prescription substances that have a stimulating or depressing effect), or items represented to be any of the above substances, or drug

paraphernalia while on school property or at school sponsored events. Students found to be in violation of this policy will be suspended and the police notified.

If a student is exhibiting evidence of intoxication by alcohol, a controlled substance, or non-prescription drug at school or at a school sponsored event, the student's parents or guardian and law enforcement if deemed necessary will be notified.

DISCIPLINE (F0)

Classroom teachers establish rules and consequences for their classroom. Although each set of rules may differ from another, they are all based on school rules and expectations. During the first week of school each teacher will discuss and/or send home a copy of classroom rules and procedures as well as playground safety rules (if applicable).

School Laws of Oklahoma: Article VI, Section 102, "The teacher of a child attending a public school shall have the same rights as parents to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher."

The discipline within the classroom is the responsibility of the principal of the school and the teachers, with the understanding that the teachers will try to solve their discipline problems first. The next step is to go to their principal, then to the superintendent and finally to the Board of Education if a satisfactory solution is not reached.

All teachers have the authority to discipline any student at any time during the school day. Students that refuse a teacher's punishment will be referred to the principal. In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. Corporal punishment may be administered when necessary. (FOB) This shall be done at the discretion of the principal. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

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

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

DRESS CODE (FNCA)

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Standards of dress and clean appearance reflect self-worth, maturity, and assist in creating an atmosphere conducive to learning. All students are expected to be groomed and dressed **appropriately for the school setting** with respect to the following criteria:

Clothing Standards:

- Shorts/skirts/dresses must be no shorter than 6 inches (the length of a dollar bill) above the knee, measured from the middle of the back of the knee in 4th grade and up.
- Leggings/workout/yoga pants, may be worn with a top that completely covers the bottoms area.
- Pants/jeans/shorts are to be worn at the waistline and belts are to be buckled.
- Pants/jeans/shorts must not have holes above the shorts/skirts/dresses line.
- Shoulder straps must be three-finger width in 4th grade and up with no visible undergarments.
- No hats, caps or other headwear worn in buildings.
- Students will not be allowed to wear hoods on hoodies, sunglasses or anything that potentially hides their identity or obscures the vision of security cameras while inside buildings.
- Footwear must be worn at all times.

Prohibited:

- Pajama pants or house shoes
- Low-cut tops: midriff -style shirts
- See-through clothing
- Clothing and/or jewelry promoting alcohol, drugs, tobacco, or sexual references or other inappropriate content (nudity, weaponry, violence, etc)

Educational consideration – Any clothing or accessories which adversely affects student safety, ability to communicate, or which impedes the educational process, will be prohibited.

There may be changes, interpretations additions or exceptions to the dress code as deemed necessary by administrators. Changes or interpretations will be dependent upon safety conditions, situations as they develop and/or the best interest of the school, student body, or the educational process. Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. Disciplinary action may result.

DRUG FREE SCHOOL POLICY (FNCE)

It is the intent of Vanoss Public Schools to maintain a drug-free environment. The use, possession, or distribution of illegal drugs is not only against the law but is also against the school policy and is harmful to everyone concerned.

The unlawful possession of drugs, alcohol, or tobacco products (which includes but is not limited to electronic cigarettes, cigarettes, cigarette papers, vapor products, cigars, snuff, chewing tobacco, etc.) is also wrong and harmful.

Possession use or distribution of illicit drugs, alcohol or tobacco products on or near school premises or at a school activity will not be tolerated. Disciplinary action up to and including suspension and referral for prosecution will be imposed if these standards are violated.

Students found guilty of violating this policy will also lose their eligibility (privilege of taking part in all extra-curricular activities) at Vanoss School. A meeting with the student, parent/guardian, and principal would be necessary to re-instate eligibility. If there is more than one violation of this policy, there will be no re-instatement of eligibility.

EMERGENCY DRILLS/EVENTS

Fire drills, tornado drills, bomb threats, security (lock down, intruder) and warnings will be communicated through the intercom and/or alarm system. Fire drills will end with an announcement over the intercom system. Lock downs will be called by administration by use of intercom system or phone. End of lock down will be announced on intercom system or phone.

Dismissal from School (CKC-R2)

School will not be dismissed because of a tornado warning. (See policy CKBB)

Students will not be permitted to leave school during a tornado warning alert in the immediate area. However, parents may go to the school and get their children. Parents should contact the principal's office and let a member of the school staff get the student from the classroom. When parents go to the classroom, it excites the other students and disrupts teaching.

If, at dismissal time, a storm is approaching and it is believed the students will not have time to reach home before it strikes, students will be kept in the building until it is deemed safe to dismiss them. School buses will not be used during tornado warnings.

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FL)

Vanoss School has a district plan which meets the standards approved by the State Board of Education for providing educational opportunity to all handicapped persons from birth to 21 years of age who have not completed 12 years of education. A detailed summary of the services offered by the school is available in the principal's office or in the office of the Director of Special Services or Vanoss School.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1243g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Once a student turns 18 parents/guardians will no longer have access to the students educational records.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School Officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Please contact the appropriate principal at 580-759-2623: Jr. High / High School, ext. 145, and Elementary, ext. 112

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

FIELDTRIPS AND MOBILE DEVICES

- Students must keep mobile devices turned off or on silent during specific times (to be determined by the teacher or sponsor).
- Personal calls and texts are not allowed without permission from teacher, sponsor, or chaperone.
- Pictures and/or video are PROHIBITED from being shared on social media during the school day.
- Pictures and/or video MUST NOT BE SHARED AT ALL if other students are included without the consent of all involved.
- In the event of an actual emergency, cell phones should be used to call for assistance.

Vanoss School is not responsible for lost or stolen devices. Mobile devices may be confiscated and returned at the end of the day if a student chooses not to follow guidelines.

FOOD/DRINKS

Vanoss School strives to create a healthy environment for your child. Candy, sugary snacks, pop and energy drinks are not a part of a healthy lunch and are strongly discouraged.

NO food or drink items (except for bottled water) will be allowed in the classrooms, hallways, or lockers.

GRADING SCALE

Grade reports are available online for grades 1-12. Progress reports/report cards will be printed by parent/guardian request only. Final grades are issued at the end of each semester, and it is these semester grades

that are recorded on a student's official transcript for 9-12. Parents are encouraged to contact teachers and counselors any time during the school year regarding a child's progress.

Grades are assigned by the following scale:

A = 90 - 100%	D= 60-69%
B = 80 - 89%	F= Below 60%
C = 70 - 79%	

Students with "F" grades are placed on the failing list. The first week on the ineligible list places that student on probation for extra-curricular activities. The second consecutive week deems the student ineligible to participate in any activity.

GRADUATION REQUIREMENTS (ENC)

In order to graduate from a public high school accredited by the State Board of Education **with a standard diploma** student must complete 24 units of High School credit including the following college preparatory/work ready curriculum units or sets of competencies at the secondary level:

These units must include:

- 4 Units or Sets of Competencies in English Language Arts
- 3 Units or Sets of Competencies in Lab Science (Biology required)
- 3 Units or Sets of Competencies in Math (Algebra and above)
- 3 Units or Sets of Competencies in Soc. Studies (OK Hist, Gov't, AM Hist required)
- 2 Units or Sets of Competencies in Computer Technology
- 1 Additional Unit or Set of Competencies from list above
- 1 Unit or set of competencies in Fine Arts or Speech
- Electives to complete 23 units or competencies (minimum of 6)
- Requirements for Personal Financial Literacy Passport 70 O.S. § 11-103.6H
- CPR/AED 70 O.S. § 1210.199 (once during grades 9-12)

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 in order to graduate with a standard diploma.

Beginning with students entering the ninth grade in the 2019-2020 school year (class of 2023), each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. 70 O.S. § 2320.508-4

GUN FREE SCHOOLS POLICY (FNCGA)

Any student who brings a firearm to school may be suspended from school for a period of one year. The superintendent or superintendent's designee will review each incident and may modify the expulsion requirement on a case-by-case basis. The procedures that appear in the "Policies and Procedures for Special Education in Oklahoma" will be followed regarding the suspension of any student with disabilities.

HAZING (FNCC)

No student or person associated with Vanoss School is to engage in hazing. Hazing is defined as any activity, which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to Vanoss School.

HEAD LICE

Vanoss Public Schools have a no nit policy. Students may not attend school if they have live lice or nits in their hair. If a student is found to have live lice a parent will be called to pick them up from school. If a student is found to have nits parents will be notified by phone or with a note sent home at the end of the school day. Students should be treated with a FDA approved shampoo or treatment and have all of the nits removed before returning to school.

Only two (2) consecutive calendar days of absence will be considered excused for the current head lice problem. Any additional days missed with the current head lice problem will be marked unexcused. The principal may review any absence beyond two days on a case-by-case basis to determine if the absence is excused.

Before returning to school the student must be checked AND CLEARED by a health provider (Pontotoc County Health Department). Documentation must be brought to the school upon returning to school. If nits remain in the hair, your child will need to go back home and the absence will be unexcused. Head checks will be completed over the next few weeks. If an exam during this period reveals lice or nits, you will be notified to pick up your child and the absence will be unexcused because it will be considered a continuation of the original head lice condition. ***Remember, all nits and live lice must be removed before they can return to school.**

A child with chronic head lice may be required to see a physician and return with a note stating the head lice has been treated and no nits remain. If nits or lice continue to be a problem, the Department of Human Services may be contacted.

HOLIDAY DELIVERIES

Vanoss School will not accept any Valentine's Day deliveries.

HOMECOMING

In order to be eligible to represent a class for homecoming students must:

- have attended Vanoss for 3 consecutive semesters
- have a gpa of 2.5 or above
- be in good standing (attendance, discipline, overall attitude)

IMMUNIZATIONS

The Attorney General has ruled that it is the duty of school officials to refuse any child admission to any school in the State of Oklahoma if the child does not have the required certificate of immunization. Evidence of immunization or proper examination must be presented before the child is allowed to attend school.

All students must be in compliance with the state law on immunizations.

PK students must have:

4 DPT, 3 Polio, 1 MMR, a completed Hepatitis A & B series, and 1 dose of varicella (chicken pox) or parents'/guardian statement of a history of the disease will be accepted.

Kindergarten students must have:

5 DPT, 4 Polio, 2 MMR, a completed Hepatitis A & B series, and 1 dose of varicella (chicken pox) or parent's statement of a history of the disease will be accepted.

7th grade students must have: TDAP

INTERNET AND NETWORK ACCEPTABLE USE AND SAFETY POLICY

Revised July 2013

All students of Vanoss Public Schools will be required to complete and have their parent/guardian sign an Internet access conduct agreement. Until the agreement is completed, the student will not be allowed access to the Vanoss Public Schools network of Internet access. A copy of the agreement will be distributed at enrollment or on the 1st day of classes. Violation of any of the rules and regulations may result in a loss of access by the student, as well as other disciplinary or legal action.

LATCH KEY

Afternoon latchkey is available for students PK through 5th grade whose parents' work or attends school. Afternoon latchkey is at the Vanoss Site until no later than 5:30 p.m. Students must be properly enrolled to attend. Parents must have documentation of work or school at time of enrollment. The cost will be \$5.00 per child for the afternoon session. These services are offered on a prepay basis only. Any child using latchkey services that hasn't prepaid will be charged \$7.00 per child per day. There will be a \$1 charge per minute past 5:30 p.m. that a child is picked up late and DHS will be called after 6:00 p.m.

LEAVING CAMPUS

Any student who leaves campus for course work or any school related activity may transport only themselves to that course work or activity, or be transported by an approved adult, regardless of the student's age.

LIBRARY /TEXTBOOK POLICY

In the event a book (or non-print item) is lost or damaged beyond normal use:

- a. The student will pay replacement cost (as indicated on the material record)
- b. Or will make arrangements with the librarian to make payment by other means.
- c. Trips and parties will be revoked until payment is received in full.
- d. Exemption from tests will be void until payment is received in full.

LOCKERS (FNFA)

Students in middle and high school will be assigned **one** locker. You must keep the same locker or get permission to change. Students are discouraged from leaving valuables in their locker without a lock. If you use a lock, a key or a combination must be left with homeroom teacher. Students have no reasonable expectation of privacy rights in regard to school lockers, desks, or other school property. These may be searched at any time without prior notification.

MEDICATION DISPENSING POLICY (FFACA)

1. The term "medicine" as used in this policy means "non-prescription medicine" and filled prescription medicine. "Filled prescription medicine" is a prescription medication contained in the prescription vial with a label, which correctly states the name of the prescribing physician, pharmacy, prescription number, and directions for the administration of medicine.

2. Only the following personnel shall be authorized to administer medicine at school: The school nurse, or in the absence of such nurse, the school principal, or school employees who have been designated in writing by the school nurse and the school principal as authorized to administer medicine. A nurse employed by the County Health Department working pursuant to an agreement made between the County Health Department and this school district may also administer medicine in the absence of the school nurse.

3. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends, and complete and sign the “Parental Authorization Form” which will be available at enrollment. When a student enrolls in a particular school, the parent or guardian of the student may sign a “Clinic Card” authorizing the appropriate personnel to administer non-prescription medication to the student during an emergency when the parent or guardian cannot be reached. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student.

4. Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the child’s physician. All medications shall be properly stored, and not readily accessible to persons other than the persons who will administer the medication.

5. Each school in which any medicine is administered shall keep a record of the name of the student to who the medicine was administered, the type or name of the medicine, which was administered, the dosage of the medicine, which was administered, and the time the medicine was administered. The “Log of the Administration of Medicine” shall be used by each school to keep record of all medicine administered, and the time the medicine was administered during each school year.

6. The Board of Education adopts this policy pursuant to the provisions of 70 O.S. 1-116.2. Under this statute a school nurse, county nurse, administrator, or designated school employees are not liable to the student or his/her parent/guardian for civil damages for personal injuries to the student which result from acts or omissions of the school or county nurse, administrator, or designated school employees in administering any medicine pursuant to the provision of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful, or wanton negligence.

7. Self-Administration of Medication:

The Vanoss School District will permit the self-administration of inhaled asthma medication by a student under the following conditions:

- A. The parent/guardian provide, in writing, authorization for the student to administer the medication.
- B. The parent/guardian provides a written statement from the physician treating the student that the student has asthma and is capable of self-administration of medication.
- C. The parent/guardian provides the school with an emergency supply of the student’s medication.
- D. The Vanoss School District and its employees shall incur no liability as result of any injury arising from the self-administration of medication by the student.

MENINGITIS

According to state law school districts must provide information on meningitis for students in grades 6-12. Vanoss Public Schools provides this information during enrollment and is available on the school website.

NON-DISCRIMINATION POLICY (FAA)

It is the policy of the Vanoss Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning application or this policy may be referred to **Gary Johnson**, Compliance Coordinator.

School District: I009
Telephone: (580) 759-2503 ext. 105

Address: 4665 County Road 1555
Ada, OK 74820

OKLAHOMA’S PROMISE (OHLAP)

The Oklahoma State Regents for Higher Education offer **Oklahoma’s Promise (OHLAP)** as a way for students to pay for college.

Application Process:

To enroll in the OHLAP program, a student must be:

- A. an Oklahoma resident
- B. enrolled in the eighth, ninth, or tenth grade in an Oklahoma high school.
- C. the child of parents, custodians or legal guardians who earn less than \$60,000 per year.

OHLAP Application Guidelines:

- A. Be completed during the school year in the student’s eighth, ninth, or tenth grade year
- AND**
- B. Be witnessed by the student’s parent(s), custodian(s) or legal guardian(s) who also agree the student will comply with Oklahoma’s Promise (OHLAP) requirements.

Required OHLAP courses:

- 2 units English Language Arts
 - 2 units Science (Lab)
 - 3 units Mathematics
 - 3 units History and Citizenship
 - 2 units Foreign Language (both units must be in the same language)
- OR**
- 2 units Computer Technology
- *one foreign language and one computer technology will not meet this requirement*
- 1 unit Additional from those listed above
 - 1 unit Fine Arts

For more information contact Gary Johnson, Counselor.

PARENTS RIGHT – TO – KNOW Parent Notification Letter (GJBA-E)

Dear Parents and Guardians:

In accordance with the No Child Left Behind Act of 2001 (NCLB), Section 1111 (h) (6) PARENTS’S RIGHT-TO-KNOW, this is a notification from Vanoss Public School to every parent of a student in a Title 1 school that you have the right to request and receive information in a timely manner regarding the professional qualification of your student’s classroom teachers. The information regarding the professional qualification of your student’s classroom teachers shall include the following:

- If the teacher has met the state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher’s baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher this is not highly qualified.

PONTOTOC TECHNOLOGY CENTER

Qualifying Juniors and Seniors with the approval of the principal or counselor may apply to Pontotoc County Technology Center for courses for high school and college credit. This credit counts toward graduation, G.P.A., and class rank. See the principal or counselor for information.

PROFICIENCY-BASED PROMOTION (EIAE)

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 student's 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.

Elementary, middle school, or high school students demonstrating proficiency 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. Students must progress through a curriculum area in a sequential manner.

If students demonstrate proficiency for 9-12 curriculum areas, appropriate notation will be entered on the high school transcript. The unit will count toward meeting the requirements toward graduation.

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.

It is the responsibility of the educators of each local school district to select the best means of assessing proficiency for their students. The assessment should be appropriate to the curriculum area and shall be aligned with curriculum and instruction. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.

For more information regarding Proficiency Based Promotion:

Contact:	Beth Walker, Grades Pk-6th	580-759-2623 Ext. 112
	Charles Hill, Grades 6th-12th	580-759-2503 Ext. 145

PROMOTION/RETENTION

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores, the student's age and maturity level, attendance, and core curriculum grades.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed 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 for disagreeing with the decision of the board (7024-114.1).

If a student is a transfer and does not wish to follow school recommendations on the placement then the transfer may not be permitted.

READING SUFFICIENCY ACT (EIA)

Students in the 3rd grade are required to pass the 3rd grade reading test at the end of the year before being promoted to the 4th grade. SB 346 states social promotion is NOT an option.

REPORT CARDS

Grades for student's 1st -12th may be accessed online. Report cards for these grades will no longer be mailed out however; a copy may be requested from the appropriate office. Contact your child's principal for information on how to check your child's grades online.

SEARCHES (Vanoss policy FNF)

According to Section 489, School Laws of Oklahoma, officials of any public school have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil while he/she is on school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school for dangerous weapons, controlled dangerous substances, intoxicating beverages, tobacco products including but not limited to e-cigarettes and vape liquid, low-point beer, wireless telecommunications devices or for missing or stolen property. ***Pupils have no reasonable expectation of privacy in the contents of a school locker, desk, or other school property.*** School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for the searches.

SEMESTER EXAMS

Semester exams are given during the last week of each semester. Unless exempt, a student will take an exam in each class in which he/she is enrolled. Exemptions are based on attendance and grade average. Specific criteria are as follows:

A student will be eligible for exemption from a class if he/she has a grade of:

C (70-79) and No More than 1 Absence

B (80-89) and No More than 2 Absences

A (90-100) and No More than 3 Absences

Students with at least one unexcused absence or three tardies in any one class or ISS may lose their exemption.

Students who having lost/overdue library or text books will lose their exemption. Exemption from tests will be void until payment is received in full or book(s) returned.

SCHOOL BOARD POLICIES

All required board policies can be found on the Vanoss School website. For additional policies contact your building principal.

SCHOOL CLOSING

Should conditions develop necessitating the closing of school; announcements will be made on local television and radio stations, by School Messenger and/or Class Dojo and the Vanoss School Facebook page and on the school answering system – 580)759-2503 extension 111.

SCHOOL REPORT CARD

We are pleased to make available the A to F District and Site Report Cards for your review. The A to F Report Cards are on our school website at www.vanoss.k12.ok.us. You can also, view a copy of the report card at a principal's office.

SEXUAL DISCRIMINATION (FBA)

The Vanoss School District hereby gives notice it does not discriminate on the basis of sex in its educational programs or activities. The District complies with state and federal regulations for implementing Title IX of the Educational Amendment of 1972. Vanoss School is an equal opportunity employer and does not discriminate against students in the education process. Concerns can be referred to Charles Hill, Title IX Coordinator 580)759-2503 ext. 145

SEXUAL HARASSMENT (FBA)

Vanoss School forbids discrimination against or harassment of any student on the basis of sex. This policy applies to all students and employees whose work is subject to the control of school personnel. **Sexual harassment** includes verbal or physical sexual advances and demeaning comments related to gender. In addition, written material, or the slanderous nature, which names or otherwise identifies a student will not be tolerated. Students who feel they have been or are being sexually harassed should report the incident(s) to an administrator, counselor, or teacher.

VANOSS SCHOOL OFFERS SPECIAL SERVICES

Vanoss Public School is looking for all children with exceptional needs between the ages of birth and 21 years old who have not received 12 years of education and who are residents Vanoss School District. Vanoss Public School ensures that Special Education and related services will be provided to those who qualify for:

Autism	AU	Specific Learning Disability	SLD
Deaf-Blindness	D-B	Speech or Language Impairment	SI
Deafness	D	Traumatic Brain Injury	TBI
Hearing Impairment	HI	Developmental Delays	DD
Mental Retardation	MR	Serious Emotional Disturbance	SED
Multiple Disabilities.....	MD	Orthopedic Impairment	OI
Visual Impairment	VI	Other Health Impairments	OH

The following may be provided to those who qualify: Screening, education and **related** services evaluation; individual education programming, related services such as speech therapy; and referral to other agencies for assistance. For more information contact:

Bekka Ogles
Address: 4665 CR 1555,
Ada, Ok. 74820

Telephone: 580-759-2503 ext 112
Email: bogles@vanoss.k12.ok.us

STATE TESTING AND REMEDIATION

Students who do not attain a satisfactory score on any state mandated test may be assigned to remediation course work. All remediation is directed by certified personnel and is designed to assist the student in successful completion of testing required for graduation.

Assignment to remediation will be made in place of elective courses during the school year or during summer months by parent or legal guardian and/or school administration.

Remediation may be provided by means which may include, but are not limited to retaking the class, extended time during the school day, summer academies, tutoring, online coursework, or other supplementary service.

STUDENT ENROLLMENT

To insure maximum educational opportunities, students of Vanoss Public School will be required to enroll in and attend seven classes per year.

STUDENT ENROLLMENT IN REMOTE LEARNING

Parents/guardians are expected to be an active participant in their students' education. Duties may include:

- Create a schedule for learning
- Keep the student on schedule and on pace
- Guide the student through the lesson
- Discuss the concepts being taught
- Assist with interactive tools and games
- Oversee assignments
- Help facilitate hands-on learning that may be assigned in the course
- Check for understanding of assignments
- Ensure all components of the course are being done with integrity (independent reading, novel studies, practice activities, etc.)
- Communicate with the teacher as needed

Virtual learning at the lower grades is not an independent program. Support from parents/guardian is imperative.

Attendance As a public-school program, Vanoss Public School Online Learning is required to monitor student progress and attendance in accordance with all applicable statutes. Teachers, staff, and administration monitor student attendance. Responsibility for compliance with state attendance statutes and regulations belongs to the parents, but the program is obligated to keep an accurate record of attendance.

We expect students to attend at least 360 minutes/day or 6 hours. Attendance is a combination of measures that indicate if a student is demonstrating adequate participation (and therefore attendance). This not only includes the actual attendance hours recorded by the online learning program, but also lesson and assignment completion rates, and amount of communication with the teacher/administration. Therefore, even though a high number of instructional hours may be logged, if a student's work completion rates are not on track or he or she fails to communicate on a regular basis with the teacher, a meeting with the family right away to get the student back on track

Vacations

The school calendar includes school "holidays" or vacation time. You will not have access to your assigned teacher(s) during this time, but you can continue to do schoolwork. Family vacations should align with school vacation days and should not be taken during the school year.

Grades

Grades will be taken from online learning platforms and activities assigned. Teachers may assign activities to completed and submitted to the teacher for grading.

Grades are assigned based on the same scale as in person students

Promotion/Retention

Students are expected to make sufficient progress in mastering a year's worth of curricular objectives in a year's time by following a consistent and regular schedule of schooling. In doing so, it is expected that students will be promoted to the next grade level at the end of an academic year. Elementary Promotion and retention for third graders is pursuant to the Reading Sufficiency Act (70 O.S. § 1210.508C).

Except at third grade, grade level promotion or retention is based on a comprehensive view of multiple criteria including, but not limited to, reasonable progress in skill development, satisfactory attendance, satisfactory progress through courses based on start date, age, social/emotional maturity, and eligibility for special education services. Conferences with the parents are conducted throughout the school year to discuss the student's progress.

TESTING PROGRAM / STUDENT SURVEYS (EK_R1)

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GBA-P.) Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student. Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. Results of such approved surveys must be shared with the board of education. Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information. Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
 - A. College or other postsecondary education recruitment, or military recruitment;
 - B. Book clubs, magazines, and programs providing access to low-cost literary products; C. Curriculum and instructional materials used in schools;
 - D. Tests and assessments; E. Student recognition programs; and
 - F. The sale by students of products or services to raise funds for school-related activities.
 2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
 3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.
- Parents/guardians of a student have the right to inspect, upon request, instructional materials used as part of the educational curriculum.

Definition:

The term “survey” includes an evaluation. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

TEXTBOOKS

Textbooks are furnished to students, without cost, as provided by law. They are to be used by students to whom it was issued and may not be transferred to another student but must be turned in to the teacher from whom received. Upon leaving school, or at the closed of school, each student must settle for loss or damage other than ordinary wear.

THREATS

A threat is an expression of intent to harm someone that may be spoken, written, gestured, or communicated in some other form, such as via text message or email. Threats may be explicit or implied, directed at the intended target or communicated to a third party. Any threat are to be taken seriously and be reported to appropriate administration for thorough investigation.

VALEDICTORIAN AND SALUTATORIAN (EICR)

Senior

Valedictorian and salutatorian honors should have a very special meaning. In order to ensure that students receiving such academic honors from Vanoss School the following regulations shall apply:

Valedictorian and Salutatorian will be determined by grade point average (GPA). Calculations will begin first semester of the ninth-grade year and end at the end of the first semester of the senior year.

The following classes will be considered five (5) point classes for the purpose of determining a Valedictorian and Salutatorian. All other classes will be four (4) point classes. GPA's are calculated by the student information system. For questions and concerns contact the high school principal.

BIOLOGY II
CHEMISTRY
PHYSICS

CALCULUS
TRIGONOMETRY
ALGEBRA III

Beginning with the 2020-2021 school year students must have three consecutive semester grades earned at Vanoss High School in order to qualify for Valedictorian and Salutatorian Honors.

8th Grade

The 8th grade valedictorian and salutatorian will be determined by the following method:

- The students with the highest GPA, cumulative from the first semester of his/her 5th grade year to the first semester of his/her 8th grade year will be valedictorian.
- The student with the second highest GPA within the same period of time will be the salutatorian.

For a student to be considered for valedictorian or salutatorian, he/she must have completed three entire consecutive semesters at Vanoss School.

VANDALISM AND GRAFFITI

Students, who vandalize, deface damage, or destroy school property or the property of others will be disciplined, may be required to pay for repair or replacement and/or possibly be prosecuted.

VEHICLE USE AND PARKING

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student's automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

In addition, student drivers are expected to follow the guidelines below:

- All students driving vehicles to and from school must obtain a permit from the principal.
Permits are granted with the following documentation
 - Possession of an appropriate and valid Oklahoma operator's permit or license.
 - The vehicle is properly insured for personal and property damage liability.
- Fifteen miles per hour speed limit on the road leading to the school will be enforced.
- Students driving cars are not to pass buses loading or unloading.
- Vanoss students driving a motor vehicle to the high school campus may park the vehicle only in the parking lot designated for student parking.
- All vehicles will be parked properly (random parking will not be allowed).
- When students enter the parking lot, they are to park and exit their vehicle.
- Students are prohibited from sitting in their own or other cars parked on or near the school grounds.
- Students will not be permitted to leave in a vehicle during school hours unless cleared through the principal's office.
- Students will not be allowed to return to their vehicles during the school day unless cleared through the principal's office.

FAILURE TO COMPLY WITH THE ABOVE RULES MAY RESULT IN SUSPENSION OF DRIVING PRIVILEGES

VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY

The Vanoss Public School Board authorizes the use of video and/or audio surveillance devices on district property to ensure the health, welfare, and safety of all students, staff and visitors to district property and to safeguard district buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms or locker rooms.

Signs will be posted on school buildings to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook. Students will be responsible for any violations of school rules caught on tape by cameras.

Videos containing evidence of a violation of student conduct rules and/or state or federal law **may** be retained **and/or provided to law enforcement agencies** until the issue of the misconduct is no longer subject to review or appeal as determined by district policy or applicable law. Any release or viewing of the video will be in accordance with the law.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record **and be protected by the Family Education Rights and Privacy Act (FERPA)**.

VISITORS

The school extends a cordial invitation to parents/guardians to visit during the school year. Parents/guardians are welcome to share lunch with their children. However, all visitors must report to the front office when entering the building during school hours. A visitor badge will be given and must be worn and clearly visible to identify the person as a visitor who has followed correct procedures. When leaving the building a visitor must return to the office and sign out.

Visitors must obtain prior approval from an administrator in order to visit a classroom. Unannounced visits are prohibited. A visitor may not interrupt classroom instruction at any time for any reason to conference with a teacher or student.

The principal or principal designee has the authority to determine the right of any visitor/parent to visit. Those persons not following the procedures established, not maintaining appropriate positive behavior/language or not adhering to appropriate safety/health procedures will be asked to vacate the premises. Failure to do so may result in a call to local law enforcement agencies and loss of visitation privileges.

WIRELESS TELECOMMUNICATION DEVICES RULES (FNG)

The Vanoss Public Schools policy on wireless telecommunication devices is designed to ensure that the use of wireless telecommunication devices does not interfere with the teaching and learning during the school day. For the purpose of this policy, wireless telecommunication devices are deemed to include cellular phones, pagers, two-way radios, wearable technology including but not limited to Fit bit or iwatch, tablets including but not limited to Kindles and ipads and other devices that use radio frequencies for communications.

Students, grades 5-12, may possess wireless telecommunication devices while on school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school; however, the usage of these devices is regulated.

Students in grades 5 and 6 having a wireless telecommunication device must keep the device turned “off” and in their assigned locker during the school day. **Students are not allowed to use camera, video recording functions/applications at any time during the school day.** Use of this device(s) for classroom incentives is inappropriate.

A student in grades 7-12 having a wireless telecommunication device must keep the device turned “off” and not visible during class time unless being used under teacher direction for educational purposes. **Students are not allowed to use camera, video recording functions/applications at any time during the school day unless under the specific direction/supervision of the teacher.** Use of this device(s) for classroom incentives is inappropriate.

If a school staff observes such a device during class time, it may be confiscated and sent to the appropriate administrator. A parent may be required to personally pick up and sign for the phone. Disciplinary actions may also occur. Failure on the part of the student to turn in his/her electronic device, if requested by the staff member, will be considered defiant, and disciplined accordingly.

Cell phone use is permitted before school, after school and during lunch period for grades 7-12.. Cell phones must be off during all instructional periods. At a teacher’s discretion, cell phones may be collected during class time. A student whose cell phone is confiscated during instructional time will be subject to assigned discipline.

Note: Schools are not responsible for the theft or loss of a student’s wireless telecommunication device. All electronic devices are brought to school at their own risk- the school is not responsible for lost or stolen articles.

WITHDRAWING FROM SCHOOL (FEXX)

Parental consent is necessary before a student will be allowed to permanently withdraw from school. The student must pick up a “Student Withdrawal” form in the office and have each of his/her teachers complete and sign the appropriate space of the form. The librarian must also sign the form. When the completed form is returned to the office, final withdrawal will be processed.

WORK PERMITS

Work permits allowing students to be employed outside school hours must be obtained in the principal’s office. Students must have a work permit, signed by the principal, to be legally employee

