

**Okay High School
Handbook
Code of Conduct
And
Discipline Management
Plan**

2022-2023

Updated: Summer 2022

Okay Public Schools conducts school according to provisions of state and federal law, and according to rules and regulations set forth by the Oklahoma State Department of Education. This handbook is provided as a general overview of law, rules, and regulations. It should not be considered as final authority on any particular topic that is covered. A school administrator may use his or her discretion as he or she sees fit when dealing with issues that are both listed in this handbook and with issues that are not listed in this handbook.

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“A Guide for Students, Faculty, and Patrons”

The school is a community. The rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must accept the responsibilities, which include obeying the laws of the community.

All students are responsible for the information and regulations included in this handbook and are subject to all rules, and regulations set forth by the Okay Board of Education, State Department of Education, Oklahoma Secondary Activities Association, State and Federal Laws.

Okay High School Philosophy

Education is a life-long process of development and growth of the individual in a democratic society. Okay High School believes that free public education is an inherent right, a privilege, and a duty of the individual.

Okay High School strives to help all persons develop their capacities to the highest degree possible to the end that each may become an effective member of society. This means that the school is responsible for assisting children, youth, and adults in finding their place in the world’s work, in achieving those attitudes, understandings, and skills essential for the discharge of their responsibilities as citizens, members of home, producers and consumers, and in development of those values which promote the physical, mental, and moral welfare of all.

Okay High School’s Mission Statement

Okay High School is striving to instill in its students the necessary capabilities, respectfulness, and self-esteem to become responsible, successful, contributing citizens of the 21st century.

Non-discrimination

Okay Public Schools provide an equal educational opportunity to all its students regardless of race, color, creed, sex or national origin.

NOTICE

TO WHOM IT MAY CONCERN:

We are pleased to announce that areas that contain asbestos pose no health problem.

Board of Education

Nick Davis - President
Tony Hopkins - Vice-President
Jeremy Echols – Clerk
Annette Barnett - Member
Shannon Drain - Member

Administration and Staff

Central Office

Pete Hiseley
Kathy Hancock
Holly Cagle
Melissa Allison
Dale Austin

Superintendent
Secretary/Payroll
Secretary/Account Payable/Activity Accounts
Secretary/Account Payable/Activity Accounts
Technology Director

High School Administration and Staff

Mark Hayes
Sarah Russell
Terri Metzger
Michele Bond
Beth Walker

High School Principal
High School Counselor
High School Registrar
Paraprofessional
Paraprofessional

Teachers

Zachary Cagle
Chad Clark
Cathy Collins
Kathy Dunham
Allison Deitrick
Christine Hayes
Justin Hendrix
John Johnson
Janet Miller
Kellie Stopp
Blake Thornton
Cris Wyse

Practices, rules, programs, etc. may change as needed as we strive to effectively educate the children of Okay Public Schools, and as we strive to effectively provide safe and healthy environments for the students, employees, and all others involved with Okay Public Schools.

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningitis?

Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause:

- Brain damage,
- Hearing loss,
- Amputation of arms or legs,
- Learning disabilities, or
- Death.

What types of bacteria cause meningitis?

There are several types of bacteria that may cause meningitis, including:

- *Neisseria meningitidis*
- *Streptococcus pneumoniae*,
- *Group B streptococcal disease*, and
- *Haemophilus influenzae* type B (Hib).

This information sheet will focus on the disease caused by *Neisseria meningitidis* (Nay-sear-e-a men-in-git-it-dis), which is rare but especially risky for people of certain ages. Disease caused by *Neisseria meningitidis* is usually referred to as "meningococcal disease" (men-IN-jo-kok-ul disease). Many persons are exposed to *Neisseria meningitidis* and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease?

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through age 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system

problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread?

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Why is meningococcal disease dangerous?

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

- Signs and Symptoms of Meningitis**
- Headache
 - Fever
 - Chills
 - Stiff neck
 - Extreme tiredness
 - Vomiting
 - Sensitivity to light
 - Rash of purplish black-red dots or splotches
 - Confusion
 - Seizures

How can meningococcal disease be prevented?

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine. Two doses of, MCV4 are recommended for:

- All adolescents 11-18 years of age, and
- Other people at high risk 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one-time booster dose should be given at age 16 through 18 years.

Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who:

- Do not have a spleen,
- Have terminal complement deficiencies,
- HIV infection, or
- Will be traveling to countries with high rates of meningococcal disease.

Teens and young adults age 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose.

MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is this vaccine required to attend school in Oklahoma?

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

Is the meningococcal vaccine safe?

Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop

a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work?

Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

Where can I get the vaccine for my son or daughter?

If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American, or
- Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine;

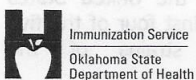
and for children 2 through 18 years of age who are at high risk from meningococcal disease.

Where can I find more information?

For more information, contact your healthcare provider or local county health department or visit these web sites:

National Meningitis Association at www.nmaus.org

Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>



This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 3-11)



Oklahoma State Department of Education

Beginning with this page, handbook items are arranged alphabetically.

Absences, Attendance & Tardies

It is requested that the parent call the Attendance Office between 8:00 a.m. and 9:30 a.m. the day of the absence to report an absence. High School Attendance Office telephone number is 682-0371 Ext. 221 and a voice mail can be left for the clerk if she is not at her phone.

The Okay Board of Education believes that in order for students to realize their fullest potential form educational efforts, they should attend all classes if possible. Students will receive grades based on demonstrated knowledge and skills learned.

Oklahoma School Law demands that a student must attend school until the age of eighteen (18) years old or until completion of high school. It is the responsibility of every student to make the most of the opportunities that have been provided. This can be accomplished ~~only~~ by regular attendance. A student will be marked absent according to the ruling of the State Department of Education which states: "Any student must be counted absent if not actually present for classes although the cause of the absence is beyond his control. A student being absent for a school activity is not included in the above statement." Students with nine (9) or more absences, in each class, in a semester, will not be eligible to receive credit in that class, as outlined below. Students who are more than 20 minutes late will be counted absent.

Student Absences

Students attending grades 7-12 may not be absent more than 8 times per class, per semester, and make satisfactory academic progress in order to be recommended for a passing grade. All absences (excused and unexcused) shall be included in the no more than 8 absence rule. Absences for religious holidays, participation in a military funeral honors ceremony, or extracurricular activities that do not exceed the maximum number allowed for each of the aforementioned categories (respectively) shall not be counted for the purpose of determining a student's eligibility for promotion/credit. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. All absences must have a written or verbal explanation provided by the parent/guardian as soon as possible. An absence for which no acceptable explanation is received shall be deemed unexcused.

The principal, designee, or attendance officer shall review all students' attendance records reflecting absenteeism in excess of 8 day rule and shall make a determination, after such review, to either forgive the excessive absence(s) or to award no credit for the class(es) in question. If a student is awarded no credit, the student and/or his or her parent(s) or guardian(s) may request to meet with the attendance and Jr. High Promotion appeals committee. This committee may, by majority vote:

1. Uphold the ruling of no credit,
2. Create an attendance probation contract with the student and/or parent(s)/guardian(s),
3. Create a credit recovery agreement with the student and parent(s)/guardian(s),
4. Forgive the absences and restore credit, or
5. Find another solution if approved by the principal.

Parents/guardians shall be notified of any recommendation for a failure to earn credit due to excessive absenteeism.

Referral to the District Attorney for violations of Oklahoma Statutes (Title 70, Sec. 10-106 or other statutes) Oklahoma Compulsory Education Law may occur if a child is absent without valid excuse four (4) or more days or parts of days within a four week period or if the child is absent from school for ten (10) or more days or parts of days within a semester without a valid excuse The principal, designee, or attendance officer shall immediately report such absences to the district attorney in the county wherein the school is located.

1. The following absence types will be exempt from and not counted toward the eight (8) absence per semester limit:

School related absences - absences due to participation in school-sanctioned field trips, athletic competitions, club or organization events. Participation in vocational competitions and events by students attending Indian Capital Technology Center are also exempt. Other types of exempt absences are listed below

School related absences - absences due to participation in school-sanctioned field trips, athletic competitions, club or organization events. Participation in vocational competitions and events by students attending Indian Capital Technology Center are also exempt. Other types of exempt absences are listed below.

Extended Illness – The student must have proper documentation from a doctor on file with the office within three days of their return to school.

- a. Extenuating Circumstances beyond the control of the student, such as a death or serious illness in the immediate family or a family tragedy, (fire, flood, tornado, etc.) Again proper documentation must be on file in the office within three days of the students return to school. The parents and students, pending the principal’s decision, may request a review of the student’s attendance by a faculty committee.

A student who has not attended classes 90% of the time for the semester becomes ineligible for extracurricular activities. Exceptions may only be made by the principal for the reasons a and b as stated above.

School Activity/Unrecorded Absence

The total number of student activity absences allowed from any one class shall be 10. Once a student has had 10 activity absences from any one-class period, the student must be reported to the principal’s office for consideration upon further absences. The student will be allowed to make up any work missed while participating in school activities.

Types of Absences

Verified: Parental contact has been made and the school determines the absence as an appropriate reason for missing school. The parent should call the attendance office the day of the absence.

School Activity: An official absence requested and sanctioned by the school, such as field trips and academic/athletic events. The maximum number of unrecorded absences is ten for any one-class period of each school year.

Truant: Parent unable to verify the reason for a student’s absence or his whereabouts.

- Leaving school without receiving permission from the school and checking out in the attendance office.
 - Student not in assigned area established by the schedule or other directives.
 - Absences unexcused by the principal
 - Failure to report to detention.
-

Truancy

The schedule and other directives establish assigned areas for students during the school day. Failure to report to the assigned area or being located out of it constitutes truancy. No student may leave the premises after arriving at school unless he/she has first received permission from the school office and signed out in the attendance office. For truancy, a student will receive half credit for the first offense and a zero for each succeeding offense in each class missed. The parent will be contacted and the principal will administer disciplinary action. In repeated cases of truancy, the Wagoner County District Attorney will be notified for prosecution of compulsory attendance laws.

The student and/or the parent may provide pertinent information relative to an absence, but the school will always make the final decision as to whether an absence is verified, unexcused or truant. Buses are provided for transportation and car trouble does not excuse a student from daily attendance.

Leaving During the Day

Students checking out during the school day must submit a verification note from a doctor, dentist, etc. upon returning to school later in the day or the next school day to receive a verified absence. Failure to submit a verification note will result in an unexcused absence.

Students may not be checked out except by a parent or legal guardian. If a student needs to be checked out without the parent present, the student will need a note and the school will need to talk to a parent or guardian. Students are not permitted to leave school to provide transportation for other students.

Tardy Policy

Punctuality is important. The responsibility for punctuality rests with the student. Class disruptions due to tardiness are to be discouraged. Punctuality to assigned duties is among the most important things a student can learn and should be learned as early as possible. Good time management skills will serve students regardless of their direction following graduation. Student tardiness to any class is not permitted. If a student is not in their seat when the bell rings, the student is tardy.

Therefore the following procedure will be followed:

- Students reporting to school after missing the first 10 minutes or more of the day must sign in at the office. There is only one attendance office for 7-12. Students will report to class after checking in.
 - Failure to report to class when tardy will be considered truancy
 - Classroom teachers will treat tardiness as a discipline issue, not an attendance issue and will use the following guide to determine course of action.
-

First and Second Unexcused Tardy

These will be handled by the classroom teacher as the situation warrants

Third Tardy

1. On the third unexcused tardy to a class during a semester, a referral slip will be sent to the office for disciplinary action by the principal.

All Subsequent Tardies

The student will be referred to the office for the development of a behavior management plan. The plan may include, but is not limited to, suspension from school, restriction of extracurricular activities, parental shadowing, etc.

The following is a list of Excused and Unexcused Tardies. The list is certainly not “all inclusive” and the teacher must use his/her best judgment when assessing a tardy.

Unexcused Tardy

Vending machines wouldn't work
Talking to my friends
Sleeping in
Alarm didn't go off
Inappropriate dress
Someone didn't wake me up
Car failure
Missed bus
Someone didn't pick me up
Seen on/ near school property
Went to locker
Went home to get class work/ homework

Excused Tardy

Sickness (with verification)
Hazardous weather (Official Notice)
School bus arrived late to school
Medical, dental or legal (official documentation)

Cell Phones and Electronic Devices

1. Cell phones and other electronic devices should be used appropriately while at school or while students are involved with any school function. Inappropriate use would include but is not limited to the use of cell phones and other electronic devices in a manner that hurts or impedes teaching or learning. Other inappropriate use would include the use of cell phones and other electronic devices at any time that a teacher, coach, sponsor, or other faculty or staff member prohibits use. In general, students are allowed to use cell phones and other electronic devices before and after school, at lunch, during passing periods, and during other non-instructional times if allowed by the teacher or staff member who is responsible for the particular class or group to whom permission has been granted. In the event of an emergency, parents are advised to contact the office. This way, if the student is in a class where cell phones are not allowed, the student can still get the message in a timely manner. Teachers may create a classroom rule prohibiting electronic devices. Violations of these types of rules will be treated as a violation of a classroom rule. This policy is NOT a license for students to use electronic devices whenever, wherever, or however they choose.

Certain cellular telephone and/or other electronic device misuse could result in serious consequences such as in school discipline, out of school suspension, referral to law enforcement, etc. Students are advised that electronic device use should be appropriate, should not interfere with the teaching and learning process, and should not take place when the use of such device is not authorized. Any inappropriate or unauthorized use can result in consequences and possible future policy restrictions.

While it is our intention to stick to the above listed policy, the policy and guidelines listed below and labeled as “Plan B” may be enacted at the discretion of a school administrator if he or she deems necessary.

Cell Phone and Electronic Device Policy, “Plan B”

Cell phones and other electronic devices are not to be used on school grounds from 8:05 a.m. until 3:40 p.m. Students may turn on devices at 3:40, which is the last ten minutes of the last period of the day. This is designed to allow the delivery of messages sent by parents that students may need to see before the end of the day, such as changes in transportation arrangements or other after school issues. Students are encouraged to not have electronic devices in their possession during the aforementioned time frame. If an electronic device is in the possession of a student during the aforementioned hours, it must be powered off. This does not mean silent, vibrate, or airplane mode, this means powered off.

Students are subject to disciplinary action if:

1. They are in possession of, or otherwise responsible for, an electronic device in violation of this policy;
2. They are in possession of, or otherwise responsible for, an electronic device and a teacher or staff member believes in good faith, with professional integrity, and with good intention that the device is or was powered on or that the device was used.

Disciplinary action will be applied as follows:

1st Offense:

- A. Confiscate phone/device, and send the device to the principal’s office
- B. Assign a lunch detention
- C. Notify parent/legal guardian via pink slip or written note sent with the student
- D. Phone will be given back to student at the end of the day

2nd Offense:

- A. Confiscate phone/device, and send the device to the principal’s office
- B. Assign an hour of after school detention
- C. Notify parent/legal guardian via pink slip or written note sent with the student
- D. Phone will be given back to student at the end of the day

3rd Offense:

- A. Confiscate phone/device, and send the device to the principal’s office
- B. Assign two hours of after school detention
- C. Notify parent/legal guardian via pink slip or written note sent with the student

D. Phone will be given back to student at the end of the day

4th Offense:

- A. Confiscate phone/device, and send the device to the principal's office
- B. Assign a day of ISS
- C. Notify parent/legal guardian
- D. Phone must be picked up by a parent/legal guardian

5th Offense:

- A. Confiscate phone/device, and send the device to the principal's office
- B. Assign one or more days of ISS
- C. Notify parent/legal guardian
- D. Phone must be picked up by a parent/legal guardian

Subsequent offenses:

- A. Confiscate phone/device, and send the device to the principal's office
- B. Issue further ISS, OSS, or other punishment as deemed appropriate
- C. Notify parents
- D. Phone must be picked up by a parent/legal guardian

*This policy does not apply to school-owned electronic devices that students have been authorized to use.

**The policy does not apply to electronic devices that cannot send or received data or other information. The regulation of these devices is left to the discretion of individual teachers.

***Parents and guardians may leave emergency messages for students with office staff.

Class Level Placement Policy

Okay High School will use the following guidelines for students currently enrolled at Okay and for those students moving into the district from a school with a seven hour schedule. Adjustments will be made for students with other schedules.

For academic purposes, students are classified based on the number of credits they have earned. Please see below.

Classification	Credits Earned
Freshman	0-5.5
Sophomore	6-11.5
Junior	12-17.5
Senior	18+

Class Officers

Class Officers will be elected each school year. Class officers must have a "C+" average for the semester preceding the election.

Concurrent Enrollment

Policy on Concurrent Enrollment of High School Seniors and Juniors in College

Juniors and seniors enrolled in an accredited Oklahoma High School may be admitted provisionally to a college or university in the Oklahoma State system to higher education as a special student. The current requirements as set forth by the State Board of Regents must be met for a student to qualify for concurrent enrollment.

The State Board of Regents has amended the Concurrent Enrollment policy to include high school juniors, but requires them to show an increased level of academic ability in order to qualify for concurrent enrollment.

1. The student must meet the published criteria of the State Regents (other than high school graduation) for admission to the institution for which application is being made.
2. The student must be enrolled in less than a full time load (fewer than five credit courses per semester) at the high school and verified by the principal.
3. The student must be eligible to complete requirements for graduation from high school no later than the spring of the senior year, as attested by the high school principal.
4. Grades for a concurrent class will be calculated as an honors class: A = 5.00, B = 4.00, C = 3.00, D = 2.00

Concurrent Enrollment

A high school student admitted under the provisions set forth above may enroll in a combined number of high school and college courses per semester not to exceed a full time college workload of high school credit hours. For purposes of calculating workload, one high school credit course shall be equivalent to three semester credit hours of college work. The collegiate portion of the student's workload must be taken on the campus of the admitting college or university under regular faculty members of the institution.

An exceptional student who is otherwise eligible under this policy may enroll in a maximum of six (6) semester credit hours during a summer session or term at a college or university of the state system following the end of his/her junior year of high school, without the necessity of being concurrently enrolled in high school classes during the summer term. In order to be eligible for concurrent enrollment a student must rank among the upper one-half of the Okay High School graduating class scholastically or as defined by the Oklahoma Board of Regents after annual review.

STUDENTS ARE REQUIRED TO PAY FOR FEES AND BOOKS

Conduct and Discipline

About Your Behavior Student Conduct

Bullying: Bullying behaviors include not only physical aggression, but also, emotional harassment and social alienation. Each of the three major types of bullying—physical, emotional, and social can be split into verbal and nonverbal behaviors. Bullying can and will be reported, as an act of violence, to local authorities.

Disruptive Behavior: Okay High School has a strict policy prohibiting conduct or language that disrupts the operations of **the classroom or school activities. Failure to comply with the directives of a staff member may lead to suspension from school. Students must adhere to a code of good behavior not only for their own benefit, but for the benefit of others as well.**

Violence: Acts of violence while at school or school activities are unacceptable and will normally result in suspension. The Okay Police Department may be called on any act of violence directed towards Okay High School students and staff.

Cheating: Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. For cheating, the student will receive a zero on the assignment. A repeated offense may result in no credit being awarded for the course. Cheating does affect a student's admission to honor organizations or positions of trust.

Language: Profane, vulgar and racist language is unacceptable at Okay High School.

Smoking and Use of Tobacco Products: Students are not to smoke or use tobacco products in the school building, on campus, or inside the area of the parking lot. Tobacco products are not to be in the student's possession on campus or during school activities.

Drugs/Alcohol: Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on a student's ability to perform as a student, the board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event. Violations of this policy will subject the student to disciplinary action, including out-of-school suspension from school.

Any student who is subject to an out-of-school suspension for the violation of this policy shall be afforded appropriate due process procedures provided by the school district's policy on student behavior.

The observing faculty member through the high school principal will report any student, whose behavior creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance, to the superintendent. The parent or guardian of the student in question will be notified of the behavior and the resulting suspicion.

Weapons and Dangerous Instruments: A student will not knowingly possess, handle or transmit any object that can reasonably be considered a weapon or be a reasonable facsimile of one:

1. On the school grounds.

2. Off the school grounds at any school sponsored activity, function or event.

This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, knife, and any explosives including firecrackers, ammunition or any other dangerous objects of no reasonable use to the pupil at school.

Examples of the above would include, but are not limited to:

- | | |
|----------------------|-------------------|
| Guns and rifles | Slingshots |
| Clubs | Knives |
| Bow and arrows | BB or pellet guns |
| Martial arts weapons | |

Violations of the above rule may result in suspension from the district for one calendar year.

Alternative Discipline Schedule

This schedule shall be interpreted by the principal and their designees in a manner that is deemed just, given the circumstances of the individual case. Additionally, administrators shall have the authority to administer other disciplinary action as needed.

Nothing in this discipline schedule shall be construed to deny the student's right to a fair and orderly hearing, appeals, counsel and due process in cases, which may end in suspension or expulsion.

The following schedule is intended to provide students with a definition of the limits of acceptable behavior and to equip school administration for their disciplinary responsibilities.

Infractions Resulting In Discipline

The following are examples of infractions that will result in discipline by the school personnel. Level I is the least serious, followed by Level II, and finally Level III, which will result in the most severe disciplinary action. These are listed below:

Level I

- Unexcused tardiness
- Disruption of class or assembly
- Cafeteria disruption
- Littering

Level II

- Cutting class
- Leaving school without permission
- Truancy
- Bus misconduct
- Improper operation of motor vehicle
- Using tobacco

Level III

- Theft
- Assault-physical or verbal (bullying)
- Cheating
- Fighting
- Destruction of property
- Other offenses—possession of deadly weapons, use of drugs, or alcohol, distribution of obscene material, etc.

Alternative Discipline Available

- Advise students of consequences
- Advise parents
- Remove from class or group either temporarily or permanently
- Parent conference
- Detention Note: Assigned only by principal
- Loss of privileges
- Corporal punishment/Saturday School/In-school suspension
- Financial Restitution
- Involve law enforcement
- Refer to social agencies
- Probationary period
- Suspension (short-term)
- Suspension (long term)
- Other disciplinary action deemed appropriate under the circumstance

In School Suspension

The purpose of In-School suspension is to provide students with an alternative to short term out-of school suspension. The principal may impose In-School Suspension (ISS) when available. Both the student and the parents shall be notified of the placement, the reasons for placement and the right to appeal the placement to the principal.

A student may be assigned to ISS for only certain classes or may be assigned for the entire school day. The classroom teacher shall prepare written lesson assignments for each student given ISS during their class and shall furnish any necessary special materials. The lesson assignments shall be such that will require written responses and will be turned in daily to the teacher. The student shall receive full credit for work completed and shall not be recorded absent.

The following rules shall apply to ISS placement:

- The length of placement shall be a minimum period determined by the principal. The period of placement may be extended at the discretion of the principal. Such extension shall be made only after careful evaluation of the student's behavior.
- Students who are assigned to ISS shall bring necessary books and materials for each class period spend in ISS.

- Students who are assigned to ISS will not come into the main building before or after school during the time that they are assigned the special placement. **They must report directly to ISS when they arrive at school.**
- Tardies and unexcused absences to ISS may result in additional disciplinary action at the discretion of the principal.

Alternative School

A student may be assigned to alternative school rather than ISS, suspension or expulsion. The period of placement to alternative school is dependent upon the level of the infraction, the circumstances of the infraction, and other mitigating factors. Students assigned to alternative school must travel to and from alternative school on transportation provided by the alternative school. Transportation by privately owned vehicles by family or friends is not allowed.

Suspension

Suspension is used as a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules.

“Suspension” means an exclusion from school privileges. All suspensions may be appealed through established channels.

It is the policy of the Okay Board of Education that the superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy and regulations
- Possession of an intoxicating beverage, including but not limited to low-point beer
- Possession of missing or stolen property, if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act)
- Possession of a weapon shall result in out-of-school suspension of not less than one calendar year
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Adjudication as a delinquent for a violent or non-violent offense

Before a student is suspended out of school, the principal shall consider and apply, if appropriate, alternate in-school suspension options, such as placement in an alternate school setting, reassignment to another classroom, or in-school suspension.

Except in cases involving possession of a weapon such as a knife or 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 and teachers, no out-of-school suspension shall extend beyond the current semester and succeeding semester.

Suspensions issued by ICTC will be recognized by Okay High School. This means that when a student is suspended from ICTC, they will be suspended from attending Okay High School for the term of ICTC’s suspension.

Counseling

About Your Grades and Classes

Academic Counseling

The counselor will assist students with vocational and academic counseling as the need arises. Students should call upon the counselor or any staff member when they feel assistance is needed.

For the student who does not plan to go to college, much can be done to prepare for a vocation or profession while in high school.

Current information about colleges and universities can be found in the counselor's office and in the library. A student interested in a scholarship or grant should consult the counselor in his sophomore and junior years. ACT packets, scholarship information, etc. are available in the library or counselor's office. The Counseling office is located in the high school.

Crosswalk

School Crossing

All students that drive to school should be aware of the school crossings located at the corner of the cafeteria and the elementary school. Extreme caution should be used when driving past these areas after having come to a complete stop.

Damage to School Property

All Okay School property belongs to the patrons of Okay School District and is intended to be used by and for the benefit of all students; therefore, when a student intentionally destroys or damages school property, they are personally liable financially and subject to discipline of school authorities. This would include vandalism and tagging.

Dances

At various times throughout the school year, school sponsored dances are held. Rules regarding dress, guests, and conduct are set by the sponsoring organizations and approved by the administration.

Dances will be sponsored by adults in the school system. Absolutely NO ALCOHOLIC BEVERAGES are allowed. Once a student enters a school sponsored dance and then leaves, he/she cannot return to the event. All guests, other than Okay High School Juniors and seniors, attending the prom must have approved permission slips from the principal.

Diploma Plans / Graduation Checklists

A variety of information, including Graduation Checklists, can be found by accessing the following link:

<http://sde.ok.gov/sde/achieving-classroom-excellence-resources>

Discipline, See Conduct and Discipline

Dress Code

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. Appearance that interrupts classes or draws attention to the student will not be allowed.

The principal, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the above provisions, the principal shall require the student to make appropriate corrections before returning to class. If the student declines to make the corrections to clothing, the principal shall notify the student's parents or legal guardians and request that they provide appropriate clothing immediately. If the parent or legal guardian is unable to comply or refuses, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities or suspended from school.

Repeated dress code infractions may result in disciplinary action in addition to what is listed in the existing policy.

Clothing Not Generally Accepted:

- Muscle shirt
- Sleeveless shirts with less than two and one half inch wide shoulder bands.
- See-through clothing shall be prohibited if the absence of the see-through clothing in question would cause the student to otherwise be in violation of this dress code.
- Tops that do not touch lower garment at all times (even when the arms are raised) thus exposing the bare midriff skin.
- Tops with excessively low necklines.
- Clothing, jewelry, patches and belt buckle advertising drugs, alcohol, or tobacco, or anything illegal or immoral, and those items with obscene, lewd, violent, dehumanizing, gang-related, or suggestive slogans and/or graphics.
- Indoor wearing of sunglasses except for days designated by the building administrator.
- Shorts, dresses or skirts must be longer than two inches beyond the tip of the longest finger with arms fully extended against the leg (no tears, cuts or holes in garments above this point are acceptable).
- Wallet and external chains.
- Exposed under clothing.
- Any clothing or attire deemed inappropriate by administration.
- "Sagging" or low riding pants on boys or girls will not be allowed.
- Inappropriate clothing may be covered by clothing provided through the office and rope may be used to tie pants at the appropriate level.
- Blankets
- Hats and head coverings

Shoes: Proper footwear must be worn at all times.

Eligibility Statement & Extracurricular Activities

The OSSAA policy states a student must pass 5 out of 7 classes (final semester grades) or the student is ineligible for the first 6 weeks of the following semester. This and other rules regarding eligibility that were in place by the OSSAA when this handbook was approved on July 9, 2018 shall supersede potentially conflicting eligibility rules and requirements listed below. An OSSAA eligibility rule that may be passed after the aforementioned date shall supersede requirements listed below, if and when applicable.

Participation in extracurricular activities at Okay High School is a privilege, not a right. Therefore, it is assumed that students' behavior during those times that they are representing Okay High School in extracurricular activities (out of class field trips, performances, games, contest, and etc.) is to be above reproach.

It should be understood by all students participating in extracurricular activities that their eligibility to participate is governed by this policy statement, all regular student discipline codes, as well as the rules and regulations of the OSSAA. It is therefore possible for two students found guilty of the same inappropriate behavior to have different punishments. That is, the extracurricular student may receive the same punishment as the regular student in addition to being declared ineligible to participate in extracurricular activities.

Okay Independent School District is not responsible for injuries sustained by students while participating in extra-curricular activities including sports. Parents are encouraged to purchase accident insurance, which is made available to them in the enrollment packet.

Participation in extracurricular activities shall be subject to the following minimum restrictions unless waived by administration for unavoidable cause.

- A student must have passed six subjects he/she was enrolled in during the last semester.
- During a semester, the student must be passing in all subjects he/she is enrolled in.
- A student must attend five classes the day of an activity in order to participate.
- A student who has not attended classes 90 percent of the time for the semester becomes ineligible.
- Students, who are not eligible, will spend a portion of their practice time in studying to become eligible. They also will not be allowed to miss any class time for games or travel.
- A student, whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school, shall be ineligible until reinstated by the principal.

In general, the following guidelines will be followed:

- A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct will forfeit the right to participate in at least one contest.
- Repeated offenses of this type will result in the forfeiture of a least two contests and may cause the student to lose his/her eligibility for the remainder of the school year.
- Other issues not specifically addressed in this statement will be addressed by the building principal.

Eligibility Requirements for Organizational Queens, Attendants and Escorts

- Students who have served as a queen are not permitted to serve as a queen or attendant again during the same school year.
 - Students who have served as an attendant may serve as a queen that year.
 - Students who have served as attendants may not serve as attendant again that year.
 - In order to be eligible for selection, a student must have a 2.0 GPA with no F's at the end of the preceding quarter grading period.
 - Administration may waive the above in extreme circumstances.
-

End-of-Instruction (E.O.I.) Exams

Beginning with students entering the ninth grade in 2008-2009 school year, students will be required to **show proficiency** Algebra I, English II, and two of the other five EOI tests in order to graduate from high school. The other five include Algebra II, Biology I, English III, Geometry and United States History.

Enrollment Schedule

Any student entering class must have a schedule, which has been obtained from the counselor's office. Students who attended Okay Public School the previous year should have indicated choices for enrollment in the spring during pre-enrollment conferences.

Students who are new to the district must meet with the counselor to choose classes and formally enroll. Schedule changes may be made with office approval within the first two weeks of a semester if a valid educational reason exists. This may be accomplished only in the office. Emergency changes may be made within the third week with the permission of the principal. A schedule change is not necessary at the end of the first semester course if the student was enrolled at the beginning of the year in a new second semester course.

Exemptions

11. Exemptions

Each teacher in grades 7-12 shall administer a semester test. This will be during the last week of school at the end of each semester. Semester tests will be worth between 10% and 20% of the semester grade. Semester tests for even hour classes (hours 2, 4, and 6) will be given on the second to the last day of semester. Semester tests for odd hour classes (hours 1, 3, 5, and 7) will be given on the last day of the semester. An exact schedule, which may include modifying when the 7th hour test is given, may be made by the principal.

In order to be exempt from a semester test, students must have no more than 2 disciplinary referrals for the semester in question. Also, a student may be exempt if:

1. He or she has no more than 3 absences (excluding school trips, activities, etc., but including absences for Dr. Visits, funerals, and other normally excused absences) in a class in which they have a grade of A when the exemption list is created.
2. He or she has no more than 2 absences (excluding school trips, activities, etc., but including absences for Dr. Visits, funerals, and other normally excused absences) in a class in which they have a grade of B when the exemption list is created.
3. He or she has 1 absence (excluding school trips, activities, etc., but including absences for Dr. Visits, funerals, and other normally excused absences) in a class in which they have a grade of C when the exemption list is calculated. Students with grades of D or F are not eligible for an exemption in that particular class.
4. Any student who has received out-of-school suspension during a semester will not be eligible to be exempt from any semester test during the semester in which the student was suspended. Also, in addition to other disciplinary consequences that may be applied, any student found to be in possession of, using, or otherwise involved with the use, possession, or facilitation of vaping and/or vaping devices while on school grounds or under the control of the school (such as trips) will not be eligible for exemption during the semester in question.

Other information about exemptions are listed below.

1. If a student is exempt from a class they do not have to be on campus. For example, if a student is exempt from hours 2 and 6, he or she would only have to be on campus for the 4th hour test. If students remain on campus, they must follow school rules and stay in an approved place while they are not testing.
2. If a student is exempt from a test, they may take the test on a “no risk” basis. That is to say, if a student has an 89 in his or her Spanish class, the student may opt to take the Spanish test in order to raise his or her grade. If the student does poorly on the test, it will not count against them and their grade will not be reduced due to the semester test.
3. Much like the honor roll lists, exemption lists will be created a few days before the end of the semester. Like the honor roll lists, once a student’s name has been correctly added to the exemption list they will be exempt.
4. Students will be notified a few days before the end of the semester regarding whether or not they are exempt. It shall be the responsibility of the student to relay the information to their parents and communicate plans for leaving campus or staying on campus if exempt.
5. Students who receive an unexcused absence for the day of a semester test risk getting a grade of zero on the test. This would obviously negatively impact their final semester grade.

Extracurricular Activities

Student Organizations

There are several student organizations at Okay High School. Some administrative, some academic, and some recreational, but all are orientated about services to the school and the welfare of the student body. It is our hope that each student may find a place in some organization that will help him to become a better citizen and at the same time help our school and community to be a better place for our young people.

F.E.R.P.A.

Family Education Rights and Privacy Act Notification of Rights

- A. The School District shall take appropriate steps to notify parents of the rights vested in them under this Policy by the publication of this policy in appropriate policy or administrative manuals of the School District, which are available for public inspection.
- B. The School District will annually notify in local publication parents and eligible students their rights under FERPA. This shall include:
1. The right of a student's parents and eligible students to inspect and review the student's education records.
 2. The intent of the School District to limit the disclosure of information contained in a student's education record except: (1) by the prior written consent of the student's parents or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.
 3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
 4. The right of any person to file a complaint with the U.S. Department of Education, if the School District violates the FERPA.
 5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.
 6. The District will arrange to provide translations to this notice to non-English speaking parents in their native language/mode of communication

Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the [School or School District] to the contrary in accordance with [School or School District] procedures. The primary purpose of directory information is to allow the [School or School District] to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

An LEA may, but does not have to, include all the information listed below.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Source: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html>

Grading Policy

Grades will be reported as letter grades. Grades will be determined by number of point's possible compared to number of points obtained. Each student will be graded according to set standards, not in competition with other students. Semester tests will be counted as no more than 1/5 of the total semester grade.

90%-100%	= A	= 4.00	60%-69%	= D	= 1.00
80%-89%	= B	= 3.00	0%-59%	= F	= 0.00
70%-79%	= C	= 2.00			

(Regarding the set up and structure of gradebooks at Okay High School (grades 7-12)), No category, assignment type, or classification of grade will be weighted higher, or more valuable, than another category, assignment type, or classification of grade. An example for a prohibited weighted system would

be "A student's grade will be figured when of the total points earned, tests will be worth 55%, homework will be worth 25%, and daily work will be worth 20%."

This does not mean that teachers cannot make types of work more valuable than others. For example, daily work could be worth 1 point per item, homework could be worth 2 points per item, and test items could be worth 3 points per item. Every grade for every class will be figured using the formula (points earned / points possible) * 100. The solution to the aforementioned formula will be rounded to the nearest whole point. That is, an 89.4 would round to 89, while an 89.5 would round to a 90. 3 examples are listed below. Any questions, clarification, or ruling on this policy shall be made by the principal.

Points Earned / Points Possible *100, Then Rounded = Grade Earned

Example 1 800 / 1000 = 0.8. 0.8*100 = 80. Grade Earned = 80.

Example 2 749 / 1153 = 0.649. 0.649*100 = 64.9. The grade would round to a 65.

Example 3 649 / 787 = 0.8246. 0.8246 * 100 = 82.46. The grade would round to 82.****

Graduation Requirements/ Regulations

Regulation #1: Students who need more than one (1) unit for graduation shall not be permitted to participate in the graduation exercise.

Regulation #2: The Okay Board of Education has the authority to set local requirements for graduation above those of the State Board of Education.

Regulation #3: A unit of work earned by a student in any approved summer school in Oklahoma may be accepted at the option of the Okay Board of Education, as resident credit.

Regulation #4: A unit of work earned by a student in any approved correspondence course may be accepted at the option of the Okay Board of Education, as resident credit.

Regulation #5: A unit of work earned by a student in any approved college may be accepted at the option of the Okay Board of Education as a substitute class for a required class for graduation.

Regulation #6: Units of work earned by a student in an approved area vocational/technical school in Oklahoma shall be certified by an area vocational/technical school to the high school in which the student is regularly enrolled. These units of work shall be counted toward meeting the local and state regulations for graduation. **A minimum of 23 units or sets of competencies are required to graduate from Okay High School, in accordance with state law and/or regulations.**

Regulation #7: A student's GPA is a cumulative grade point average from grades 9-12.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are in the halls without the appropriate pass will be returned to class and assigned after school detention.

Harassment

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

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

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

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

The administration 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

Homework

Homework or out of school assignments are considered an integral part of the course work. Failure to complete and return assignments will result in no credit given for the assignment and result in reduction of grade. Students may not leave campus to get homework or assignments left at home. Remembering to return the assignment in a timely fashion is considered a part of the assignment.

Honor Roll

Those who have maintained a 4.0 average for the semester determine the Superintendent's Honor Roll. Those who have no grade lower than a "B" for the semester determines the Principal's Honor Roll.

I.C.T.C.

Indian Capital Technology Center

The Indian Capital Technology Center provides participating high schools with an extended curriculum. The students enrolled attend three hours a day at the Muskogee Technology Center either morning or afternoon. During the remaining portion of the day, each student is scheduled at Okay High School. All other subjects and extracurricular activities such as athletics, music, etc., are provided at Okay. See counselor for details.

Illness or Injury

Student Illness or Injury

When students become ill during the school day, the classroom teacher will send them to the office. The teacher may see that it is necessary to have someone accompany the student to the office. The office staff treats minor injuries. Medical supplies are provided and are available in each school office. For illnesses or more severe injuries, parents are notified by telephone. The school staff may give emergency care in case of accident or illness, but treatment is held to be the responsibility of parents and the family physician. If the injury requires immediate medical care or transportation to a medical facility, the local ambulance, with trained paramedics, will be called.

If a student is required to take medication for an illness or injury, Medical Authorization forms are available in the office. All prescription medications will be kept in the office except for self-administered inhaled asthma medication. Non-prescription medication will also require a form signed by parents and the medication, with instructions from parents will be kept in the office. Parents are responsible for providing the non-prescription medication. **School staff is not permitted to dispense any type of medication unless it is provided by the parent.**

Immunizations

Vaccines Required By School Year and Grade Level

Year	1 dose Measles & Rubella	2 nd dose Measles	1 Dose Mumps	3 Doses DTP & Polio	5 Doses DTP & 4 Polio	3 Doses Hepatitis B	1 Dose Varicella	2 Doses Hepatitis A
2007-2008	K-12	K-12	K-12	12	K-11	K-12	K-9	K-12
2008-2009	K-12	K-12	K-12	12	K-12	K-12	K-10	K-12
2009-2010	K-12	K-12	K-12	12	K-12	K-12	K-11	K-12

All Measles, Mumps and Rubella must have been administered on or after the child's first birthday.

If the 4th Dose of DPT and/or 3rd dose of Polio are administered on or after the child's 4th birthday, then the 5th dose of DTP and/or the 4th dose of Polio are not required.

Inclement Weather

Severe Weather (Dismissal of School)

Radio stations and TV will be notified if school is to be dismissed. They ARE NOT notified if school is going to be in session. Listen to the radio or TV on the evening news or early morning news to see if school has been dismissed. Do not call school personnel at their homes. Listening to the broadcasts will be sufficient.

Insurance

Student Insurance

Okay Public Schools do not provide health or accident insurance coverage for students who regularly attend school or participate in extracurricular activities. A student accident insurance policy may be purchased by a parent or guardian for a child from a student insurance company designated at the beginning of each school year by the district. However, the cost is strictly the responsibility of the parent and not the school district.

7th and 8th Grade Promotional Criteria

In order for 7th grade students to promote to the 8th grade, and for 8th grade students to promote to high school, students must:

1. Attend school in accordance with the attendance policy
2. Pass at least 3 out of 4 core classes each semester. Core Classes are Math, English/English Language Arts, Science, and Social Studies.

Students who fail to meet the criteria listed above may meet with the Attendance and Jr. High Promotion Appeals Committee. The committee may uphold the failure to promote, list conditions required by the student in order to promote, or utilize another avenue for promotion similar to those listed in the attendance policy. The committee will track and monitor the conditions they set forth and notify the counselor and principal of the rulings and students' success or failure regarding any agreement reached.

Library Services

The library will be open from 8:00 a.m. until 3:30 p.m. Students are encouraged by both the teachers and the librarian to use the library. Books and materials must be checked out at the circulation desk. A student may lose library privileges if damages are caused by misuse or abuse. Disciplinary action may result and the cost for repair or replacement may be charged to the student.

Lunch

Closed Campus Lunch

Okay High School has a policy of a closed campus for lunch. Students may not leave campus during the lunch period without a parent personally checking them out in the office and accompanying them to lunch. During this time, all other students should be in the cafeteria, outside commons area or gym (during inclement weather) only.

Students may bring a sack lunch if they so desire. Students may eat in the cafeteria. No charges, only one person per tray, no trays will leave cafeteria. Students may not **bring** pop and candy into the cafeteria.

The halls are closed to students during lunch. **No food or drinks** are allowed in the hallways, classrooms or gym without administrative approval. Pop is not available for purchase during the day. It is available before school, after school and during lunchtime.

Students may use the library during lunch period. Students are reminded that no visitors are allowed in the hallways, classrooms, cafeteria, or on campus during school hours without prior arrangements through the office.

Lockers

Students (7-12) will be assigned a locker during enrollment week. Any student needing a locker or a change of lockers should check at the principal's office. Proper care and maintenance of the assigned locker should be exercised and becomes the responsibility of the student. Students will provide their own locks, and a spare key should be turned in to the office.

Lost and Found

Students who have lost personal or school owned articles may check for them at the office. Students finding articles in the school should bring them to the counter in the office. Items in the lost and found will be discarded at the end of each 9-week period.

Make Up Work

The student may promptly make up work without penalty where stated. It is the responsibility of the student upon return to request missed assignments from his/her teacher. If the absence is excused, the student will have the same number of days to make up the work as the number of days absent.

Assignments or projects that have been assigned in advance are due on the previously designated due date. Make up work not turned in on time will be recorded as a zero. All make up work must be in by the end of the grading period. Only in extreme cases of prolonged absences will more than one week be allowed for work to be made up unless the principal grants permission.

In the case of out-of-school suspension, students will be allowed to make up work in the same manner as a student who had excused absences.

1. Semester projects or term papers that have previously announced due dates must be submitted on the due date unless arrangements are made with the teachers.
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Messages

Student Messages

Students will be given phone messages **ONLY FOR EMERGENCIES**. Delivery of messages poses a classroom interruption and an interruption in the learning process. **EMERGENCY MESSAGES FROM A PARENT OR LEGAL GUARDIAN ONLY WILL BE DELIVERED. Please make arrangements prior to arrival at school to go home with a friend, change travel arrangements, delivery of special clothing, books, etc.**Telephones

Students are not to be excused from class to use the telephone except in extreme emergency, and only with written permission of the teacher. Also, an emergency must exist before a student will be called from class. **The office phone is off limits during the school day, except for cited emergencies.**

National Honor Society

Candidates eligible for election to the National Honor Society must be a member of the sophomore, junior or senior class; and must have a cumulative grade point average (GPA) of 3.5 or greater. Students who maintain or reach this level of academic achievement shall be automatically admitted to **candidacy** and **invited to submit an application for election of membership**. Following guidelines set forth in the constitution of the National Honor Society, a student's eligibility shall then be considered on the basis of leadership, service and character. Candidates shall be considered for membership during the second semester of each year.

O.H.L.A.P. / Oklahoma's Promise

***To qualify for the OHLAP program students must also complete two (2) units of a foreign language or two (2) units of computer science. Keyboarding does not count toward the upper level requirements for computer science for the OHLAP scholarship.**

Oklahoma Honor Society

The Oklahoma Honor Society promotes high standards of scholarship among students in the high schools of Oklahoma. The Society is composed of the ten percent of the student body who have made the highest grades for the second semester of the preceding school year and the first semester of the present school year.

Parking Lot

Students are to park in the designated area of the parking lot. Students are not to park in the area reserved for staff and visitors (next to the parking lot railing in front of the building) or on the grass. Students are to drive slowly and cautiously at all times, never exceeding 15 MPH. Students are reminded that they are not to ride in the back of pickup trucks on school property. Students are required to use seat belts while driving on school property. If students do not drive correctly or park within the designated area or between the parking lines, they will lose their parking privileges on the school grounds.

Students are not to move their autos during class breaks. Autos may be moved only before and after school. There is to be no loitering in the lot. Students may not sit in their cars before school, during school hours, or at lunch. Vehicles are to be parked and students are to exit the parking lot immediately. Students are expected to obey all posted signs and regulations, as well as, local and state driving laws while on school property.

When exiting the school grounds, students will use the north exit only. Students should never use the south drive by the elementary school during the 7:00 a.m. to 4:00 p.m. time frame.

Parking Permits

Students that park in the parking lot will be required to display a current Okay High School student parking permit on their cars. **The student must have a valid drivers license and proof of insurance.**

P.D.A.

Student Relationships (Public Display of Affection PDA)

Students shall conduct themselves appropriately at all times at school, so that attention of others is not attracted to their behavior. No public display of affection should occur during your time at school. An example of inappropriate behavior includes kissing, holding hands, hands in the back pocket or waistband of garment, arm embracing the body, caressing legs and/or body with feet or hands.

First Violation: May result in suspension to ISS or other discipline deemed appropriate by the administration.

Proficiency-Based Promotion

In an effort to provide maximum opportunities for student's individual learning needs to be met, Okay Public School has a Proficiency-Based Promotion option beginning with Kindergarten. Applications will be accepted during the two-week period preceding testing dates in fall and spring. The first Monday in October and March.

Pursuant to Section 6 of HB 1017, Proficiency-Based Promotion provides the opportunity for students to move forward in their educational endeavors by mastery of the Oklahoma Priority Academic Student Skills. The student who can successfully be moved ahead under Proficiency-Based Promotion guidelines can demonstrate, in absence of instruction, content knowledge and skills. Parental involvement is integral in the Proficiency-Based Promotion process as is consideration of the student's social, emotional and intellectual needs.

Upon completion of the Proficiency-Based Promotion Application Process, student applicants will complete a criterion examination. If passed at a 90% or higher level and after appropriate consultation with parents, students may be promoted and will receive appropriate credit. Credit earned in high school level courses will count toward meeting graduation requirements. Exam (CE) will note credit as Credit with no grade assigned. No record of unsuccessful attempts at Proficiency-Based Promotion will be maintained in the student's permanent school records. Please contact the principal for further information.

Progress Reports

Special progress reports will be sent to parents after the first 4½ weeks of each grading period. A student who receives this notice should talk to the teacher who sent the report to receive help with any problem. Parents should sign the report and send it back with any comment they wish to make. It is the parent's prerogative to schedule a conference by contacting the teacher at 682-0371 at the High School.

Residency Requirements

Students new to the school system must furnish two means of residence verification, i.e., water deposit, gas deposit or electric deposit and immunization records.

Safety Drills

Students are drilled throughout the year to be prepared in case of tornadoes, fires and any situation that might require a lock-down.

- The fire alarm is a continuous ringing of the regular bell system. Teachers and students should familiarize themselves with the evacuation procedure posted at each classroom doorway. During a fire drill, students are to walk quietly to the designated area upon receiving instruction from the teacher.
 - The tornado alarm is a series of buzz-pause-buzz-pause on the regular bell system. Each student should respond and take cover in the hallway immediately. Stay away from glass doors and windows. Assume a protective posture by standing with their backs to an inside wall. The all-clear signal will be the regular class bell.
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Salutatorian, See Valedictorian and Salutatorian

Search and Seizure

Student Search and Seizure

To insure the safety and welfare of pupils the school maintains a strict policy of student search and seizure. Pupils are informed that they have no reasonable expectation of privacy from school officials with regard to school lockers, desks or other property of the school.

Sexual Harassment

The policy of this school district forbids discrimination against, or harassment of any students 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 and employees including non-employee volunteers whose work is subject to the control of school personnel.

Sexual Harassment for the purpose of this policy, 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.

It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators’ judgment and common sense in meeting the requirements of the federal law.

Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher.

Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns, which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

Statement of Good Standing

In order to be considered to be in good standing at Okay Jr. High and Okay High School students must:

1. Avoid significant disciplinary violations;
2. Avoid numerous disciplinary violations at any level;
3. Otherwise act and behave appropriately when acting as a student of, or as a representative of, Okay Public Schools;
4. Pay all fines and fees owed to the school.

A student’s good standing status may be noted on school records, documents, or requests for information as appropriate.

Any student who is not in good standing may meet with the principal to learn what should be done so that the student may be considered to be in good standing.

Stolen (or Lost) Property

Okay Public Schools is NOT responsible for lost or stolen property. In the event that property is lost or stolen, school personnel may or may not be able to assist with the recovery of the item or items in question. All people affiliated with Okay Public Schools are hereby advised to take appropriate action to care for and safeguard any and all property that makes its way onto school property.

Student Council

High School Student Council

The officers of Okay High School Student Council may consist of a president, vice-president, corresponding secretary, recording secretary, parliamentarian, treasurer, and chaplain. Six representatives hold offices, but are elected in class meeting with class officers. Representatives consist of a boy and a girl from each class.

Student School Expenses

Textbooks are free; however, some expenses may be incurred for classroom aids for personal use. Other expenses the student may incur are paying for lost textbooks, library fines, school pictures, and graduation costs, replacement parking permits and items of similar nature. School records, including report cards and transcripts, will be held until all financial obligations are met.

Tardies

See Absences, Attendance & Tardies

Transfer Consent to Cancellation of Transfer

Okay High School

Transfer Student/Parent Consent to Cancellation of Transfer

The undersigned, who is not a resident of Okay School District, recognizes:

1. That the undersigned student has a right by law to attend the school district of residence;
2. That the nonresident student desiring to enroll in this school district has no statutory right to attend this district;
3. That the district is not required to accept this transfer application; and
4. That the district does not desire to accept a transfer who will detract from the educational process of resident students or take the place of another transfer applicant who would not detract from that process

The undersigned hereby agrees that if the district approves a transfer allowing the undersigned student to enroll in the school district, the administration of the district has the consent of the undersigned to cancel the transfer during the approved enrollment school year if:

1. The student fails to comply with student behavior rules set by the district, school, administrator, or teacher;
2. The parent or student 18 years of age or older fails to promptly pay financial obligations owed to the district, including, but not limited to, payments for school lunches and for lost or destroyed school property;
3. The student does not have a valid excuse for failure to attend school (administrative decision); or
4. At the discretion of a school administrator

The undersigned is also informed that this consent to cancellation is a necessary component for continued enrollment after acceptance, and thus the consent may be withdrawn at any time in the future.

The undersigned also understands that although the administration may not notify the parent of students 18 years of age or older of any cancellation, the undersigned understands and agrees that the determination of the administration that a cancellation is to be **FINAL**, that the undersigned will have no right to appeal that determination to the Board of Education, and that after cancellation the administration will send the educational records of the student to the student's resident school district or to such other school district as the undersigned directs.

By signing this agreement, I affirm that I have read and understand the above conditions concerning acceptance of the transfer application and my consent to district authority to cancel the transfer, if granted, for any reasons stated above.

Signed this _____ day of _____, _____

Signature of Parent applying for transfer

Signature of student

Printed Name of Parent

Printed Name of Student

Okay School Principal

Transportation

It is the desire of the administration and faculty to give all the protection possible to the students of the school. Consequently, all eligible students are urged to participate in the school transportation program.

Parents are encouraged to carefully read the following bus rules. These rules have been formulated to provide the safest and most efficient transportation of pupils to and from school and/or related activities. Any violation of these rules will be reported by the bus driver to the respective principal for appropriate action, which may include the temporary or permanent withdrawal of riding privileges, depending upon the seriousness of the violation and all other circumstances of each individual case.

5. The driver is in full charge of the bus and students. Students must obey the driver promptly and without dispute.
6. Derogatory remarks to the driver and other students about discipline or transportation will not be tolerated.
7. Unnecessary conversation with the driver is prohibited. No student may engage in conversation with the driver while the bus is in motion except in emergencies or unusual situations.
8. Outside the ordinary conversation, reasonable student conduct is to be observed on the bus at all times.
9. Students must refrain from using obscene or profane speech and indecent gestures, actions or conduct.
10. No student may use, or have in their possession any alcoholic beverage, dangerous drug or controlled substance as defined by the Oklahoma Statutes while riding the bus.
11. Students must not throw paper, rubbish, or other objects out of the bus, on the floor, or at any other pupil or driver.
12. Students must not at any time, extend any part of their bodies out of the bus windows, nor shall they in anyway touch or hang onto the bus before boarding or after leaving.
13. Students must not try to get on or off the bus or move about within the bus while it is in motion.
14. Drinks are not permitted on the bus. Exceptions may be made on extra-curricular trips, with the approval of the sponsor.
15. Students must ride their assigned bus. If a student wishes to ride another bus for a specific reason, he must bring a note from his parents to the principal stating why he wishes to ride another bus. If the principal signs it, then it must be presented to the driver so the student can ride if room is available.
16. The emergency door will be used only in emergencies.
17. Boarding school buses: Students must board and exit at their designated stop.
 - a. Do not be late; be at your stop on time. The bus will not wait.
 - b. Students must not stand in the roadway.
 - c. Maintain a single file, six feet from where the bus will stop.
 - d. Saving a seat is prohibited.
 - e. Be seated and remain seated until the bus arrives at your school.
18. Departing school buses:
 - a. Depart from the bus in an orderly manner, moving some three feet perpendicular and some fifteen feet forward. Those students who need to cross the roadway must stop and wait for the signal from the bus driver.
 - b. Do not walk down the side of the bus or behind the bus.
19. Fighting or scuffling in any form while waiting for the bus or riding the bus may result in suspension bus riding privileges.

Students are not permitted to smoke, dip or chew tobacco on school buses.

Tobacco

The possession or use of tobacco by students (regardless of age) is strictly prohibited. The provisions of this policy also apply to E-Cigarettes and similar devices. Students found in violation of the of this policy will be referred to law enforcement so a fine can be issued by a law enforcement agency as provided by Oklahoma Law.

Valedictorian and Salutatorian

Valedictorian and Salutatorian

The Valedictorian and Salutatorian will be selected on the basis of overall grade point average for the first seven semesters of high school.

The Valedictorian shall be the person with the highest overall grade point average. The Salutatorian shall be the person with the second highest overall grade point average. In the event of a tie, co-valedictorians or co-salutatorians will be named. A student must have attended Okay High for one (1) school year prior to the senior year to be eligible for these awards. This policy fully applies to the class of 2019 and later. This policy applies to the classes of 2016, 2017, and 2018, but there is a stipulation. Because students in the three aforementioned classes started their high school careers where the valedictorian and salutatorian were chosen based on 7.5 semesters of their senior year, the possibility of co-valedictorians and co-salutatorians exists under the following circumstance. The valedictorian and salutatorian will be chosen after the completion of 7 semesters of high school, as stated above. However, in the event that a student would have qualified to be the valedictorian or salutatorian after 7.5 semesters, the student who would have been named valedictorian or salutatorian after 7.5 semesters will be named co-valedictorians and co-salutatorian with the valedictorians and/or salutatorian who was selected after 7 semesters.

Visitors

All adult visitors must sign in and out in the office and receive a visitor's pass. Children of students (babies) should not be at school during school hours. Other non-student visitors are not permitted at any time during the school day including lunch.

Withdrawals or Transcripts

When it is necessary for a student to withdraw or transfer from Okay, the following steps must be taken:

1. Report to the registrar immediately upon arrival to school in the morning so that the withdrawal records may be completed as the student goes to each class. The registrar will give you withdrawal records, which you will carry to each of your teachers for a letter grade to date. This sheet must be filled out in full. This sheet does not complete withdraw from classes. After the withdrawal records have been completed, return the sheet to the registrar who will give final approval.
2. Have all school books in hand to clear with each teacher and be prepared to pay any library fines, etc., which are owed.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any forum program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, sessions, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates the Superintendent as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (918)682-2548 and via email to pwiseley@okayps.org. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) ~~ninety (90)~~ days of receipt of a claim. Within ten (10) ~~thirty (30)~~ days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

PROHIBITION OF RACE AND SEX DISCRIMINATION (Cont.)

No individual shall be retaliated against for (1) filing a complaint; ~~or~~ (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards ~~the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations.~~ Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: 70 O.S. § 24-158
State Accreditation Standard 210:10-1-23

***A POLICY ON THIS ISSUE IS REQUIRED
BY THE STANDARDS OF ACCREDITATION
FOR OKLAHOMA SCHOOLS
Effective July of 2021***

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

The district may interview the following individuals:

I, _____, attest that the information that I have provided above is correct and accurate.

Complainant

NOTE: This form is optional the district is certainly free to require a different document in its place.