



High School Student Handbook

2018 - 2019

BOARD OF EDUCATION

Jimmy Winklepleck – President
Dow Maxwell – Vice President
Pat Maxwell – Board Clerk
Tommy Roberson– Member
Scott Welch – Member

ADMINISTRATION

Superintendent/High School Principal
Twylah Morris

TEACHERS

Jessica Akins
Tenille Bill
Janelle Cox
Doug Cagle
Candice Dominguez
Bill Glasco
Gerald Griffin
April Hume
Eric Henry
John Honeycutt
Darrell Jones
Jeremy Jones
Phyllis Kannady
Sara Maxwell
Brandy McClary
Cydney Meglemre
Sandra Rose
Preston Rowland
Kevin Strother
Marsha Walton

Keota Public Schools

110 NE 6th

Keota, OK 74941

Phone: (918)966-3950

Web site: www.keota.k12.ok.us

Keota Public Schools School Calendar (2018-2019)

NO SCHOOL ON FRIDAYS (Unless needed for Make-up Days)

August	6-8 9	Teachers Report/In-service First Day of School for Students
September	3 6 13	LABOR DAY (No School) Progress Reports Parent/Teacher Conference After School
October	11 15 18	End of 1 st 9-Weeks Beginning of 2 nd 9-Weeks Report Cards
November	15 19-22	Progress Reports THANKSGIVING BREAK (No School)
December	20 24-31	End of 2 nd 9-Weeks CHRISTMAS BREAK (No School)
January	1-3 7 8 10 31	CHRISTMAS BREAK (No School) Teacher Professional Day (No School) Beginning of 3 rd 9-Weeks Report Cards Progress Reports
February	7 18	Parent/Teacher Conference After School Teacher Professional
March	14 18-21 25 28	End of 3 rd 9-Weeks SPRING BREAK (No School) Beginning of 4 th 9-Weeks Report Cards
April	18 26	Progress Reports Optional Snow Make-Up Friday
May	3 10 12 13 17 22 23	Optional Snow Make-Up Friday Optional Snow Make-Up Friday Baccalaureate 8 th Grade Graduation Senior Graduation/Optional Snow Make-Up Friday Report Cards/End 4 th 9-Weeks Teacher Work Day

MISSION STATEMENT

The faculty and staff of Keota Schools are committed to empowering students to become responsible citizens of character and integrity by creating a positive environment and encouraging active participation in the learning process.

PHILOSOPHY OF KEOTA HIGH SCHOOL

Keota administrators and teachers are dedicated to providing the highest quality education for all our students. The purpose of this school district is to produce students with the opportunity to learn and grow toward a life of success in our ever-changing world.

KEOTA EMBLEM: THE LION

KEOTA SCHOOL COLORS: ORANGE AND BLACK

SCHOOL SONG:
 KEOTA, KEOTA
 YOUR SONS ARE STAUNCH AND TRUE
 KEOTA, KEOTA
 WE'LL ALWAYS STAND BY YOU
 WE'LL FIGHT BOYS, WE'LL WIN BOYS
 FOR THE ORANGE AND BLACK WE'LL STAND
 KEOTA, WE LOVE YOU,
 THE BEST IN ALL THE LAND

BELL SCHEDULE

1st Hour:	7:30 - 8:35
Breakfast:	8:35 - 8:50
2nd Hour:	8:55 - 9:55
3rd Hour:	10:00 - 11:00
4th Hour:	11:05 - 12:05
LUNCH:	12:05 - 12:25
5th Hour:	12:30 - 1:30
6th Hour:	1:35 - 2:35
7th Hour:	2:40 - 3:40

Buses Leave @ 3:45

PRINCIPAL'S OFFICE

The policies and philosophy under which the school operates are interpreted through the Principal's office. This office is designed to help students, parents, and teachers who want further information regarding the general policies of the school.

KEOTA LION GENERAL EXPECTATIONS

The student handbook is placed in the hands of the student to serve as a guide. However, the Keota Board of Education Policy Manual overrides any policy set in the student handbook. The student should become familiar with the rules and regulations of the school. It is hoped that the handbook will help students and parents better understand school policies. Many of the policies set down here are governed by state law or are directives of the State Board of Education, but many are local policy, custom, or tradition and may be amended as the need arises.

HOMEWORK

Homework is an extension of the regular school program and a responsibility that the student undertakes independently, whether at home or outside of class periods in the school. Wherever homework exists in our school system, it should be to supplement, complement, and reinforce classroom teaching and learning. The assignment of homework is flexible, and is an individual instructional responsibility of the teachers in our school system. Regular homework assignments should be anticipated.

PROMOTION, RETENTION & FAILING GRADES

The promotion or retention of students shall be determined through evaluation of the total growth of each individual child. Strong supportive evidence will be presented to the parent regarding retention. The evidence will be based on assignments directly related to subject matter being taught, the frequency of student moves or absences, maturity and/or testing. No student will be retained more than once in the same grade. After receiving a decision to retain, any parent may request reconsideration of a retention decision by requesting review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision to retain, within five (5) days of the student or parent's receipt of the decision will be final and non-appealable. The parent may appeal the superintendent's decision to the Board of Education within five (5) days of receipt of that decision by letter to the clerk of the Board of Education. Consult the building principal for further information concerning the appeal process or for a copy of the School District's policy.

REPORT CARDS/PROGRESS REPORTS

Report cards will be given out to students for parents at the end of each 9 week period. Progress reports will be available upon request of the parent anytime throughout the year. If a student is failing a class notification will be sent to the parent. Students will be graded on (4) 9 week periods in all classes unless the class is a single semester class. Semester grades or cumulative grades are first and second 9 weeks combined for first semester and then third and fourth nine weeks combined for the second semester grade.

HONOR ROLLS AND AWARDS

To make the Superintendent's Honor Roll, a student must have no report card grade lower than an "A". To be listed on the Principal's Honor Roll, a student must have no report card grade lower than a "B". Final Honor Rolls are figured up to 3rd nine weeks period.

OKLAHOMA HONOR SOCIETY

These awards are presented to the top ten percent (10%) of our 9-12 grade students. Membership will be based on work done during the first semester of the current year and the second semester of the preceding year. The standing of the 9th grade students will be based on the work done during the first semester of the current year only.

OKLAHOMA JUNIOR HIGH HONOR SOCIETY

These awards are presented to the top ten percent (10%) of our 7th and 8th grade students. Membership will be based on work done during the first semester of the current year and the second semester of the preceding year. 7th grade standing will be based on the work done during the first semester of the current year only.

VALEDICTORIAN, SALUTATORIAN, AND HISTORIAN

Valedictorian, salutatorian, and Historian will be chosen by the computer based on 5.0 scale of three years and first semester of senior year. If there is a tie, then there will be multiple valedictorians, salutatorians, or historians.

SCHOOL DISMISSAL

The decision as whether school will be dismissed because of bad weather will be made by the Superintendent after consultation with those responsible for transportation services and weather services in addition to checking the conditions of the local roads. Every student is responsible for making sure that a current phone number is registered with the office. Our automated system will call every number as school is canceled or dismissed. It will also be posted on Facebook (Keota Public School), Channel 5, Channel 6, and Channel 40/29.

GRADING SYSTEM

The evaluation of student achievement is one of the important functions of the teacher. The accepted grading system is as follows:

A – Excellent-----	90-100 (4.0)
B – Good-----	80-89 (3.0)
C – Average-----	70-79 (2.0)
D – Poor-----	60-69 (1.0)
F – Failure-----	0-59 (0)

Each nine weeks, report cards are issued in order to keep parents in touch with the work of their student(s) in school. Parents are requested to examine the cards. If the grades are not satisfactory, or if there is any misunderstanding about the grade cards, a conference with the teacher or teacher and principal are highly desired and will be appreciated. In some instances, students may be given an "I" which must be made up within two weeks after the closing of the period or such incomplete will automatically become the grade earned. Teachers will give subject tests at the end of each grading period (Nine-Weeks & Semester) and as frequently between periods as they deem necessary. Since retention of information is an important part of the learning experience, a minimum of two graded assignments will be given per week in every class.

Keota High School would like to reward our students who strive to take more rigorous classes. In order to do this, certain classes will be based on the 5 point grading scale. This will be based on the advancement of the coursework required. These classes are: Algebra III/Trig, Chemistry, Anatomy/Physiology, Geography, Ag Communications, FACS Capstone, Advanced Writing, and any courses taken through a college or university.

GRADING SCALE

<u>Grade</u>	=	<u>Equivalents (GPA)</u>
A	=	100 -90 (5.0)
B	=	89 – 80 (4.0)
C	=	79 – 70 (3.0)
D	=	69 – 60 (2.0)
F	=	59 and below (0)

SEMESTER TESTS

All students must take semester test on designated dates unless exempt. These test are comprehensive to the semester within the class. Nobody will be exempt from any class semester test. All classes must have a semester test.

Students in grades 7-12 that have kept absences, tardies, and discipline to a minimum while maintaining grades in all classes above a "D"; example:

- If a student earns an "A", he/she will be allowed two (2) days absent;
 - If a student earns a "B", he/she will be allowed one (1) absence;
 - If a student earns a "C", he/she will be allowed zero (0) absences.
- NO discipline referrals, office referrals, or excessive tardiness.

ALL absences count toward exemption. Semester tests will be given on an odd/even schedule. Any student who is not exempt for the entire day will have to take all tests for that day. There is no "come-and-go" option. A student who is exempt and has to take the test will not have the test held against him/her.

HONOR ROLLS AND AWARDS

To make the Superintendent's Honor Roll, a student must have straight "A's".

To be listed on the Principal's Honor Roll, a student must have no grade lower than a "B". Final Honor Rolls are figured on a semester basis only.

CLASS DUES

All class dues must be paid before participation. Due dates will be set by class sponsors.

TARDIES: There are no excused tardies. If excessive tardies cannot be handled by the teacher then the student will be sent to office for discipline.

ATTENDANCE

The Keota Board of Education firmly believes that a student in Keota Public Schools must attend school on a regular basis in order to benefit appropriately from the educational opportunities available. Based on this premise, all students must be in school at least ninety percent (90%) of the time or no more than eight days per semester to earn a passing grade or receive credit in any subject. Excessive absences may result in your child not being promoted to the next grade level or no credit for a class. A student who is absent without valid excuse four (4) or more days within a four (4) week period or is absent without valid excuse for eight (8) or more days or parts of days within a semester will be reported to the student's parent/guardian and the Haskell County District Attorney. Parents may incur legal liability regarding their failure to compel the student to attend school. Students cannot miss more than nine (9) times in any class period in a semester to receive credit for that particular class.

If a student is absent from school, it is his or her responsibility to contact the teacher about makeup work/assignments.

ATTENDANCE APPEALS PROCESS

To encourage responsibility, Keota Public Schools believes that absences should be for sickness of the student or family emergencies. If there are extenuating circumstances that require a student to exceed the allowed number of absences and these absences cannot be documented with doctor's statements, prescription receipts, court (legal) documents, or a death in the family, the parent may appeal to the principal in writing. If needed the principal will forward the request to the superintendent in the following manner:

- 1) Parent/Guardian writes letter of appeal to the principal
- 2) Letter of Appeal should include documentation of

ALL ABSENCES IN THE SEMESTER TO INCLUDE DATES OF ABSENCES

- 3) Explain why you feel the absences should be waived in order to allow your student to receive credit in the class or classes in question.

Appeals should be made as soon as the problem arises. Appeals will not be accepted after the fifth day past the semesters end.

THE HIGH SCHOOL OFFICE IS THE OFFICIAL ATTENDANCE REGISTRAR.

MAKE UP WORK FOR ABSENCES

Students that are absent from school will be given two (2) days for every one (1) day absent to make up any missed work.

GENERAL CHECK-OUT PROCEDURES

Parents checking out students should come to the high school and sign students out. Parents who work and are unable to take off work should call the high school office on the day the student is to leave and inform the school. Students will not be allowed to transport other students from school if checked out before the regular school day ends at 3:40 p.m.

ACTIVITIES / ATTENDANCE POLICY

Students' participation in school programs are encouraged at Keota Schools and such participation is thought to be of value. Participation in school programs affords the students the opportunity for creativity and expression, build self-confidence, and promotes a sense of accomplishment. In compliance with the State Board of Education, to limit the number of times a student may miss a particular class due to activities, the following policy is adopted for Keota School.

Definition of an Activity: An activity will be defined as any type of absence resulting from an activity, initiated by any school group, organization, team, club, or person/persons that cause a student to miss any class for a period of 15 minutes or longer in any one (1) class period.

The absence code AA (activity absence) is not absence that counts toward the attendance policy. The student is present but on a school sponsored activity. Students can only accrue ten (10) of these types of absences per year.

It is the student's responsibility to contact the teacher about make-up work. Students with good attendance habits usually do better than students with poor attendance habits. Following an extended tardy, students must immediately, upon arriving at school, report to the office for tardy more than 15 minutes.

According to OSSAA rule, "If a student at any secondary school grade level changes schools after the student has first participated or started attending school in the current school year, the student will not be permitted to participate in any athletic competition until at least fifteen (15) calendar days have passed from the date the student first attended the new school."

Absences from school should be for sickness of the student or family emergencies. Beginning with the sixth (6) absence in a semester, the school will mail out a letter to the parents/guardian stating how many absences the student has, and that at the ninth (9) absence the student will not receive credit in the particular class or classes.

TRUANCY

A student is considered truant when he or she leaves school without permission from the office or if he or she remains away from school without the knowledge of his or her parents or guardians. Cutting class for just one hour will be considered truancy, even if the student did not leave the school grounds. Any "ditching" will be truancy and discipline will be expected. All - AU - labeled absences will be considered truancy of a student.

TOBACCO PRODUCTS

The Keota Board of Education understands the concern expressed by parents, educators, students, and other community members regarding the adverse effects of tobacco on the individual. Further, the Board is aware of Oklahoma Law that prohibits the possession/use of tobacco on School Property. Again, **NO TOBACCO ON SCHOOL PROPERTY.**

SEARCH AND SEIZURE POLICY

The Superintendent, Principal, Teacher, or Security Personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any student or property in the possession of the student when said student is on any school premises, or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons, or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for missing or stolen property if said property be reasonably suspected to have been taken from a student, a school employee, or the school during school activities. The search shall be conducted by administration or designee.

The extent of any search shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall any form of a strip search of the student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The Superintendent or Principal searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, and/or missing or stolen property that might be in their possession.

They will also have the authority to authorize any other persons they deem necessary to restrain such student or to preserve any dangerous weapons, intoxicating beverages, non-intoxicating beverages, and/or missing/stolen property.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, and/or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and succeeding semester. Any such suspensions may be appealed to the Board of Education of the school districts by any student suspended under this section. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70-24-102)

BEHAVIOR CODE

All students’ behaviors in the Keota Schools are based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner consistent with good citizenship. When students fail to exhibit proper behavior, our goal is to see that the consequences are efficient, sensible and fair. The board of education and the administrators recognize that students do not surrender rights of citizenship while attending Keota public school. At the same time, the school is a community that must be ordered by a set of rules and regulations. The respect and obedience of the rules must be a part of the culture of this school, so the administration reserves the right to deem inappropriate actions, behavior or attire when necessary. The principal will determine a disciplinary action not limited to those listed or numbered within this handbook.

Once a child has been referred to the office, the following disciplinary grid will apply:

DISCIPLINARY GRID

CODES AND DEFINITIONS

- CP=Corporal Punishment
- CY=Calendar Year
- EOD=End of the Day
- EOY=End of Year
- ISS=In School Suspension
- OSS=Out of School Suspension

OFFENSE		CONSEQUENCE			
	Level I	1st Offense	2nd Offense	3rd Offense	4th and Continuing Offense
1.	Classroom Disruptions/Misbehavior	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS
2.	Misbehavior Outside the Classroom	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS
3.	Cafeteria Misconduct	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS
4.	Undue Familiarity/Public Display of Affection (PDA)	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS
5.	Insubordinate/Uncooperative	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS
6.	Pagers/Electronic Devices/Cell Phones (+Confiscation)	Phone taken/given back at EOD	1 Day ISS/ Phone taken/Parents Pick Up Phone	2 Swats or 2 Days OSS/ Phone taken/Parents Pick-up Phone	4 Days OSS/Student May NOT Bring Phone Back to School
7.	Level II	1st Offense	2nd	3rd	4th
1.	Disrespect or Verbal Confrontation Toward Another Student	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS

2.	Using Vulgar or Profane Language/Non-verbal Gestures	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS
3.	Inciting/Instigating a Fight	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS
4.	Bus Misconduct (Can also be combined with the actual offense)	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS
5.	Pornography	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
	Level III	1st Offense	2nd	3rd	4th
1.	Theft of Property—Personal or School	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
2.	Fire Alarm Pulled/Safety Violation	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
3.	Smoking/Violation of Tobacco Policy	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
4.	Harassment or Bullying (Sexual, Racial, Fear)	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
5.	Academic Dishonesty/Cheating (+ Zero grade for assignment/test)	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
6.	Forgery (Falsification of a parent's or other adult's signature)	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
7.	Vandalism/Destruction of Property (+Restitution)	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
8.	Fighting/Physical Assault on a Student (Hitting, Biting, Spitting, etc.)	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
9.	Disrespect or Verbal Abuse of Staff	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS	8 Days OSS
10.	Use or Possession of Alcohol or Drugs	8 Days OSS	EOY OSS		
11.	Sale or Distribution of Dangerous Substances	8 Days OSS	EOY OSS		
12.	Physical Assault on a Staff Member	8 Days OSS	EOY OSS		
13.	Possession of a Dangerous Weapon	1 CY OSS			

A copy of the incident report will be sent home to the parent or guardian. Parents may or may not be called when their child receives in-school suspension, but will be called to pick up their child if he/she is suspended from school property (SSP). Attempts will always be made to contact a parent/guardian prior to corporal punishment. Law enforcement may be called for any incident involving the safety of self and/or others.

IN-SCHOOL SCHOOL SUSPENSION RULES

1. Students may serve two assignments within a nine-week period (going by the school's nine-week schedule). If a student is referred more than three times for ISS in a nine-week period, the student will be suspended from school for one to three days. The administrator may determine that the situation requires more or less discipline based on the administrator's judgment.
2. Students are not allowed to talk.
3. Students who do not follow all rules may be given the option of corporal punishment or a one to three-day suspension at the discretion of the principal.

SUSPENSIONS

- 1) The principal has the authority to suspend any student in accordance with existing state laws, for misbehavior or for any other sufficient reason. Suspensions will be reported immediately to the Superintendent.
- 2) Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the principal or superintendent, be suspended from school.
- 3) Any student suspended from school will not be allowed to attend any field trips during that school year.

DUE PROCESS

The Principal of the school shall suspend the student in the following manner:

- 1) Attempt to orally notify the student and his/her parents/guardians, stating the reason for the suspension and the term of the suspension.
- 2) In writing, notify the student and his/her parents/guardians, stating the reason for the suspensions and the term of the suspension.
- 3) The parent can request a hearing with the principal to discuss the terms of the suspension. If the parent is unhappy with the results of that meeting, a hearing with the superintendent can be requested.

CORPORAL PUNISHMENT POLICY

- 1) Corporal punishment may be used by public schools as authorized by Oklahoma Statutes whenever administrator determines that such action is necessary to enforce school discipline. Corporal punishment may be administered only in the presence of another certified employee.
- 2) In the event that corporal punishment is to be administered to a student, the student will be removed from the class to a place of privacy and informed of the reason for the imposition of corporal punishment. The explanation as well as the administration of corporal punishment should take place in front of a certified employee. In addition, a record of the administration of corporal punishment should be made and signed by the person administering the corporal punishment and the witness.
- 3) We will not administer corporal punishment without your permission. This will be obtained on a case by case basis as needed for the situation.

If parents do not wish corporal punishment, then the student may receive a three-day suspension. The student will be expected to make up the missed work, with no grade credit, and may be tested with the rest of the class. One of the student's parents will be required to accompany the student when the student is readmitted in school.

WIRELESS TELECOMMUNICATION DEVICES AND ELECTRONIC EQUIPMENT IN THE SCHOOL

**NO CELL PHONE USAGE ON SCHOOL PROPERTY DURING THE SCHOOL DAY!!! STUDENTS MUST KEEP PHONES OFF DURING SCHOOL DAY.
NO CHARGING CELL PHONES AT SCHOOL.**

Cell phones will not be allowed while school is in session unless in case of an emergency for which needs to be approved by the principal or superintendent. If a parent or guardian needs to reach a student they need to call the High School office at **918-966-3246**. Sponsors of school activities have the right to adjust this rule during school sponsored activities. (Bus trips, etc.)

HEAD PHONES OR EAR BUDS, Radios, mp3 players, ipods and other electronic equipment are not permitted in the school unless requested by a teacher for academic reasons.

PUBLIC DISPLAY OF AFFECTION

A healthy moral climate is in the best interest of the school and community. All school activities are therefore properly sponsored. During school hours, physical contact between students, such as kissing, hugging, holding hands, pushing, tickling, etc. will not be condoned, and rules of conduct during these hours shall also govern school-sponsored trips and activities. A progressive punishment will be enforced. Parents will be notified if such conduct is not refrained.

LUNCHROOM

All people who are on staff at Keota Public Schools have the same authority as teachers. This includes custodians, maintenance, cafeteria workers, and substitute teachers. While in the cafeteria the following guidelines will be followed. **BE RESPONSIBLE CITIZENS.**

1. All food items will be consumed while in the cafeteria during breakfast or lunch.
2. Breakfast will be served between 8:35 a.m. and 8:50 a.m. Exceptions will only be made through the principal's office. No food will be served after 8:45 a.m. It is the students responsibility to eat and be in class on time.
3. Lunch will not excuse tardy students. **ALL STUDENTS MUST BE ON TIME.** It is the students responsibility to eat and be in class on time from lunch break.
4. If you spill food or a drink item or cause someone else to, it is your responsibility to ask the cafeteria staff for equipment and supplies to clean up your accident.
5. **NO LOITERING IN THE CAFETERIA:** This means once you are finished eating, please leave the cafeteria. During lunch students are allowed to be in the courtyard. It is recommended that all students eat in the cafeteria for lunch; but it is not required for grades 10-12.
6. Once you have finished eating, please help pick up trash and other belongings you have helped create. Be

responsible for your area and actions.

7. Under no circumstance is any item to leave lunch room. Cartons / Trash / Food must all stay within the lunch room. **DO NOT WALK OUT THE DOOR WITH ANY PRODUCT.**
8. **DO NOT GO TO ELEMENTARY DURING BREAKFAST OR LUNCH!!!!**

FOOD, DRINKS, PROHIBITED IN SCHOOL

All food, drinks snacks are prohibited in the high school hallways, lockers, and classrooms unless permission to have these items is given by the principal to a teacher for special occasions. Students wanting to bring their lunch will need to place it in the home economics room until the lunch period. Students should place their name on their lunch bags or container to avoid others taking them during lunch. No student will be allowed to call in an order of food from home or any other food services entity during the school day (7:30-3:40)

TELEPHONES

The office telephones are business phones and should be used by students for school related calls or emergencies only. Students will not be called out of class to answer the phone except for emergencies.

COMPLAINTS

There are times when misunderstandings and disagreements arise around any public body and its functions. This is especially true of public schools as they have our most valued treasures (our children). The board recognizes this and agrees that complaints from patrons should be heard and given serious consideration. In order for this system to work efficiently and smoothly the board requests that patrons follow the following chain of events to air concerns. First, if the problem arises in a class or with a teacher, contact that teacher and try to work out the problem. If that is not successful, the next step is to contact the principal to schedule a meeting. The principal will then meet with the patron and if necessary set another meeting with the principal, patron, and teacher all present to work out any problems that are found. If after these steps have been taken the patron has not been satisfied, the patron should request that the Principal set a meeting with the Superintendent. The Superintendent will meet with the patron, hear their concern, conduct such investigation as necessary, and convey the results to the patron. If the patron is still not satisfied, the Superintendent will schedule the patron for a place on the next agenda for a meeting with the board of education. The patron may address the board of education in person or in writing at a regular meeting of the board.

SEXUAL HARASSMENT POLICY

It is the policy of the Keota School Board to maintain a learning and working environment that is free from sexual harassment. It shall be a violation for a student to harass another student or staff member through conduct or communications of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

DRESS CODE

Background: Although a student's style of dress and/or grooming may reflect individual preference, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

Student/Parent/Guardian Responsibilities: Although the board wishes for each student to accept responsibility for following the rules set forth below, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The board solicits the support of parents/guardians in the enforcement of its dress code.

1. Excessively large or baggy clothes are prohibited. Approved garments must be of length and fit that are suitable to the build and stature of the student.
2. Permitted clothing shall be worn as designed/manufactured to include the following:
 - Shirts/blouses must be buttoned and/or zipped appropriately unless worn as layered as long as clothing such that the layered look complies with the dress policy.
 - Belts must be fastened.
 - School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration, as long as the uniform complies with the dress code.
 - All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.
3. Upper and Lower Garments
 - Strapless garments are prohibited.
 - All student tops blouse or shirt male and female must have sleeves.
 - Bare midriff, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while standing or walking.
 - Undergarments shall not be visible.
 - Pants and shorts shall be worn at the waist and shall not be excessively long. Pants with holes in them, they are allowed ONLY if the holes are from the knees down.
 - Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear, etc are not permitted.
 - Shorts and skirts must be finger-tip length (mid-thigh)
4. Head Coverings
 - Sunglasses Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.
 - Caps, hats or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a doctor and previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.
 - Sunglasses (unless prescribed by a physician for indoor use) shall not be worn to class or within school buildings.
5. Nighttime Garments
 - Pajama pants, night shirts, onesies, and any other garment designed to be worn to bed shall not be worn at school unless approved by the administration for an activity, such as "pajama day."
 - Blankets, pillows, and house shoes are not to be worn or brought to school for any reason, unless approved in advance by the administration.

Failure to observe the dress and grooming code of Keota Schools will result in a progressive disciplinary action severity of punishment will escalate every time infraction of rules occurs.

STUDENT LOCKERS

Student lockers remain the property of the school and are only assigned to the student for storage of school and personal property for the convenience of the student. The Principal has the authority to inspect or delegate periodical locker inspections. Students have no reasonable expectation of privacy rights in school lockers, desks, or other school property. **Students are assigned lockers and that locker is the responsibility of that student. Do not trade lockers or put your materials into anyone's locker that is not assigned to you. Do not let other students put anything into your locker. Locks for lockers may be used by students. Locks are the responsibility of the student AND A KEY OR COMBINATION MUST BE PROVIDED TO THE OFFICE. Locks can be cutoff or removed by the Principal.**

DRIVING REGULATIONS

Any student wishing to drive a vehicle onto school campus must apply for a parking permit through the high school office. The student will need to fill out the application, provide a copy of his/her driver's license, a copy of insurance verification, and provide the tag number of the vehicle. The student will then be issued a parking permit to hang from the rearview mirror or place on the dash. Permits must be displayed at all times. There will be a \$5.00 fee for each parking permit issued to the student, including replacing a lost permit. Loaning of permits to other students is prohibited. Vehicles without a parking permit may be towed at the owner's cost.

Students who drive their cars to school will not be permitted to drive during school hours. This means to town during noon, etc. No student driving during school hours unless students are driving to football field house across town or leaving for the day. Student parking will be in the east gym parking lot only. SPEED LIMIT IN SCHOOL AREA IS 10 MPH. Sitting in or on any vehicle will not be permitted before school, during school hours or at noon. Park your vehicle and get away from it. Students cannot store clothing or school material within their cars and acquire it between school hours. **STUDENTS MAY NOT BE CHECKED OUT TO DRIVE CARS HOME OR ANYWHERE AT LUNCHTIME UNLESS THE STUDENT IS BEING CHECKED OUT TO LEAVE FOR THE REST OF THE DAY. PARKING LOTS ARE OFF LIMITS DURING THE SCHOOL DAY!**

TRAVEL IN NON-SCHOOL OWNED VEHICLES

No student will travel in any vehicle not owned and insured by the district while on a school trip unless prior written permission has been secured from the parent and such travel has been authorized by the Principal and sponsor of the activity in which the student is engaged.

STUDENTS MUST RIDE THE BUS TO ACTIVITIES; ANY EXCEPTIONS MUST BE CLEARED IN ADVANCE WITH THE PRINCIPAL OR SUPERINTENDENT. STUDENTS MUST RETURN ON THE BUS

IN WHICH THEY WERE TRANSPORTED TO ACTIVITIES UNLESS RELEASED IN PERSON TO THEIR PARENT OR GUARDIAN.

ACCIDENT OR ILLNESS POLICY

The Keota School District assumes no liability for accident and we do not carry health insurance for students. In the event a student becomes seriously ill or injured while under jurisdiction of the school, the school will attempt to contact the student's parents or guardians. If the parent or guardian cannot be located, the school may transport student to a medical doctor or health care facility. The district will not, however, assume any responsibility for any expenses incurred on the student's behalf. Therefore, Keota Schools urges parents to obtain adequate insurance coverage on behalf of their children.

Parents are encouraged to subscribe to a school-time and a twenty four hour accident insurance plan.

ENROLLMENT

NO STUDENT WILL BE ALLOWED TO CHANGE HIS/HER CLASS SCHEDULE AFTER THREE (3) CLASS MEETINGS OF THE CLASS THEY WISH TO CHANGE EXCEPT BY SPECIAL PERMISSION OF THE PRINCIPAL.

KEOTA HIGH SCHOOL CORE GRADUATION REQUIREMENTS

Each student must have twenty-four (24) Carnegie units of credit to graduate from Keota High School. The twenty-four units shall include:

- 4 Language Arts: English I, English II, English III, and English IV or others approved by the State Department of Education.
- 3 Mathematics: Algebra I and Algebra II or Geometry or Trigonometry or others that are approved by the State Department of Education.
- 3 Sciences: Biology I and Physical Science or Chemistry or Physics or Physiology or others approved by the State Department of Education.
- 3 Social Studies: United States History, ½ to 1 United States Government, ½ to 1 Oklahoma History, ½ to 1 World History or Geography or Economics or other courses approved by the State Department of Education.
- 2 Arts: Cultures/Humanities and World History or other courses approved by the State Department of Education.
- 9 Electives: Some of the above courses can be used as elective courses.
- 24 TOTAL

KEOTA HIGH SCHOOL COLLEGE PREP GRADUATION REQUIREMENTS

Each student must have twenty-four (24) Carnegie units of credit to graduate from Keota High School. The twenty-four units shall include:

- 4 Language Arts: English I, English II, English III, and English IV or others approved by the State Department of Education.
- 3 Mathematics: Algebra I and Algebra II or Geometry or Trigonometry or others that are approved by the State Department of Education.
- 3 Sciences: Biology I and Physical Science or Chemistry or Physics or Physiology or others approved by the State Department of Education.
- 3 Social Studies: United States History, ½ to 1 United States Government, ½ to 1 Oklahoma History, ½ to 1 World History or Geography or Economics or other courses approved by the State Department of Education.
- 2 FOREIGN LANG. OR COMPUTER These are consecutive either language I and II or computer I and II not mix and match
- 1 ADDITIONAL OF ABOVE Any one course from above this line.
- 1 FINE ARTS
- 7 ELECTIVES Cultures/Humanities and World History or other courses approved by the State Department of Education.
- 24 TOTAL

Check with the principal or counselor if you have any questions.

Student's parents or guardian must choose the path or graduation sheets and sign the declaration sheet verifying what set of requirements for graduation their student will be taking within the 9th grade year. This form will be provided by Mrs. Dominguez.

MOMENT OF SILENCE

A law in the state of Oklahoma passed in the spring of 2002 requires schools to “observe one (1) minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.”
Keota School will recognize one (1) minute of silence.

ALL ELECTIONS HELD AT KEOTA HIGH SCHOOL WILL BE BY SECRET BALLOT WITH THE SPONSOR AND THE PRINCIPAL COUNTING THE BALLOTS AND THEN SEALING THE BALLOTS IN AN ENVELOPE AND FILING SAID ENVELOPE WITH THE PRINCIPAL.

ADMINISTRATION OF MEDICATION

All medications to include prescriptions or over the counter medications WILL be kept in the office. If a student has a medical prescription from a physician or the parent authorizes a student to take medication, the following procedures will be followed. WRITTEN authorization from a parent/guardian must be on file in the office before medications can be taken by a student. The principal or his/her designee are the only people authorized to dispense medications to students. Exceptions are made for asthma inhalers or medications for life-threatening conditions which may be carried by a student AFTER the school receives a letter from the parent/guardian AND the physician stating that it is necessary for the medicine to remain with the student.

1. Prescription medications must be brought to school in the original prescription container labeled with: the date, name of the prescriber, the name of the student, the dosage of the medication, directions for administration, and the name and phone number of the pharmacy.
2. Non-prescription medications must be brought to school in an unopened, original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration (i.e. oral, nasal), side effects, and other directions as appropriate.

RESPONSIBILITY OF PARENTS

- 1) Be active participants in their child's education.
- 2) Communicate regularly and work cooperatively with school administration and teachers.
(Examples include: Open house, parent-teachers conferences, etc...)
- 3) Send the child to school ready to learn- rested, fed, properly dressed, with assignments and materials, etc...
- 4) Make sure the child attends regularly and promptly report absences and tardies to the school.
- 5) Participate in recommended parent training programs.
- 6) Inform school authorities of any learning problem or condition that may relate to the child's education.
- 7) Monitor and support the child's adherence to school policy.
- 8) Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
- 9) Create a positive learning environment at home.
- 10) Discuss school activities with your student daily.
- 11) Attend school events to show support of your child.
- 12) Never be afraid to ask questions or for help.

CHANGE OF TELEPHONE OR ADDRESS

Any change of address or phone number should be reported to the principal's office A.S.A.P.

CHILD FIND

Child Find is a process to locate, identify, and evaluate students who reside in the Keota Public School District that may be in need of special education services. If any member of the community knows of a school aged child in need of special education services, please contact the school at (918) 966-3950.

BULLYING POLICY

The Keota School District specifically prohibits harassment, intimidation, and bullying. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures that the district deems appropriate.

DENIAL OR CANCELLATION OF DRIVER'S LICENSE

Whenever a student over fourteen (14) years of age and under eighteen (18) years of age withdraws from school, the school shall notify the Department of Public Safety of such withdrawal through a documentation of enrollment status form. Within fifteen (15) working days of receipt requested to the student that the license of the student will be cancelled or the application of the student will be denied thirty (30) days following the date the notice to the student was sent unless documentation of compliance is received by the Department of Public Safety. After the thirty (30) day period, the Department of Public Safety shall cancel the driving privileges of the student. "Withdrawal" means more than ten (10) consecutive days or parts of days of unexcused absences or fifteen (15) days or parts of days total unexcused absences during a single term.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days from the day the School receives a request for access. Parents or eligible students should submit to the School principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person

employed by the School as an administrator, supervisor, instructor, or support staff member (including health staff); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of 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 football, 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 (ESEA) to provide military recruiters, upon request, with three directory information categories – 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.

The School District has designated the following information as directory information:

1. Student's name
2. Address
3. Telephone listing
4. Electronic mail address
5. Photograph
6. Date and place of birth
7. Dates of attendance
8. Grade level

9. Participation in officially recognized activities and sports
10. Weight and height of members of athletic teams
11. Degrees, honors, and awards received
12. The most recent educational agency or institution attended
13. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

The School District will notify parents and eligible students annually of the designated items of directory information by means of a District newsletter, newspaper notice, school handbook or individual notice. Parents and eligible students have the right to exclude directory information from public access by notifying the Superintendent's office in writing of any or all of the items they refuse to permit the School District to designate as directory information about that student within two weeks of receiving the notice. At the end of the two-week period, each student's records will be appropriately marked to indicate the items the School District will not designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The United States Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school.

The management plan may be reviewed at the Keota School's Superintendent's office during normal working hours.

GUN-FREE SCHOOLS ACT

It is the policy of the Keota Public School District to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers a weapon as defined below:

“...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.”

Any student who violates Section 2 of this policy will be subject to discipline, which may include suspension up to one full calendar year (for firearms), or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent’s designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

TECHNOLOGY POLICY

Technology is a tool to enhance our educational experience. We will be punishing students at school for something they wrote at home or away from the school (text, post or blog beware it is not private). If it interferes with the normal school day of our students, then any of our students can be held accountable for their actions. State law 70 O.S. § 24-100.2, et seq., "Threatening behavior, harassment, intimidation, and bullying by electronic communication is prohibited whether or not such communication originated at school".

A. Reason Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. This regulation defines the responsibilities of Keota Public Schools employees and students using network and Internet resources provided by public funds. Access to the system resources is a privilege, not a right.

Use of the system is limited to educational purposes which include, but are not limited to, promoting educational excellence, resource sharing, facilitating innovative instruction and communication that will be preparing students to live and work in the 21st century by providing them with electronic access to a wide range of information.

B. Responsibilities

The technology officer (Mr. Rowland) shall serve as the administrator overseeing the system and recommending the vendor’s or upgrades needed. The principal shall serve as the site coordinator overseeing the system within the site. If problems arise please report to either of these persons.

Student use of the system will also be governed by the Code of Student Conduct and School Board Policies and all regulations governing student discipline will apply.

There are wide ranges of material available on the Internet, some of which may not be consistent with the values of particular families. It is not possible for the school to monitor and enforce social values in student use of the Internet. Further, the school recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. Therefore, the school encourages parents to specify to their child what material is and is not acceptable for their child to access through any electronic system.

We encourage the use of school owned devices but if any student brings a personal device they will be responsible for the use and security of that device. Devices like the Nook, Kendal, PDA or Smart Phones may be used on our wireless system but will not be allowed to be directly plugged into servers or charged at school. Keota Public Schools will not be responsible for any damage users may suffer, including but not limited to, loss

of data or interruptions of service. The school will not be responsible for financial obligations or penalties arising through the use of the system. If a student's device from home is stolen or misplaced or broken in anyway Keota Public Schools are simply not responsible for them. We provide devices to access needed material and we encourage the use of devices but students in no capacity are required to bring them to school.

Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged infraction involves a violation away from school it still may have consequences at school if an electronic device is used or it interferes with the process of education at Keota.

All devices on school property will be subject to search there are no private places or devices. When you bring an electronic device on school property it is subject to Keota Public Schools usage guidelines. The nature of the search/investigation will be reasonable and in keeping with the nature of the alleged misconduct. Cell phones, I-pad's, Kendal Fire or whatever the device used will still be subject to proper use procedures.

1. Users will not attempt to gain unauthorized access to the division's system or to any other computer system through the system, or go beyond their authorized access. This includes attempting to log in through another account or accessing or attempting to access another person's files without authorization. Unauthorized access is illegal, even if only for the purpose of browsing.
2. Users will not deliberately attempt to disrupt the division's system configuration or controls, degrade system performance, or destroy/corrupt data by spreading computer viruses or by any other means.
3. Users will not use the system to send, receive, view or download any illegal materials or engage in any other illegal act (e.g. arranging for the sale/purchase of drugs, engaging in criminal gang activity, pornography or threatening the safety of another individual).

Disciplinary Action

Once again use of District technology resources is a privilege, not a right. Violation of District policies and procedures may result in cancellation of computer-use privileges and possibly suspension from school. If Federal and/or State laws are violated, the offender is also subject to being reported to proper authorities for prosecution.

BULLYING POLICY HARASSMENT, INTIMIDATION, BULLYING & THREATENING BEHAVIOR

The *School Bullying Prevention Act* prohibits peer student harassment, intimidation, bullying and threatening behavior. The term "harassment, intimidation and bullying" includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should not:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission or the education of any student.

The term “threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

The Board of Education has adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District’s response to the requirements of state law. Students and their parents can obtain a copy of the policy from their building principal or the superintendent.

Students should immediately report acts of harassment, intimidation, bullying or threatening behavior toward them or other students to school personnel. Forms may be found in principal’s office.

1. Report harassment, intimidation, bullying and threatening behavior when it occurs;
2. Take advantage of opportunities to talk to their children about prohibited conduct;
3. Inform the school immediately if they think their child is receiving or initiating prohibited conduct;
4. Watch for symptoms that their child may be a victim of prohibited conduct and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents; and

Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incident

KEOTA SCHOOLS DRUG TESTING POLICY

The purposes of this policy are three-fold:

1. To give our students another reason to avoid the use of drugs for fear of being tested.
2. To identify those students who use drugs and get them help.
3. To decrease the chances of one of our students being involved in a drug related accident or fatality.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and upon the positive image these students project to other students and to the community on behalf of the Keota School District. For the safety, health, and well being of students in extracurricular activities the Keota Public School District has adopted this policy for use by all participants in interscholastic extracurricular activities in grades 7-12. The administration may adopt regulations to implement this policy.

I. Definitions

"Activity Student" means a member of any Keota Public School District sponsored extracurricular organization which participates in interscholastic competition. This includes any student that represents Keota Public Schools in any extracurricular activity, such as but not limited to FFA, FCCLA, Academic Team, Cheerleader, Athletics, Technology Education, Speech, and Student Council.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

"Random Selection Basis" means a mechanism for selecting activity students for drug testing that:

- A. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and
- B. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

"Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law.

"Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

"Illegal drugs" shall also include alcohol.

"Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased in over-the-counter transactions.

"Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Reasonable suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student

II. Procedures

Each activity student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activities. The consent requires the activity student to provide a urine sample:

- (a) when the activity student is selected by the random selection basis to provide a urine sample; and
- (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Efforts will be made to inform each activity student and educate them of the sample collection process, privacy arrangements, drug testing procedures, and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Drug use testing for activity students will be chosen on a random selection basis monthly from a list of all activity students who are involved in off-season or in-season activities. The Keota Public School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing of illegal drugs or performance-enhancing drugs.

In addition to the drug tests required above, any activity student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Keota Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in the restroom within the nurses station. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the restroom to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen.

If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained.

The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained in a separate file from the student's educational records until the end of the school year.

III. Confidentiality

The laboratory will notify the principal or superintendent of any positive test. To keep the positive test results confidential, the principal or superintendent will only notify the student, and the parent or custodial guardian of the results. The coach or sponsor will also be notified on the second offense. The principal or superintendent will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal or superintendent or to the lab. The Keota Public School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will not be turned over to any law enforcement authorities.

IV. Appeal

A student who has been determined by the principal to be in violation of this policy shall have the right to appeal the decision to the Superintendent. Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain

eligible to participate in any extracurricular activities until the review is completed. The Superintendent shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

V. Consequences

Any activity student who tests positive in a drug test under this policy shall be subject to the following restrictions:

A. For the First Offense: The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, and principal concerning the positive drug test. The student will be suspended from extra-curricular activity for sixty (60) days and the parent/guardian must, within ten (10) days of the joint meeting, show proof that the student has received or began drug counseling from a qualified drug treatment program or counseling entity. This program will be provided at the expense of parent or guardian. Additionally, the student must voluntarily submit to a second drug test at a later date to be decided by the administration in accordance with the testing provisions of this policy. If parent/guardian and student agree to these provisions, the student may upon a second non-positive drug test, participate in the activity. The second drug test will be administered within sixty (60) days of the first positive result. Should the parent/student not agree to these provisions, the consequences listed in this policy for the second offense will be imposed.

B. For the Second Offense: Suspension from participation in all activities covered under this policy for one full calendar year, and successful completion of ten (10) hours of substance abuse education/counseling (at parent expense). This education/drug counseling must be from a qualified drug treatment program or counseling entity. A program will be suggested to the student but all payments for services will be the responsibility of parent or guardian. Once again the school district will not be responsible for the payment of treatment.

The student may not participate in any meetings, practices, scrimmages or competitions during this period.

The student could be tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal. These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive.

C. For the Third Offense (in the same school year): Complete suspension from participation in all extracurricular activities including all meetings, practices, performances, and competition for one calendar year.

VI. Refusal to Submit To Drug Use Test: A student who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

* * * * *

Keota Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Keota Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

Keota Public School District Student Drug Testing Consent Form

Statement of Purpose and Intent

Participation in school sponsored extracurricular activities at the Keota Public School District is a privilege. All students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use of illegal drugs. Drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Keota Public School District. For the safety, health, and well-being of the students of the Keota Public School District, has adopted the attached Student Drug Testing Policy. Consent for use by all students at the 7th-12th grade school level is mandatory to receive any extracurricular or academic recognition.

Participation in Extracurricular Activities

Each student shall be provided with a copy of the Student Drug Testing Policy and Student Drug Testing Consent which shall be read, signed and dated by the student, parent or custodial guardian, before such student shall be eligible to practice or participate in any interscholastic activities. The consent shall be to provide a urine sample: a) as chosen by the random selection basis; and b) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs.

Student's Last Name, First Name MI

I understand after having read the "Student Drug Testing Policy" and "Student Drug Testing Consent," that, out of care for my safety and health, the Keota Public School District enforces the rules applying to the consumption or possession of illegal or performance-enhancing drugs.

As a member of a Keota Schools, I realize that the personal decision that I make daily in regard to the consumption or possession of illegal or performance-enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of illegal or performance-enhancing drugs any time, I understand upon determination of that violation, I will be subject to the restrictions on my participation as outlined in the policy.

Signature of Student Date

We have read and understand the Keota Public School District "Student Drug Testing Policy" and "Student Drug Testing Consent." We desire that the student named above is a student of the Keota Public School District and we hereby voluntarily agree to be subject to this drug testing policy. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program. We further agree and consent to the disclosure of the sampling, testing and results as provided in this program.

Signature of Parent or Custodial Guardian

Date

Signature of Coach or Sponsor

Date

No student shall be allowed to practice or participate in any activity governed by the policy unless the student has returned the properly signed Student Drug Testing Consent.

INSTRUCTIONS ON COLLECTING URINE SAMPLES FOR DRUG TESTING PRE-TEST INFORMATION FORM

1. Selection is made of students to be tested.
2. Call the students to the office and inform them. Have them wait in the office or designated area until their turn to report to the area where sampling is being done.
3. Give student the DATL form. They are to fill out the top portion-highlighted in yellow.
4. Collector puts dye into toilet.
5. Student is handed a cup and goes into the stall. Fills to minimum of 45 CC. Student DOES NOT FLUSH THE TOILET.
6. Cup is handed back to the collector and temperature is checked on Brite Line strip. Range 92---98.
7. Pour 30 CC into bottle A. Pour 15 CC into bottle B. TIGHTEN LIDS.
8. Fill out RED Security tape. Collector signs RED tape, date it, and writes the students Social Security # or ID#. Then puts tape onto the bottle. AFTER the tape is on the bottle the student initials the tape to verify it is his/her sample. CHAIN OF CUSTODY FORM-Toxicology Analysis
 - A. Collector fills out portion highlighted in pink. Donor's name and ID#
 - B. BE SURE TO MARK REASON FOR TEST--NORMALLY WILL BE RANDOM CERTIFICATION STATEMENT
 - C. STUDENT MUST SIGN AND DATE AT BOTTOM OF FORM. BEFORE NEXT STUDENT
 - D. Put samples into plastic bag. Put form into the outside pouch. Seal the bag.
 - E. Flush the toilet and put dye into the toilet.

PARENTS RIGHT-TO-KNOW POLICY

At the beginning of each school year, any district that receives funds under NCLB Title I shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents may request and a school shall provide to each parent if they request it.

1. Information on the level of achievement of their child in each of the State Academic assessments as required under NCLB; and
2. Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

SIGN AND RETURN THIS FORM TO THE HIGH SCHOOL OFFICE ANY STUDENT WHO HAS NOT RETURNED THIS DOCUMENT WILL NOT PARTICIPATE IN EXTRA CURRICULAR ACTIVITIES UNTIL DOCUMENT HAS BEEN SUBMITTED.

I have been given a copy of the student handbook for the 2018-2019 school year. It is my responsibility to read, follow, and abide by the rules, procedures, and policies of Keota Schools. As a member of the Keota student body, I realize that the personal decision that I make daily in regard to the rules may affect my health and mental well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy, I will suffer the consequences. I understand upon determination of that violation, I will be subject to punishment according to the school policy. I also understand that the expense of any counseling or testing assigned within reasonable mandates will be the obligation of the parent or guardian.

Student Signature

Date

Parent or Guardian Signature

Date

Twylah Morris
HS Principal/Superintendent

Date