# CANEY VALLEY PUBLIC SCHOOLS 2020-2021 SCHOOL CALENDAR

## Enrollment
- **MS and HS** New student enrollment 8:00 a.m. - Noon  
  - August 5, 2020
- **Middle School** 7&8 grade pick up schedules 8:00 a.m. - Noon  
  - August 6, 2020
- **Middle School** 6th graders Rookie Camp 12:30-3 p.m.  
  - August 6, 2020
- **High School** Pick up schedule enrollment 8:00 a.m. - Noon  
  - August 6, 2020

## Opening/Closing
- First Day of Classes, Wednesday  
  - August 12, 2020
- Last Day of Classes, Thursday  
  - May 20, 2021

## Graduation
- High School Graduation  
  - May 20, 2021
- Fifth Grade Graduation  
  - May 20, 2021

## Holidays
- Labor Day  
  - September 7, 2020
- Fall Break  
  - October 15-19, 2020
- Students return to school  
  - Tuesday October 20, 2020
- Thanksgiving  
  - November 23-27, 2020
- Christmas Break  
  - December 21-January 1, 2021
- Students return to school  
  - Monday, January 4, 2021
- Spring Break  
  - March 15-19, 2021
- Good Friday  
  - April 2, 2021

## Nine Week Periods
- 1st Ending (45 days)  
  - October 14, 2020
- 2nd Ending (40 days)  
  - December 18, 2020
- 3rd Ending (49 days)  
  - March 12, 2020
- 4th Ending (40 days)  
  - May 20, 2021

## Parent/Teacher Conference Days
- **Middle/High School, Back to School Night** 3:30 pm - 7:00 pm - August 25, 2020
- **Elementary School** 3:30 pm - 7:00 pm - September 17, 2020
- **Elementary School** 3:30 pm - 7:00 pm - September 22, 2020
- **Middle/High School** 3:30 pm - 7:00 pm - September 15, 2020
- **No School**  
  - October 19, 2020
- **Middle/High School** 3:30 pm - 7:00 pm - February 9, 2020
- **Middle/High & Elementary School** 3:30 pm - 7:00 pm - February 11, 2020
- **Elementary School** 3:30 pm - 7:00 pm - February 16, 2020
- **No School**  
  - March 5, 2021

## Professional Days
- 2 day Local Control No School  
  - August 10 & 11, 2020
- 1 day Local Control No School  
  - January 18, 2021
- 1 day Local Control No School  
  - May 21, 2021

## Bad Weather Days
- 1 day  
  - May 3, 2021
- 1 day  
  - May 10, 2021
- 1 day  
  - May 17, 2021
WELCOME

The staff of Caney Valley welcomes you to our school. We look forward to another exciting and challenging year. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students become better school citizens. This handbook is designed with the intent of providing pertinent information to the students of Caney Valley Public School. This is a handbook; therefore, it is not intended to replace the Laws of Oklahoma. A document of this nature cannot cover every circumstance that may be encountered in the diverse, complex social setting of public schools. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered in this handbook.

Because this is a student handbook it has had student input over the past several years. You will have the opportunity during this year to influence the handbook contents through your sincere participation in school elections, school activities, and daily school life.

NOTE TO PARENTS

You are the first and most important teacher your child will ever have. The opportunity to work with you and your child as a team is important to all of us. This handbook is issued to help students and parents become familiar with the general policies of the school. It contains information that should be known by all personnel connected with the school. Please read the information and contact the school office regarding any questions about the information enclosed. If there are any suggestions as to how the school could be improved, come and share those ideas. A full and complete copy of Caney Valley Public School's policies and procedures can be found in the superintendent's office or on the school's web site: http://www.caneyvalleyschool.org/.

PARENTS’ BILL OF RIGHTS (From Caney Valley Policy Manual) 1000.18

The Board of Education has adopted the following policy to promote the involvement of parents and guardians of children enrolled in the district, and to share with parents and guardians their rights under the Parents Bill of Rights at 25 O.S. Section 2002. The Board will collaboratively work with parents/guardians, teachers and administrators in development of procedures designed to carry out the objectives stated below.

1. Encouragement of parent participation in the schools which is designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline.

2. Providing ways parents may learn about the course of study for their children and how they may review learning materials, including the source of any supplemental educational materials.
3. Allowing parents who object to any learning material or activity which the parents deem harmful to their child to withdraw the child from the activity or learning material. This objection may be based on the fact that it questions beliefs or practices in sex, morality or religion.

4. Allowing parents to opt their child out of any sex education curriculum or presentations.

5. Providing advance notice to parents prior to any sex education curriculum being taught or any such presentations being made.

6. Providing ways parents may learn about the nature and purpose of any curricular or extracurricular clubs and activities that have been approved by the school.

7. Provide ways parents may learn about parental rights and responsibilities under the laws of this state, including the following:
   a. The right to opt out of a sex education curriculum if one is provided by the school district;
   b. Open enrollment rights;
   c. The right to opt out of assignments pursuant to this policy;
   d. The right to be exempt from state immunization laws;
   e. The state’s statutory promotion requirements;
   f. The state’s statutory minimum course of study and competency requirements for graduation from high school;
   g. The statutory right to opt out of instruction on Acquired Immune Deficiency Syndrome (AIDS);
   h. The right to review test results;
   i. The right to participate in gifted programs;
   j. The right to inspect instructional materials used in connection with any research or experimentation program or project;
   k. The right to receive a school report card;
   l. The statutory attendance requirements;
   m. The right to public review of courses of study and textbooks;
   n. The right to be excused from school attendance for religious purposes;
   o. Policies related to parental involvement;
   p. The right to participate in parent-teacher organizations that are sanctioned by the Board of Education; and
q. The right to opt out of any data collection instrument at the district level that would capture data for the state, except for data necessary and essential for establishment of the student’s public school record.

NOTIFICATION OF PARENTS RIGHT TO KNOW

Parents may request 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.

All requests for the above information must be submitted in writing to the Superintendent’s office.

PHILOSOPHY

Caney Valley Public Schools recognizes education to be the individual’s most unique and valuable asset; therefore, the school has adopted the following basic principles of philosophy as a criterion for determining the educational program for Caney Valley students:

1. That all children have worth.
2. That every child’s educational potential should be explored and directed.
3. That the education of all children has tremendous value to the community, state, and national welfare.
4. That education helps children to discover their aptitudes and challenges them to develop their capabilities.
5. That pupils have different capacities for learning; therefore, each should begin at this achievement level and advance according to their ability to achieve.
6. That all pupils should be thoroughly taught the basic skills of reading, spelling, listening, writing, mathematics, health and good citizenship.
7. That all pupils should be motivated to have an inquiring mind and an attitude for experimentation.
8. That schools have the responsibility for helping students understand the free enterprise system of the American economy.
9. That schools have the responsibility to develop within each student an understanding of an appreciation for our democracy.

The faculty of Caney Valley High School agrees that the future success of graduates will depend primarily on an educated involvement. For this reason, we agree that their involvement must be based on the mastery of education’s basic skills, the development of an ability to reason, the initiative to think critically and creatively, and the competence to seek information. As educators, we assume the
responsibility for providing opportunities for preparing students to become participating, contributing adults who are able to find solutions for their community and their world.

Caney Valley High School strives to serve students by providing traditional, exploratory, and integrated learning activities. Caney Valley faculty members are committed to the essential function of helping students develop self-direction and self-management skills. Furthermore, Caney Valley faculty members believe that our mission should focus on providing students with a smooth transition from the elementary school to the high school. The programs at Caney Valley High School will meet or exceed the standards established by state mandates and local school board policies, yet every effort will be made to individualize the established standards. All students at Caney Valley High School should ultimately be exposed to and be provided cultural awareness and social maturity which will enrich their lives and maximize their potential as citizens of the future.

**BULLYING/HARASSMENT POLICY**

**Bullying Prohibited**
The School Safety and Bullying Prevention Act at 70 O.S. § 24-100.4(A) requires each public school district board of education to adopt policies to address investigation of reported incidents of bullying. Following is the State Model Bullying Policy provided to school districts by the Oklahoma State Department of Education.

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and
administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

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

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 superintendent 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 provision of this policy is disseminated in writing annually to all staff and students.
A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §850.0

70 O.S. §24-100.2

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §1190

CELL PHONE POLICY

Cell phones are to be off and out of sight during school hours unless the teacher has authorized use for class assignment/project. The first time a student's cell phone is confiscated, the principal will record the offense. A 2nd offense is a detention. Recurring offenses could result in ISS or suspension.

CONCUSSION AND HEAD INJURY ACKNOWLEDGEMENT

In compliance with Oklahoma Statute Section 24-155 of Title 70, all parents of student athletes will receive a copy of the CONCUSSION FACT SHEET with the “Concussion and Head Injury
Acknowledgement” form. The acknowledgement form states that the student athlete and the parents acknowledge receipt of the CONCUSSION FACT SHEET.

**AMATEUR STATUS OF STUDENT ATHLETES**

HB 2615 prohibits any person from giving or attempting to give money or other things of value to a student athlete or member of their immediate family to encourage the student athlete to participate in an intercollegiate sporting event or program. HB 2615 also prohibits any person from entering into or soliciting a transaction, either directly or through an agent, that could cause the student athlete to lose eligibility. HB 2615 requires each public and private high school at the beginning of each sports season to advise in writing each student participating in a school-sponsored athletic program of the bill’s provisions. The measure provides that violations will be a misdemeanor punishable by fine. Effective November 1, 2016.

**STUDENT RESIDENCY**

It is the policy of the Caney Valley Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes to a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The administration shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes to a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator’s permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and
custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70
O.S. §1113(A)(1).)

**Homeless Students**

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access
to the same free and appropriate public education as provided to other children. The board shall make
reasonable efforts to identify homeless children within the district, encourage their enrollment, and
eliminate existing barriers to their education that may exist in district policies or practices. No child or
youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary
nighttime residence that is a publicly or privately operated shelter designed to provide temporary living
accommodations, a
temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular
sleeping accommodation for human beings.

2. A child who is placed in a transitional or emergency shelter before placement in a foster home or
home for neglected children.

3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living
accommodations.

4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.

5. A migratory child who is staying in accommodations not fit for habitation.

6. A child who has run away from home and lives in a runaway shelter, abandoned building, the street,
or other inadequate accommodations.

7. A child who is placed in a state institution because she/he has no other place to live.

8. A child who has been abandoned by his/her family and who is staying in a hospital.

9. A child whose parents or guardian will not permit him/her to live at home and who lives on the street,
in a shelter, or in other transitional or inadequate accommodation.

10. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers
because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children in
foster care and homeless children:

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the
homeless child or youth shall be waived. If the district is unable to determine the student's grade level
due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth shall be waived.

3. Customary transportation policies and regulations shall be waived.

4. Official school records policies and regulations shall be waived.

5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)

6. Other barriers to school attendance by a child in foster care or a homeless youth shall be waived.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child’s best interest. Such services will include:

1. Public preschool programs;

2. Special education, Title I, and limited English proficiency programs for which they are eligible;

3. Vocational education programs;

4. Gifted and talented programs;

5. Before and after school programs;

6. School meal programs; and

7. Transportation services.

Residency Officer

The school district designates the superintendent or designee as residency officer. The residency officer may be contacted by calling the school district at 918-536-2500 or by writing to the residency officer at the following address, or by personally visiting the residency officer at 620 Wyandotte Avenue, Ramona, OK 74061.

If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student may request a review of the residency officer’s decision. Such requests for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child to the school district.
Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board’s decision may be appealed only pursuant to procedures utilized by the State Department of Education.

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District’s provision of services to children placed in foster care, including transportation services.

The District will collaborate with Child Welfare Agencies when transportation is required for children placed in foster care to attend the school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner.

Definitions

“Foster Care” means 24-hour care and supportive services provided to children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

“School of origin” means the school in which a child is enrolled at the time of placement in foster care.

“Best Interest” means a case-by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors be utilized in this determination include, but are certainly not limited to, the following:

1. Safety considerations;
2. Proximity of the resource family home to the child’s present school;
3. Age and grade level of the child as it relates to the other best interests factors;
4. Needs of the child, including social adjustment and well-being;
5. Child’s performance, continuity of education and engagement in the school the child presently attends;
6. Child’s special education programming if the child is classified;
7. Point of time in the school year;
8. Child’s permanency goal and likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preferences of the child’s parent(s) or education decision maker(s)
12. The child’s attachment to the school, including meaningful relationships with staff and peers;
13. Placement of the child’s sibling(s);
14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child’s educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child’s developmental stage;
18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

REFERENCE: 70 O.S. §1-113, §1-114

70 O.S. §18-111

A POLICY ON THIS TOPIC IS REQUIRED BY LAW.

STUDENT RECRUITMENT, ACCESS TO STUDENTS AND DIRECTORY INFORMATION

The district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent’s right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses and telephone numbers to military recruiters upon request, subject to a parent’s request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.
4. This notice will be provided to parents on an annual basis.

ATTENDANCE

Regular attendance is most important in the building of a successful school career. The daily experience gained from regular school attendance is necessary for students to gain mastery of class curriculum. The maximum number of days that a student may be absent and still receive credit for the semester is 10. (Three tardies equal one absence.) This maximum includes both excused and unexcused absences. It does not include student activities. On the 11th absence in a class a student
will lose credit in that class. Doctor notes are recommended but it is now up to the principal/attendance committee to determine if the doctor’s note will take the place of an absence. With or without a doctor’s note a student should not miss more than 10 days a semester. This has been changed from our prior policies due to the new state definition of a chronic absenteeism which is any student that misses more than 9 days a semester regardless of the circumstance. Documentation must be turned into the office by the end of the day that student returns to school. Absences for court appearances required by subpoenas and funerals of immediate family members require documentation to be sanctioned. Seniors may use one day for a college/armed services absence but must turn in documentation from the college or recruiter to the HS Office upon return to school. Students with excessive absences will be reported to the Washington County Truancy Court System.

Extenuating circumstances must be cleared by the building principal/attendance committee.

ABSENTEES

Anytime a student is absent from school, please call the office (HS 918-536-3425; MS 918-536-2705) each day he/she is absent.

Any student who is absent is considered unexcused until a parent contacts the office. If a student’s absence has not been cleared, the student must report to the office, make contact with a parent to clear the absence, and receive an admit to class.

If an absence is anticipated, please clear the absence ahead of time with the teachers and office. Parents who will be out of town and unable to contact the attendance office in case their student is absent must contact the attendance office before leaving town and designate the person/persons responsible for clearing their student’s absence while they are unavailable.

Anytime a student leaves campus after the school day has begun, he/she must check out through the attendance office. If a student leaves campus without checking out, he/she will be considered truant.

Anytime a student arrives after the first bell has rung, he/she must check in with the attendance office.

Students are always permitted to make up homework assignments due to absences. School personnel will not collect and distribute assignments for students when they are absent. It is the students’ responsibility to collect their homework assignments prior to being absent or upon returning to school. As a general rule, the student will have a one-day make up period for each day absent.

A student is absent if he/she misses twenty-five (25) minutes of a class period.

ABSENCES DUE TO SCHOOL ACTIVITIES
State law requires that student absences due to involvement in school-sponsored activities be limited to ten (10) days per year. Activity absences are not to be counted in regard to the ten (10) day limit. Students that are out of class on activities will obtain class assignments prior to leaving to participate in the activity.

**PRE-ENROLLMENT**

Pre-Enrollment will be done in the spring of every year for the upcoming term. Students will be advised by the counselor and principal as to what courses they need for graduation. Seniors will be enrolled in a minimum of 7 consecutive classes (but may take advantage of concurrent enrollment and/or career technology centers to meet this requirement). All students will be enrolled in a minimum of six periods of rigorous instruction.

**ACADEMIC REQUIREMENTS**

**College Preparatory/Work Ready Curriculum for High School Graduation (Title 70 O.S. § 11-103.6)**

Beginning with students entering the ninth grade in the 2006-07 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student. The following is the College Prep/Work Ready Curriculum by graduation year.

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<tr>
<th>GRAD YEAR CURRICULUM REQUIREMENTS</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
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<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>1 Life Sci, 1 Physical Sci., 1 with rigor above Bio I or Physical Sci.)</td>
<td>1 Life Sci, 1 Physical Sci., 1 with rigor above Bio I or Physical Sci.)</td>
<td>1 Life Sci, 1 Physical Sci., 1 with rigor above Bio I or Physical Sci.)</td>
<td>1 Life Sci, 1 Physical Sci., 1 with rigor above Bio I or Physical Sci.)</td>
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<tr>
<td><strong>HISTORY &amp; CITIZENSHIP SKILLS</strong></td>
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<td>3</td>
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<tr>
<td>1 US Hist., ½ Govt., ½ Oklahoma Hist., 1 WH/WG)</td>
<td>1 US Hist., ½ Govt., ½ Oklahoma Hist., 1 WH/WG)</td>
<td>1 US Hist., ½ Govt., ½ Oklahoma Hist., 1 WH/WG)</td>
<td>1 US Hist., ½ Govt., ½ Oklahoma Hist., 1 WH/WG)</td>
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<td><strong>WORLD LANGUAGES</strong></td>
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<tr>
<td><strong>COMPUTER TECHNOLOGY</strong></td>
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<td>2 of same or 2 WL</td>
<td>2 of same or 2 WL</td>
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<tr>
<td><strong>ADDITIONAL CORE</strong></td>
<td>1 (from above OR CTE, concurrent enrollment, AP, IB approved for college entrance)</td>
<td>1 (from above OR CTE, concurrent enrollment, AP, IB approved for college entrance)</td>
<td>1 (from above OR CTE, concurrent enrollment, AP, IB approved for college entrance)</td>
<td>1 (from above OR CTE, concurrent enrollment, AP, IB approved for college entrance)</td>
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<tr>
<td><strong>FINE ARTS/SPEECH</strong></td>
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<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td><strong>ELECTIVES</strong></td>
<td>6</td>
<td>6</td>
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</table>
**CHANGES TO STUDENT ASSESSMENT**

HB 3218 modifies Oklahoma’s testing program. It eliminates current end-of-instruction exams (EOIs) and directs the State Board of Education (SBE) to adopt a statewide system of student assessments in compliance with ESSA by December 31, 2016. This will reduce testing to the subject areas of ELA, Math, Science, and U.S. History. It requires alignment of the testing program with the Oklahoma Academic Standards. The measure also empowers the SBE to adopt accountability requirements for high school graduation and provides for a transition year in which students, parents, and educators can work together to understand new state standards, assessments, and accountability requirements. • Effective July 1, 2016.

The High School Counselor will meet with students 9th grade through 12th grade each school year. The Counselor will explain all graduation requirements that are required by the State Department of Education and/or the Caney Valley Board of Education.

To qualify for individual picture placement in the yearbook as a member of the senior class or on the senior panel and to participate in the graduation exercises, the student must be able to accumulate not less than twenty-one (21) credits by the end of the fall semester of the current school year. Students entering from other school districts or placed in alternative school late in the senior year will be considered individually for class placement and graduation.

The High School Counselor will meet with students 9th grade through 12th grade each school year. The Counselor will explain all graduation requirements that are required by the State Department of Education and/or the Caney Valley Board of Education.

**TESTING PROGRAM**

**STUDENT SURVEYS**

(REGULATION)

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.
Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

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

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools or his/her designee.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to “opt the student out of participation,” in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
A. College or other postsecondary education recruitment, or military recruitment;
B. Book clubs, magazines, and programs providing access to low-cost literary products;
C. Curriculum and instructional materials used in schools;
D. Tests and assessments;
E. Student recognition programs; and
F. The sale by students of products or services to raise funds for school-related activities.

2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or

3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

Definitions

- The term “survey” includes an evaluation.
- The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- The term “personal information” means individually identifiable information, including a student’s or parent’s name, address, telephone number, or social security number.
- The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.
- These terms do not include ordinary classroom activities or teaching techniques.
- These rights transfer from the parent to a student who is eighteen (18) years of age or an emancipated minor.
- Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-8520,

THIS POLICY REQUIRED BY THE EVERY CHILD SUCCEEDS ACT OF 2016.

CPR INSTRUCTION

Pursuant to House Bill 1378, every student enrolled in a public school in Oklahoma must receive CPR instruction at least once during 9-12 grade. An exception is available for a student whose parent or
guardian objects in writing to their participation in CPR instruction. School administrators are also authorized to waive the instruction requirement for a student with a disability. In accordance with the consent requirements of the Individuals with Disabilities Education Act (IDEA), the written consent of the student’s parent or guardian (or the student, if 18 or older) is required if an administrator offers this waiver to a student with a disability.

GRADUATION DRESS CODE, PROCEDURES AND RULES

Seniors, congratulations on your upcoming graduation. Your teachers, family, and friends are very proud of you and all that you have accomplished. Please note that the graduation ceremony is a very special formal occasion. As a result, the following dress code is mandatory.

Ladies may choose to wear a dress or slacks (you must choose one or the other) with dress shoes. (Flip flops may be worn if they are dressy.) Pin or sew your white collars to your gown BEFORE you get to the ceremony.

Gentlemen must wear a dress shirt with button-down collar and tie, slacks, and dress shoes or nice boots.

- Put your name in your hat. Hats may not be decorated at all. No glitter, paint, etc. Attach hats with bobby pins to keep from sliding.
- Graduation begins at 7:30. Please arrive by 6:45 and check in with the senior sponsor. Plan to line up at 7:10 on the baseball field or in the gym lobby by the concession stand in case of rain.
- No talking or distracting those around you. No gum chewing – especially for the speakers. CELL PHONES OFF OR ON SILENT! No throwing things during the ceremony.
- This is a serious occasion, treat it as such. Give your classmates and speakers the respect that they deserve.

CONCURRENT ENROLLMENT

- To be eligible for concurrent enrollment, high school seniors and juniors must meet the following requirements for admission:

<table>
<thead>
<tr>
<th>Concurrent Enrollment of High School Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum High School Performance Standards</td>
</tr>
<tr>
<td>High School Seniors</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>University of Oklahoma</td>
</tr>
<tr>
<td>Oklahoma State University</td>
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<tr>
<td>University of Science and Arts of Oklahoma</td>
</tr>
<tr>
<td>All Other Regional Universities</td>
</tr>
<tr>
<td>Community Colleges</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School Juniors</th>
<th>Option 2: GPA and Class Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Oklahoma</td>
<td>3.0 GPA and Top 30% Class Rank</td>
</tr>
<tr>
<td>Oklahoma State University</td>
<td>3.0 GPA and Top 33% Class Rank</td>
</tr>
<tr>
<td>University of Science and Arts of Oklahoma</td>
<td>3.0 GPA and Top 25% of Class Rank</td>
</tr>
<tr>
<td>All Other Regional Universities</td>
<td>3.0 GPA and Top 50% Class Rank</td>
</tr>
<tr>
<td>Community Colleges</td>
<td>3.0 GPA</td>
</tr>
<tr>
<td>Institutional Category</td>
<td>Minimum ACT or SAT</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Research Universities (OSU or OU)</td>
<td>25 ACT or 1130 SAT</td>
</tr>
<tr>
<td>University of Science and Arts of Oklahoma</td>
<td>24 ACT or 1090 SAT</td>
</tr>
<tr>
<td>All Other Regional Universities</td>
<td>23 ACT or 1050 SAT</td>
</tr>
<tr>
<td>Community Colleges</td>
<td>21 ACT or 980 SAT</td>
</tr>
</tbody>
</table>

- Students must have a signed statement from the high school principal stating they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian.
- Concurrent enrollment must include opportunities for high school students to achieve college credit through a collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of the personnel delivering the course, and the student’s readiness for college as defined by the Oklahoma State Regents for Higher Education (http://www.okhighered.org/) policy.
- A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a Oklahoma State System of Higher Education college or university without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50% greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student’s enrollment.
The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. However, students may only enroll in curricular areas where they have met the assessment requirements for college placement. Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.

A high school student concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if he/she achieves a college cumulative grade point average of 2.0 or above on a 4.0 scale. Following high school graduation, a student who has been concurrently enrolled as a high school student may be admitted to the original institution of concurrent enrollment or another institution in the State System if the student meets the entrance requirements of the receiving institution, including the high school curriculum requirements, and subject to the State Regents’ retention standards.

All other students not qualified by grade level might be considered for full enrollment or concurrent enrollment under the State Regents’ Opportunity Admission Category.

Each high school senior who meets the eligibility requirements shall be entitled to receive a tuition waiver equivalent to the amount of resident tuition for a maximum of six (6) credit hours per semester. Tuition waivers shall be granted without any limitation on the number of waivers granted in any year other than the amount of funds available for the program and the number of eligible applicants. The Oklahoma State Regents for Higher Education shall establish an application process and criteria for prioritizing applicants on the basis of need, timeliness of application, or other factors as determined by the State Regents (Senate Bill 982). (Contact the local college or university for information on the application process.)

To meet minimum graduation requirements, local school district options may include courses taken by concurrent enrollment, as per House Bill 2728.

When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcripted as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district (70 O.S. § 628.13).

A school district may receive full average daily attendance on a high school student who is participating in concurrent enrollment. In determining a legal school day for a student who is concurrently enrolled, the district can use a combination of local school enrollment, college enrollment, and travel time.

No independent school district shall prohibit any student who meets the requirements for concurrent enrollment from participating in the program.

Every independent school district shall disseminate materials explaining the requirements, features, and opportunities of concurrent enrollment to all high school students prior to enrollment each year. It is recommended that each district designate a person or persons who may be contacted for detailed information.

Additionally, high school students who want to enroll in college-level courses must earn a score of 19 or higher on the ACT subject test for the area(s) in which they want to enroll. Subject tests include English, reading, mathematics and science reasoning. An ACT subject score of 19 in reading is required for enrollment in any subject area other than English, mathematics and science reasoning. Institutional secondary testing may not be used for placement.

All concurrent enrollment needs to be cleared with both the counselor and the principal by the first five days of each semester.
ARTICLES PROHIBITED AT SCHOOL

Radios, tape players, CD players, MP3 players, Ipods, speakers, cameras, electronic games, skateboards, billfold chains, etc., need to be off or be put away (or both). If special equipment from home is required, it should be checked in with the office or a teacher at the beginning of the day. Any ignitable or combustible material is prohibited - explosives, fireworks, etc. Any object which could cause personal or property damage is not allowed at school. Such objects will be taken and returned to the parent at their request. “Play/toy” articles will also be taken from the students and will only be returned upon parental request. Because smoking is illegal on school property, cigarette paraphernalia, such as lighters, or matches, are strictly prohibited.

Weapons--Possession or use of any type of weapon by a student is detrimental to the welfare and safety of students and school personnel. Student use and possession of weapons is becoming an increasing hazard. Therefore, the possession or use of any weapon on school property, at a school function, in a locker, on a school bus, in a personal vehicle or in transit to or from school or any District function is expressly prohibited.

A weapon under the policy includes, but is not limited to, guns, rifles, pistols, shotguns, any device which throws, discharges or fires objects, bullets or shells, knives, explosives or incendiary devices, hand chains, metal knuckles, pepper spray, mace, tear gas or any other object that can reasonably be considered a weapon or dangerous instrument, or any object that is used as a weapon or dangerous instrument. Included in this prohibition is any facsimile or counterfeit item resembling a weapon. Exempt under this policy are any instruments and devices that may be considered for use in an approved curricula or extracurricular activity and are used in the appropriate manner.

Any student who knowingly aids, accompanies, and/or assists in the violation of this policy may also be deemed in violation of this policy and may be subject to discipline in the same manner as any student who directly violated the policy. Possession of a firearm may result in recommendation for a one year suspension. For possession of other weapons under this policy, a recommendation may be made for a suspension for not less than the balance of the semester in which the infraction occurred. If the remainder of the semester is less than forty-five (45) school days, the recommendation may be for suspension for the balance of the semester and the next semester.

When a student is suspected of violating this policy, the following procedure may be followed:

The Principal or designee may contact the Washington County Sheriff’s Department to have an officer present if possible when confronting the suspected student.

The sheriff’s office shall take custody of all weapons confiscated from a student’s possession.

The officer shall mark any weapon to insure the chain of custody of the evidence to be exhibited at an administrative hearing and/or criminal action.
At the conclusion of any and all administrative hearings, appeals, and appropriate criminal actions, the seized property shall be legally and properly disposed of by the Sheriff’s Department.

ASBESTOS

The Asbestos hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy is on file in the Superintendent’s Office.

CANINE SEARCHES

In order to respond to the potential for weapons and dangerous substances in the schools and to maintain a safe school environment, the District may use trained dogs to detect concealed weapons, dangerous substances and intoxicating beverages on school property. Visits to schools by a trained dog and its handler will be unannounced. Students shall not have any reasonable expectation of privacy from school personnel regarding the contents of school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of 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. If the dog alerts, the area will be searched. If the student refuses to unlock the alerted area (locker, bag, or automobile) parents along with the sheriff's department will be notified. Locks may be cut off if necessary by school officials. Violations of the school’s drug/weapons policies shall result in disciplinary action, which may include long-term suspension and/or completion of an appropriate rehabilitation program. In addition to suspension and/or other disciplinary action, students violating this prohibition are subject to referral for prosecution under applicable laws.

Search policy

Any student or items brought to school can be searched with any reasonable suspicion. (for health or safety to themselves or others).

Students who leave and do not get escorted will receive consequences and can be searched when they reenter the school.

Any students that show up late to school can be searched.

All phones can be searched for student health or safety concerns.

For safety reasons parents are not required to be contacted before a student is searched. Parents will be notified if their child is searched so they are aware of the situation.
CHEATING

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. If caught cheating the student will be given a grade of zero for the assignment or exam. The teacher will notify the parent of the violation.

CLOSED CAMPUS

Caney Valley Public Schools operates a closed campus. Students are not permitted to leave campus for any reason during the school day unless confirmed through the administration office. The school can only release students to their parents/guardians. Consequently, we ask the parent/guardian to contact the principal’s office to request the student be allowed to leave school early. Students leaving school without permission from the office will be disciplined under the SEVERE DISCIPLINE clause in this handbook.

Once a student has arrived on campus by any means they must checkout through the office to leave campus before dismissal time. If a student steps off campus for any reason and not checked in and out properly they will not be allowed to ride a school bus home.

Upon arrival at school and during lunch periods, students are asked not to congregate in the parking lot or in the bus loading zones. The parking lots are OFF LIMITS to students during the school day unless the student has been given permission by the principal to be in the parking lot. In most cases a student that needs to go to the parking lot or leave the building to get anything will be escorted by SRO or a school employee for the safety of everyone in the school. The hallways are also OFF LIMITS to students during lunch periods unless they have been given permission by a school employee to be in the halls.

Purpose Policy: Any student may stay after school if they have a purpose only. If there is not a school related reason for staying all students must leave campus within 5 min.

CREDIT BY EXAM (CBE)

To maximize academic growth opportunities for students in Caney Valley Public Schools, the district has established a Credit-By-Exam (CBE) also known as Proficiency Based Promotion. The parameters for this program are specified in House Bill 1017. This program provides students the opportunity to move ahead in their educational efforts by demonstrating proficiency in one or more curriculum areas. Exams are given in Reading, Language Arts, Math, Science, Social Studies and the Arts. Exams will be given during scheduled times (see counselor). If passed at the ninety percent proficiency level, a student will receive credit and may be promoted to the next level of study. Credit earned in high school courses will count toward meeting graduation requirements and noted on the transcript as CBE with no grade assigned. No record of unsuccessful attempts will be placed on permanent records. Application
forms for the exams can be picked up in the Counselor’s Office. Specific exam dates will be posted in the counselor’s office.

**DAMAGED OR LOST SCHOOL PROPERTY**

Students responsible for damaging or losing school property will be billed for the replacement or repair costs. Failure to pay the bill within sixty (60) days will result in the school taking action to initiate payment. If lost materials are returned during the school year, the price of the items, minus any costs or fines incurred in the item's absence will be refunded.

**DISCIPLINE**

Assertive

Our goal at Caney Valley Public School is to help each student receive the best education possible. To assist students in receiving the best education possible, we have developed a discipline plan to maintain an orderly climate conducive to learning. The discipline plan has comprehensive steps. When in the classroom, the students must comply with the following rules:

- Follow the directions of the teacher.
- Come to class with all required materials.
- Be in the assigned seat and ready to work when the tardy bell rings.
- Keep hands, feet, books, and other objects to oneself
- Raise your hand and wait to be recognized before speaking.

**Philosophy**

Caney Valley Public Schools discipline policies and procedures protect and nurture the physical, social, mental, and emotional growth of students. Caney Valley provides an orderly, safe and stimulating educational environment to enhance the effective teacher instruction and student learning.
The rules, regulations, and procedures presented in this handbook will, for the safety of everyone, be enforced immediately before, during, and after school hours, and while traveling to and from school on a bus. The rules are applicable on school athletic fields, on buses, and in all other places where school functions occur or where school activities normally take place. The rules are also applicable throughout the course of any school field trip or other school sponsored activity. Appropriate disciplinary actions will be imposed on students violating these rules. All disciplinary actions will be recorded in the student’s disciplinary file.

All teachers and certified employees of Caney Valley Public Schools have the same rights as a parent or guardian to control and discipline students during the time they are attending authorized school functions. Before being disciplined, the student will be informed of the accusation and will be given an opportunity to respectfully give his/her version of the incident. A brief written report of the disciplinary action may be placed in the student’s disciplinary file. The report will state the date, offense, and disciplinary action taken.

**Discipline Code**

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

- Conduct that threatens or jeopardizes the safety of others.
- Cutting class or sleeping, eating or refusing to work in class.
- Disruption of the educational process or operation of the school.
- Failure to attend assigned detention, alternative school or other disciplinary assignment without approval.
- False reports or false calls.
- Hazing (initiations) in connection with any school activity
- Inappropriate behavior or gestures/profanity/vulgarity
- Inappropriate public behavior. This behavior includes public display of affection (PDA).
- Indecent exposure
Physical or verbal abuse

Possession of a caustic substance

Possession of obscene materials

Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)

Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or controlled substances.

Possession, use, handling, transmission, sharing or selling drug paraphernalia (including but not limited to papers, smoking pipes, screens, etc.) in any way in school buildings, on school grounds, or on other grounds used for school purposes (including parking lots or athletic facilities), on school buses, or at any school sponsored activity.

Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.

Threatening behavior (whether involving written, verbal or physical actions).

Clothing or accessories with profane, vulgar, or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half shirts, shorts that do not meet guidelines in student handbook, see-through garments, or split skirts which do not touch the top of the knee.

Use or possession of tobacco in any form, including electronic cigarettes.

Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.

Using racial, ethnic or sexual epithets.

Violation of the Board of education policies, rules or regulations or violation of school rules and regulations.

Willful damage to school property.
Willful disobedience of a directive of any school official.

Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school.

SEXUAL HARASSMENT

It is the policy of the Caney Valley School Board of Education to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the staff to harass another member or a student 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. Sexual harassment should be reported immediately to the proper administrative authority. It shall be a violation of this policy for a student to harass another student through conduct or communications of a sexual nature. Such conduct will result in the student being sent to the principal’s office.

IN-SCHOOL SUSPENSION (ISS)

ISS is for the temporary placement of students whose behavior or attendance is severe or whose behavior has not been improved by using other disciplinary methods. Assignments to ISS are made by the building principal and/or his designee(s). Parents are notified by mail or phone call. Students are allowed to remain in school and complete class work while being isolated from other students and activities. Failure to report to ISS or disruptions while in ISS will result in suspension from school. During assignments to ISS, students will not be eligible for extracurricular activities or be allowed to attend extracurricular activities.

FIGHTING

Students fighting on the school grounds during the day, at bus stops, or during school activities may be suspended from school.

1. First fight is a two day suspension.} Principal's decision
2. Second fight is a five day suspension.} Principal's decision
3. Third fight is a long term suspension.

SEVERE CLAUSE

The Assertive Discipline Plan is not applicable for severe misbehavior such as vandalism, defying a teacher, rude gestures, foul language, truancy, leaving the school grounds without checking out through the office, stealing, drug and/or alcohol use or possession, tobacco use, weapons, or interrupting the
function of the class, etc. The student will be sent to the principal’s office immediately for disciplinary action that may include suspension.

**DETENTION**

The intent of Detention is to provide students an opportunity to change inappropriate behavior. Placement in Detention may be a result of truancy, tardies, classroom disruption/misbehavior, and/or other reasons as determined by the administration. Students must report to Detention with paper, pencil, and school work to complete. Talking, sleeping, food, or drinks are not permitted in detention. Students are monitored by the Detention supervisor.

When a teacher assigns a student to Detention, the teacher will notify the student, the principal, and the parent. The teacher will notify the parents by email or phone. Students assigned to detention must sign the official notice, acknowledging his/her awareness of the assigned detention. This does not acknowledge guilt. Refusal to sign the notice may result in an office referral. Parent/Guardian will be notified of all assignments to detention. If the student fails to serve the assigned detention, he/she automatically receives another detention. Assignments to detention may be substituted by community service or ISS.

**SUSPENSION**

The authority to suspend a student from a school in the school district is delegated to the respective building principal or superintendent. Any student may be suspended for:

- Violations of school policy or regulations.

- Possession of a dangerous weapon (except as allowed pursuant to 21 O.S. 2001 § 1280.1) or controlled substance.

- Possession of alcohol.

- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee or the school during school activities.

- Non-violent offenses plus assault.

- Acts of immorality.

- For any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials, or damages property
Short-Term Suspensions

A student may be suspended from school for up to ten days or less by the principal. Both the student and the parent(s) shall be notified of the suspension, the reasons therefore, and the right to appeal the suspension.

Long-Term Suspensions

A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal.

A suspension shall not extend beyond the present semester and the succeeding semester except for suspensions resulting from violations of the Weapons-Free Schools Policy which provides suspensions for up to one calendar year. Students found to be in possession of a firearm (except as allowed pursuant to 21 O.S. 2001 § 1280.1) will be suspended for a period of not less than one (1) calendar year. The term of the suspension may be modified by the superintendent on a case-by-case basis.

Terms and Conditions of Suspension

Pursuant to 70 O.S. Supp., 1995, Section 24-101.3:

- Non-violent acts plus assault - Any student who is guilty of immorality or violation of the regulations of a public school, or who has been adjudicated as a delinquent for an offense that is not a violent offense or commits an assault may be suspended from school by the principal.

- A student suspended for a non-violent act for five (5) or more days shall be placed in a supervised structured environment in either a home based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the principal that provides education to and monitoring of the students, which shall be complied with /by the parent or legal guardian. A time and date will be scheduled with the parent to discuss the suspension plan.

- Violent acts - A student who has been suspended out of school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students will not be entitled to enroll in a public school of this state.

School Work During Suspensions:
For any student suspended—the administrator will provide the student with an educational plan providing for, but not limited to, the core units in which the child is enrolled. Parents will receive instructions as to when assignments must be obtained and returned.

A copy of the educational plan shall be provided to the suspended student and the student’s parent or guardian. Parents will be requested to meet with the principal to develop an educational plan to set timelines for completion and to establish to whom completed work will be delivered.

The parent is responsible for a supervised, structured learning environment and must monitor the student's educational progress until the suspension is completed.

Students on an Individualized Educational Plan (IEP) pursuant to the Individuals with Disabilities Education Act (IDEA), shall be provided the education and related services in accordance with the student’s Individualized Education Plan.

**Extracurricular Activities During Suspensions**

Students under out of school suspension will not be able to attend school or any school sponsored function or activity (including extracurricular activities) during such suspension.

**Appealing Suspensions**

Any student who has been suspended under the steps listed above, or the student's parent(s), may appeal the suspension. The following procedures shall govern the appellate process:

The student, or the student’s parent(s), shall notify the superintendent in writing within five (5) days of the receipt of the written suspension notice of the intent to appeal the suspension.

Upon receiving notice of a student’s or student’s parent(s) intent to appeal, the superintendent shall advise the suspension committee. The appeal shall be heard within ten days from the date the notice of intent is filed with the superintendent.

The decision of the committee is final for short term suspensions. If the student, or the student’s parent(s) wish to appeal the suspension committee’s decision for long-term suspension, the superintendent shall be notified in writing within five (5) days of the receipt of the hearing decision.

The superintendent upon receipt of notice shall notify the board of education and the appeal shall be heard at the next board meeting or within ten days of receipt of the intent to appeal, whichever comes first. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
During the hearing of the appeal, the student may be represented by legal counsel or another adult representative; may examine witnesses on his/her own behalf; cross examine opposing witnesses, and offer other evidence in his/her behalf including the student's own testimony.

The board of education may conduct the hearing and render the final decision or may appoint a hearing officer to conduct the hearing and render the final decision. The decision of the board of education, or of the hearing officer, if applicable, shall be final.

The suspension committee, board of education or hearing officer may uphold the suspension, modify the terms of the suspension or overrule the suspension. The student and the student's parent(s) shall be notified within five school days of the decision.

Appeal for Reinstatement

Students who have been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, at his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the board of education. The board shall take whatever action it deems appropriate.

TARDIES

A student not in his/her assigned seat when the tardy bell begins to ring is tardy. (Three tardies in any class will be considered an absence and the absence policy shall apply.) Tardies shall accumulate in each class for one semester. Students tardy because of an action by an administrator, counselor, or teacher shall be given a properly completed admit slip by that person. In this event, no record of being tardy will be made, nor will a reprimand be issued or carried out. The student shall be provided a reasonable opportunity to make up any missed work. Students are allowed three (3) school days at the beginning of the school year to become familiar with the layout of the building and the location of their assigned classrooms. Tardies will be dealt with by the teachers in the following manner:

Unexcused tardy #1: Teacher records tardy and informs student.

Unexcused tardy #2: Teacher records tardy and informs student.

Unexcused tardy #3: Teacher records tardy and assigns a detention.

Beginning with the third unexcused tardy, detention will be assigned to the student. One detention will be assigned for each unexcused tardy the student receives thereafter. Habitual tardiness shall be dealt with on an individual basis by the principal.
Examples of excused tardies include the following:

- Doctor/Dentist appointment
- Late bus
- Emergency at home (This requires a call from parents.)

Examples of unexcused tardies include the following:

- Running out of gas
- Car trouble
- Running errands
- Missing ride or bus
- Other tardies will be left to the discretion of the administrator.

INTERNET USE POLICY

Internet access is now available to students in the Caney Valley School District. We are very pleased to bring this access to Caney Valley and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Caney Valley Public Schools by facilitating resources sharing, innovation, and communication. All students, staff, and parents will be provided an Internet Use Policy. Students will not be allowed to use the Internet until this agreement is signed and returned by the parent.

Chromebook 1 to 1 Initiative

Caney Valley 1:1 Initiative Guidebook
Caney Valley Public Schools
Grades 3-12
Overview
At the beginning of the school year, the district will assign a Chromebook to each student. This 1:1 instructional initiative will lead the way toward continuous improvement in the following District goals:

● Prepare all learners to be productive and responsible citizens who are equipped to pursue excellence in an ever-changing world
● Utilize research-based, leading edge instruction and learning opportunities in face-to-face, blended, and virtual classroom settings

Toward these goals, all students will have access to instructional technology that will make them successful in the classroom and beyond.

Project Objectives
This initiative seeks to

● Enhance and enrich teaching and learning
● Ensure equitable access to instructional technology
● Improve student outcomes through the 4 C’s:
  ○ Creativity and Innovation
  ○ Critical Thinking and Problem-Solving
  ○ Communication
  ○ Collaboration

Chromebook
The Chromebook is a personal computer designed to work through with Google Apps for Education (GAFE) web-based applications. The District chose this device as the best fit for the needs of the students in terms of processing speed, ease of operation, productivity, and cost-effectiveness. The District will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or Internet in keeping with District Technology Policy.

Distribution of the Chromebooks Grades 8th -12th
Distribution of the Chromebooks will take place prior to the beginning of the school year. A student will be given a device only if a parent or guardian has signed the Student Technology
Responsible Use Agreement. Each student will receive the device, power cable and case. Earbuds or headphones will not be provided but purchasing of this equipment would be recommended.

Assignment of the Chromebooks Grades 3rd - 7th
Each teacher in grades 3-7 will have a set of Chromebooks in his/her room. The teacher will assign a Chromebook to each student, to be used by that student during class, for the year. Assignment of the Chromebooks will take place at the beginning of the school year. A student will be assigned a device only if a parent or guardian has signed the Student Technology Responsible Use Agreement. The device will stay in the classroom, but it will be the student's responsibility for its safety and care.

District Responsibilities for the use of the Chromebook
The District will comply with the Children’s Internet Protection Act (CIPA) to prevent the inappropriate use of the Chromebook and/or the Internet whether the device is being used at school or at home. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired at the District’s expense. The District will have devices available that can be checked out to students whose devices are being repaired or replaced.

Chromebook Periodic Welfare Check
Every 9 weeks a Chromebook check will be done by the Caney Valley Teachers to assess for damage that needs to be addressed on each student Chromebook device. The teachers will have access to a Google form shared with them on Google Drive. Once the Chromebook check has been completed students will be called to the Library to check in their Chromebook for repair.

8th - 12th Parent and Student Responsibilities
As with any District-owned property (ex.: textbooks), parents and students will be responsible for returning the Chromebook in good working condition. The student and his/her parent or guardian will be responsible for replacing a lost Chromebook or making repairs that were the result of inappropriate use or neglect of the device. Insurance for the device will be offered to those parents who choose to purchase that coverage, which is highly recommended.

3rd - 7th Parent and Student Responsibilities
As with any District-owned property (ex.: textbooks), parents and students will be responsible for the assigned Chromebook being in good working condition at the end of the year. The student
and his/her parent or guardian will be responsible for replacing or repairing a lost or damaged Chromebook due to inappropriate use or neglect of the device through the Library. Plan B: Co-Pay Insurance, which is highly recommended, for the device will be offered to those parents who choose to purchase coverage.

**Plan B: Co-Pay Insurance for 3rd - 7th grade Students**

Chromebooks are a necessary teaching resource just as important to our students’ education as a textbook or library book (which a student would have to pay to replace if damaged or lost).

Due to a disproportionate number of repairs in the previous school year, students in 3rd-7th grades will be assigned a Chromebook that will be kept at school. We have implemented this 1-stay policy so that we can more easily hold students accountable and responsible for their actions.

Because the Chromebooks are staying in the classes we will utilize the following insurance plan B: All students that want insurance Plan B will pay $10 to have the insurance. This insurance must be paid for during the enrollment process. If or when students damage/break their class assigned chromebook they will need to pay a $10 copay to get it fixed and $10 copay every time that their device needs to be repaired, up to the amount of replacing the device which would be $280. At that time the student will be considered to have met their “deductible”. If insurance Plan B is not taken the student will have to pay the full amount of each repair.

Because the Chromebook is an Internet-based device, the student will need Internet access either at home or at public places that offer wi-fi access in order to use the web-based applications. At school or elsewhere, students are expected to observe all CVS technology policies as well as federal, state and local laws. In addition, students should follow the “Digital Citizenship Tips for Teens” (from commonsensemedia.org).

**Digital Educational Accounts**

Caney Valley Schools will be creating digital educational accounts for your child in grades Pre-K through 12th grade. CVS utilizes several computer software applications and web-based services, operated not by this school, but by third parties. In order for our students to use these programs and services, certain personally identifying information, generally consisting of the student’s name and e-mail address, must be provided to the web site operator. Example digital accounts may include but are not limited to: Google accounts which includes most Google services, Sumdog, Quizlet, Prodigy, Renaissance Learning, Edmentum, CK-12.

**Digital Citizenship Tips for Teens**

For teens, we offer five simple rules of digital citizenship to help them create a world they can be
proud of -- and inspire others to do the same.

- Think before you post or text -- a bad reputation could be just a click away. Before you press the "send" button, imagine the last person in the world that you’d want seeing what you post.
- What goes around comes around. If you want your privacy respected, respect others' privacy. Posting an embarrassing photo or forwarding a friend’s private text without asking can cause unintended harm or damage to others.
- Spread heart, not hurt. If you wouldn’t say it in person, don’t say it online. Stand up for those who are bullied or harassed, and let them know that you’re there for them.
- Give and get credit. We’re all proud of what we create. Illegal downloading, digital cheating, and cutting and pasting other people’s stuff may be easy, but that doesn’t make it right. You have the responsibility to respect other people’s creative work -- and the right to have your own work respected.
- Make this a world you want to live in. Spread the good stuff. Create, share, tag, comment, and contribute to the online world in positive ways.

**Damaged Chromebooks**
Students with damaged or malfunctioning Chromebooks may take them to the Library and borrow a device while theirs is being repaired or replaced.

**Chromebook Care Guidelines**

<table>
<thead>
<tr>
<th><strong>DO...</strong></th>
<th><strong>DO NOT...</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>always carry the device with care and a closed lid</td>
<td>deface the device with writing, drawings, stickers, labels, etc.</td>
</tr>
<tr>
<td>keep the Chromebook in the district-issued protective case</td>
<td>lift by the screen or place heavy objects on the device.</td>
</tr>
<tr>
<td>carefully insert cords, cables and removable storage devices</td>
<td>deface or remove any district labeling</td>
</tr>
<tr>
<td>only clean the screen with a soft, dry microfiber cloth or anti-static cloth</td>
<td>lift the device by the screen or close the device with pens inside</td>
</tr>
<tr>
<td>report any damage or issues immediately to the Media Center</td>
<td>use cleaning solvents or other liquids on the screen</td>
</tr>
</tbody>
</table>


charge the Chromebook every night | place the device in a backpack at any time
---|---
remember it is your responsibility to protect and care for the device at all times | place food or drink near the device

Guidelines for Appropriate Use
With the opportunity afforded by using District technology come the responsibilities to use that technology responsibly. Failure to use District devices, networks or other resources responsibly may result in disciplinary action.

Students will
- Use the Chromebook and other district technology resources only for academic purposes during instructional time.
- Use appropriate language and graphics, whether posting and publishing from home or school, when using blogs, podcasts, email or other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following “General Care” guidelines provided in this handbook.
- Report the loss or damage of the device immediately to the Library.
- Charge the device at home and have it ready to use every day, every class period.
- Leave their Chromebook charger at home to prevent it being lost or stolen.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.

Students will NOT
- Allow other people to use their assigned device.
- Remove their Chromebook from the protective carrying case.
- View, use or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or logged in to any District-managed system.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
● Misrepresent themselves or others.
● Destroy or damage data, programs, networks or any other system or component of a system owned or managed by the District.
● Attempt to override, bypass or otherwise change the Internet filtering software, Google Management, GoGuardian or other network configurations.
● Reset or wipe their device.

Caney Valley Public Schools  
Student Technology Plan B: Co-Pay Insurance Program  
Grades 3rd- 7th

Plan B: Co-Pay Insurance for 3rd - 7th grade Students

Chromebooks are a necessary teaching resource just as important to our students’ education as a textbook or library book (which a student would have to pay to replace if damaged or lost).

Due to a disproportionate number of repairs in the previous school year, students in 3rd-7th grades will be assigned a Chromebook that will be kept at school. We have implemented this 1-stay policy so that we can more easily hold students accountable and responsible for their actions.

Because the Chromebooks are staying in the classes we will utilize the following insurance plan B: All students that want insurance plan B will pay $10 to have the insurance. This insurance must be paid for during the enrollment process. If or when the students damage/break their class assigned chromebook they will need to pay a $10 copay to get it fixed and $10 copay every time that their device needs to be repaired, up to the amount of replacing the device which would be $280. At that time you will be considered to have met your “deductible”. If insurance plan B is not taken the student will have to pay the full amount of each repair.

Keep in mind, according to the Responsible Use Agreement, parents are responsible for the full cost of any repair or replacement of all damage to or loss of the Chromebook, charger, or case.

Typical Repair/Replacement Costs:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Chromebook (Complete)</td>
<td>$300</td>
<td>Trackpad Only</td>
<td>$35</td>
</tr>
<tr>
<td>Mainboard</td>
<td>$100</td>
<td>Hinge</td>
<td>$15</td>
</tr>
<tr>
<td>Protective Carrying Case</td>
<td>$35</td>
<td>Charge Port</td>
<td>$90</td>
</tr>
<tr>
<td>Screen</td>
<td>$65</td>
<td>LCD Unit Housing Front (Bezel)</td>
<td>$20</td>
</tr>
</tbody>
</table>
Caney Valley Public Schools  
Student Technology Insurance Program  
Grades 8th - 12th

The Caney Valley Public Schools Student Technology Insurance program has been established to give parents the ability to purchase insurance for 1:1 Instructional Technology Package for the 2020-2021 school year. The technology package includes a Chromebook and protective carrying case. The insurance, if purchased, will cover the repair or replacement costs of everything except the charging cord. The cost for protection during the 2020-2021 school year is $30 per student. This is a voluntary program and families are strongly encouraged but not required to participate.

Acts of intentional damage or signs that the Chromebook was not regularly carried in the district-issued case, will not be covered by the insurance.

Keep in mind, according to the Responsible Use Agreement, parents are responsible for the full cost of any repair or replacement of all damage to or loss of the Chromebook, charger or case.

Typical Repair/Replacement Costs:

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</tr>
<tr>
<td><strong>Screen</strong></td>
<td><strong>$65</strong></td>
<td>Top Cover Casing</td>
<td><strong>$20</strong></td>
</tr>
<tr>
<td>Battery</td>
<td>$60</td>
<td>Bottom Cover Casing</td>
<td>$20</td>
</tr>
<tr>
<td><strong>Keyboard and Trackpad</strong></td>
<td><strong>$95</strong></td>
<td>Hinge</td>
<td><strong>$15</strong></td>
</tr>
<tr>
<td>Keyboard Only</td>
<td>$60</td>
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</table>

Insurance Coverage:
If purchased, the CVS Student Technology Insurance covers 100% of the **FIRST** incident of damage or loss (including theft**) of the Technology Package Items (Chromebook and case), **50%** of the **SECOND** incident of damage or loss (including theft**) of the Technology Package Items from the **Date of issue through checking in the device at the end of the school year in May 2021**. After two incidents, the parent is responsible for all repairs and replacement costs. **Exact repair/replacement costs will be determined at the time of the repair.**

<table>
<thead>
<tr>
<th>Incident</th>
<th>Chromebook</th>
<th>Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Incident</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Second Incident</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Third Incident</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Insurance Claims of Theft must include a police report, completed by the Ramona Police, signed by a parent.**

**Parents will have the opportunity to purchase insurance during the Continuing Enrollment process OR at Schedule Pickup by check or cash.**

**If purchasing insurance, it must be purchased at a scheduled pick up BEFORE the student takes possession of the Technology Package.**

**DRESS CODE**

All students are expected to be groomed and dressed appropriately with respect to the following criteria:

Cleanliness - Clothing and grooming must be such that they do not constitute a health or safety hazard.

Clothing - Attire must be adequate to ensure a decent appearance. Footwear (excluding house shoes) must be worn at all times. (No house shoes are allowed.)

Education consideration - Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students. With ever changing styles, additional guidelines are established to help maintain high standards. Standards of dress are provided so clothing does not distract from the educational process.

Items not acceptable:
Apparel and/or jewelry with slogans or pictures which promote or relate to obscene or inappropriate ideas such as drugs, alcohol, tobacco, vulgarity, sexual implications, profanity, gang activity or violence. This includes apparel or jewelry that is construed to be inappropriate.

Clothing which allows undergarments to be visible when the student is sitting or walking, white undergarment type T-shirts, pajamas, biker shorts, cut-offs, tank tops, sleeveless shirts, mesh shirts over bare skin, frayed or purposely torn clothing or gym shorts.

Shorts, skirts, dresses, and other clothing attire must be no shorter than fingertip length at the shortest point (arms extended at the side). Pants, trousers, jeans, walking shorts, etc. are to be worn at the waistline and belts are to be buckled.

When wearing any tights/leggings the student must have a shirt or other clothing garment that covers their hip area.

**Face masks are strongly recommended and encouraged but they must not not anythings inappropriate on them.**

Exposed midriffs, necklines that are too low, or sagging pants.

Hats, caps, or sunglasses worn inside any campus building during the school day.

We will use the 3 finger rule (all straps must be 3 finger width in diameter) for dress tops or dresses as the office personnel/admin approves. Sleeveless shirts, shirts with cut off sleeves, tank tops, mesh shirts are still unacceptable.

There may be changes, interpretations or exceptions to the dress code as deemed necessary by office personnel or administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop. Parents should be aware that those who do not abide by the rules will be dealt with on an individual basis and be sent home to change into appropriate attire. A student who is required to go home for a change of clothing will owe twice the number of minutes spent away from campus in detention after school, even if that means giving up an extracurricular activity time.

**Violations**

1st Offense: Warning with possible parent conference. Change into proper clothing or be sent home to get proper clothing.

2nd Offense: 2 days ISS. (Administrative discretion)
3rd Offense: 2 days suspension from school. (Administrative discretion)

Clothing normally worn when participating in school sponsored extracurricular or sports activity may be worn to school when approved by the sponsor or coach. Examples: cheerleader outfits, football jerseys, team warm-ups, etc.

**DRESS FOR SCHOOL ACADEMIC/ATHLETIC COMPETITIONS/SPECIAL OCCASIONS**

Dress for graduation will be determined by Senior Class and Sponsors -- subject to Administrative and Board approval. Dress for prom will be determined by the Junior Class and Sponsors -- subject to Administrative and Board approval.

Unless specifically advised by the trip sponsor, daily school dress is permissible. Principals, in conjunction with sponsors and coaches, may regulate the dress and grooming of students participating in extracurricular activities if they believe the student’s dress or grooming creates a hazard, or may prevent, interfere with, or adversely affects the purpose, direction, or effort required for the activity to achieve its goals.

**DRUG FREE SCHOOL POLICY**

It is the policy of the Caney Valley Board of Education that all students and employees of this school district be made aware of the Board’s intention to maintain a drug-free environment.

Students and employees who manufacture, possess, use, or distribute, or dispense illicit drugs -- including anabolic steroids -- or alcohol shall be subject to disciplinary action. Such disciplinary action may include long term suspension for students and will result in employment termination for employees. In addition to suspension and/or termination, students and employees are subject to referral for prosecution under applicable laws.

**Drugs/Alcohol Prohibited**

This policy includes, but is not limited to, all illicit drugs, including alcohol and tobacco, and prescription drugs that are not lawfully prescribed to the student and/or that are not taken as prescribed.

**Specific Provisions:**

The district strictly prohibits the unlawful use, possession, dispensing, distribution, manufacture, or possession with intent to distribute, of any illicit drug, including alcoholic beverages, in or on any Caney Valley School District property (including vehicles), or at any school district sponsored function or event, is strictly prohibited.
Reporting to school, or to any Caney Valley School District sponsored function or event under the influence of an illicit drug, including alcohol, is strictly prohibited. A “school sponsored function or event” is any activity, business or social, which has been called for, or in the name of, any group of students and/or employees representing the Caney Valley Public School or any collection of schools where there are students and/or employees representing the Caney Valley School District, regardless of its location.

Students in the presence of other students violating this policy will be considered to be in possession of illicit drugs as well. Students are hereby put on notice that they are responsible for taking leave of any situation in which illicit drugs may be present.

Students are hereby notified that compliance with this policy is mandatory, and will be consistently enforced.

Disciplinary action for violation of this policy may result in long term suspension and law enforcement notification.

Various state and federal laws impose severe penalties for the use, possession, or sale of illicit drugs. The Federal Controlled Substances Act, 21 United States Code Annotated (U.S.C.A.), and the Comprehensive Drug Abuse and Control Act of 1970, 21 U.S.C.A., Section 848, provides federal sanctions and the Uniform Controlled Dangerous Substances Act, Oklahoma Statutes, Title 63, Section 2-101, and others plus various criminal statutes provide state sanctions.

Chemical dependence is a contagious, progressive disease that does not disappear of its own accord. Because drugs have a destructive impact on the brain, regular users lose control over their behavior, and most of them find it extremely difficult to stop using drugs, without outside intervention. Using a drug just “one time” predisposes a person to try it again because the person has apparently violated a taboo with impunity. For additional health hazards associated with drug or alcohol use, please refer to the school district’s drug education curriculum.

Any student or employee of this school district who believes that he or she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment, or rehabilitation. All employees will notify the Superintendent or Principal in writing of any criminal drug statute conviction or violation occurring in the workplace no later than five (5) calendar days after such conviction. References: Public law 101-226, 70 O.S. 1210.221 ct.seq.

**ELECTIONS**

Class Officers will be elected in the fall from those who have a 2.5 GPA. Three candidates will be nominated for each position and placed on a ballot. Students will vote during lunch period by secret ballot.
A student will be permitted to hold only one honorary title during the school year and must be a member of the senior class (if possible) with at least a 2.0 GPA. This includes Fall & Winter Homecoming royalty, Band royalty, and Prom royalty. Homecoming attendants and royalty will be elected by fall or winter sport teams. Eligible candidates for Fall Homecoming include those participating in fall sports (to include softball, football and cheerleaders.) Eligible candidates for Winter Homecoming include those participating in 2nd semester sports (to include basketball, baseball, and cheerleaders.) Prom royalty is nominated by the junior class.

Senior Class Personalities will be elected by the senior class each fall. To be eligible for Senior Class Personalities, students must have a 2.0 GPA or higher.

Student Council elections will be held in May each year for the upcoming year. To run for the office of president, candidates must have served on Student Council the previous year, have a 3.5 GPA, and be a starting senior for the upcoming year. Candidates for other offices (vice president, secretary, and reporter) are not required to have served on student council in the past but must have a 3.0 GPA. Applications and general rules and procedures for candidates will be available in mid-April before the elections. Other members of the Student Council will consist of two representatives from each class (3.0 GPA requirement). The Middle School Student Council will consist of class President and two representatives from each class.

**VALEDICTORIANS AND SALUTATORIANS**

For Seniors 2016, 2017 and 2018, qualifications for valedictorians: Any student who achieves over a 4.00 GPA with no grade lower than an A recorded on the transcript will be deemed a valedictorian. (This data will be compiled from the 7th semester transcript for high school grades only.) In the situation that all valedictorian candidates have a "B," the candidate(s) with the highest GPA will be deemed Valedictorian(s). Qualifications for salutatorians: Any student who achieves over a 4.00 GPA with no grade lower than a B recorded on the transcript will be deemed a salutatorian. (This data will be compiled from the 7th semester transcript for high school grades only.) In the situation that all salutatorian candidates have a below a 4.00 the candidate(s) with the next highest GPA will be deemed Salutatorian(s).

For Seniors 2019 (incoming freshman during 2015-2016): In order to qualify for co-valedictorian, the top student GPA will be taken and a .05 deduction will be taken. All students falling between the top GPA and the .05 deduction will be considered co-valedictorians. (For example: 4.10 - .05 = 4.05.
Any student with a GPA between 4.10 and 4.05 would meet these qualifications.) In order to qualify for co-salutatorian, the next highest GPA after the lowest valedictorian's GPA will be used and a .05 deduction will be taken.

All students falling between the next highest GPA and the .05 deduction will be considered co-salutatorians. (For example: 4.00 - .05 = 3.95. Any student with a GPA between 4.00 and 3.95 would meet these qualifications.) In order to achieve over a 4.00 GPA, students will need to take Pre-AP, AP and honor courses. For valedictorian, salutatorian, and other academic honors, students must attend courses their senior year on the Caney Valley campus (excluding concurrent enrollment.)

**ELIGIBILITY FOR SCHOOL ACTIVITIES**

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs.

**Semester Grades**

A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.)

If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.

A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

**Student Eligibility During a Semester (All students must be eligible and in good standing to travel or participate in any extracurricular activity)**

Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.

A student must be passing in all subjects he/she is enrolled in during a semester and be in good standing regarding attendance (90% rule). If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to
participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

"Passing grade" means work of such character that credit would be entered on the records where the semester to close at that time.

OSSAA 90% rule: A student must be at school at least 90% of the time. That would mean that a student can’t miss more than 9 school days a semester, this is with or without a D.O. note. School activities do not count against the 9 days but school activity days cannot exceed 10 days per school year. If the 9 days per semester or the 10 school activity days are exceeded for extreme circumstances, school administration and/or a committee can determine eligibility.

EMERGENCY DISMISSAL

When inclement weather conditions occur, listen to the following radio and television stations for information concerning cancellation of school:

<table>
<thead>
<tr>
<th>Radio</th>
<th>Television</th>
</tr>
</thead>
<tbody>
<tr>
<td>KVOO - Tulsa</td>
<td>1170 AM</td>
</tr>
<tr>
<td>Channel 2</td>
<td></td>
</tr>
<tr>
<td>KRMG - Tulsa</td>
<td>740 AM</td>
</tr>
<tr>
<td>Channel 6</td>
<td></td>
</tr>
<tr>
<td>KWON - B’ville</td>
<td>1400 A.M.</td>
</tr>
<tr>
<td>Channel 8</td>
<td></td>
</tr>
<tr>
<td>KYFM - B’ville</td>
<td>100 FM</td>
</tr>
<tr>
<td>KRIG - B’ville</td>
<td>104.9 FM</td>
</tr>
</tbody>
</table>

FAMILY EDUCATION RIGHTS AND PRIVACY ACT
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. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the District 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 principal 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 or misleading.

Parents or eligible students may ask the Caney Valley School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Caney Valley School decides not to amend the record as requested by the parent or eligible student, the District 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 consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure with 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or 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, Caney Valley School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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

600 Independence Avenue, SW

Washington, D.C. 20202-4605

If there are any questions regarding FERPA policies, please contact Dirk Schmidt, OCIC, Hominy, OK (918) 885-2667 or Rick Peters, Superintendent, Caney Valley School, (918)  536-2500.

FINANCIAL OBLIGATIONS

Family and Consumer Science: Students will be expected to furnish foods, fabrics and clothing materials used for individual projects. FCCLA members will be required to pay dues.

Each Agriculture Education Student is required to be a member of FFA. The FFA dues are $10.00 per year. All dues must be paid by September 5.

Each Agriculture Education Student is required to develop an approved Supervised Agriculture Experience (SAE) Program. Examples include: Livestock projects (beef, sheep, swine, poultry and goats); Agricultural mechanics; Horticulture projects; Agri-science projects; and Leadership Projects.

The individual member will fund all FFA trips unless otherwise announced.

All FFA members are required to furnish official FFA dress.

All debts must be promptly paid.

Physical Education and Athletics: Students will furnish and be responsible for shoes and all practice clothing (Exception: football).
Library Fines: Books are checked out for two weeks. Books not renewed or turned in at the end of that two week period are overdue. Patrons are fined .05 per day per book for overdue books. Books that are damaged or lost are assessed fines according to the damage or replacement cost of the book.

Classroom supplies such as pencils, pens, paper, etc. are the student's responsibility.

Students who owe library fines, lunch bills, or owe other financial obligations will have grades, transcripts, and diplomas held.

SAFETY DRILLS

Safety drills are required by law and are an important safety precaution. Three (3) long repeating bells signify a FIRE DRILL and one (1) continuous bell signifies a TORNADO DRILL. It is essential for everyone to obey orders and promptly clear the building using the prescribed route as quickly as possible. The teacher in each classroom will give students instructions for each class period and demonstrate.

In a tornado the directions will be, “Stay inside away from windows and go to your designated area, stay near the inside wall.”

In a fire, move in an orderly manner to the exit that has been assigned to your area. STAY WITH YOUR GROUP.

If anyone is in a school building that is recognized as a potential security threat, the staff member making the sighting should push the nearest intercom call button and identify themselves. An all-call announcement will be made and teachers and staff will secure rooms and doors. Everyone will stay in a secured area with rooms locked until the all-clear is announced.

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

Fire: 1 within the first 15 days of each semester (2 total)

Security Drills: The intruder and lock-down drills will now be combined and called "Security Drills". This change is to eliminate the confusion over the differences. Four "Security Drills" will be required annually with 1 in the first 15 days of each semester and 2 per semester.

Tornado: 1 in September and 1 in March (2 total)
Other: any type safety drill any time during the school year (2 total)

GRADE CHECKS ONLINE

The Caney Valley faculty will do their best to work with parents who are attempting to maintain an active role in the progress of their child's education. Parents may view their students' grades by accessing our online reporting system. Contact your child’s school for more information.

GRADING SYSTEM

The grading scale for Caney Valley Public School is as follows:

<table>
<thead>
<tr>
<th>Pre-AP, AP, or Honor Courses</th>
<th>All other courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>A=5</td>
<td>A=4</td>
</tr>
<tr>
<td>B=4</td>
<td>B=3</td>
</tr>
<tr>
<td>C=3</td>
<td>C=2</td>
</tr>
<tr>
<td>D=2</td>
<td>D=1</td>
</tr>
<tr>
<td>F=0</td>
<td>F=0</td>
</tr>
</tbody>
</table>

GUIDANCE SERVICES
The purpose of guidance services is to help all students in their social, educational, vocational, and personal development. Conferences with the students receive first consideration of the counselor’s time and are scheduled whenever necessary. The classroom teacher will be informed when a student is in the counselor’s office.

**HALL PASSES**

Permission to go into the halls during class must be obtained from the teacher. Without a pass by the teacher, the student will be asked to return to class. Recurrences may result in detention or ISS. This Agenda is the hall pass.

**HOMEWORK**

Caney Valley Public Schools recognizes the valuable contribution homework makes to the education of students. Most importantly, teaching students through the use of homework is very valuable to their success in future endeavors. Our commitment to students is to assign pertinent homework. We allow class time to clear up any reasonable misunderstanding of the assignment.

**ILLNESS/INJURY**

Students who become ill or are injured while at school will be cared for temporarily by the school staff. Parents will be notified as soon as possible. It is imperative that the school be furnished with an emergency card for each student. Please notify the school immediately concerning information changes. Current, correct information will help the school personnel provide care for students in case of injury or illness.

**IMMUNIZATIONS**

Title 70, Section 1210.191, Oklahoma Statutes, 1970 requires that parents or guardians of all minor children in grades kindergarten through the twelfth for all public, parochial, or private schools in the State of Oklahoma, present a certified copy of required immunizations upon school entry. This table lists the vaccines that are required for children to attend childcare and school.

<table>
<thead>
<tr>
<th></th>
<th>Pre-School/ Pre-K</th>
<th>KG-6th</th>
<th>7th &amp; 8th</th>
<th>9th – 12th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Childcare</td>
<td>4 DTaP</td>
<td>4 DTaP</td>
<td>5 DTP/DTaP*</td>
<td>5 DTP/DTaP* &amp; 1 Tdap booster</td>
</tr>
<tr>
<td>4 DTaP</td>
<td>4 DTaP</td>
<td>5 DTP/DTaP*</td>
<td>5 DTP/DTaP* &amp; 1 Tdap booster</td>
<td>5 DTP/DTaP</td>
</tr>
<tr>
<td>Vaccines</td>
<td>Requirement for 3rd Birthday</td>
<td>Requirement for 4th Birthday</td>
<td>Requirement for 5th Birthday</td>
<td>Requirement for 6th Birthday</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------</td>
<td>------------------------------</td>
<td>------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>PCV**</td>
<td>Not required for school</td>
<td>Not required for school</td>
<td>Not required for school</td>
<td>Not required for school</td>
</tr>
<tr>
<td>IPV/OPV</td>
<td>3 doses</td>
<td>4 doses</td>
<td>4 doses</td>
<td>4 doses</td>
</tr>
<tr>
<td>MMR</td>
<td>1 MMR</td>
<td>2 MMR</td>
<td>2 MMR</td>
<td>2 MMR</td>
</tr>
<tr>
<td>Hib</td>
<td>Not required for school</td>
<td>Not required for school</td>
<td>Not required for school</td>
<td>Not required for school</td>
</tr>
<tr>
<td>Hep B</td>
<td>3 doses</td>
<td>3 doses</td>
<td>3 doses</td>
<td>3 doses</td>
</tr>
<tr>
<td>Hep A</td>
<td>2 doses</td>
<td>2 doses</td>
<td>2 doses</td>
<td>2 doses</td>
</tr>
<tr>
<td>Varicella</td>
<td>1 dose</td>
<td>1 dose</td>
<td>1 dose</td>
<td>1 dose</td>
</tr>
</tbody>
</table>

*If the 4th doses of DTP/DTaP is administered on or after the child’s 4th birthday, then the 5th dose of DTP/DTaP is not required.

**The number of doses of PCV and/or Hib may range from 1-4 depending on the age of the child when the first dose is received.

***If the 3rd dose of IPV/OPV is administered on or after the child’s 4th birthday, then the 4th dose of IPV/OPV is not required.

Children may be complete with 3 or 4 doses of HIB depending on the brand of vaccine used.

****Previously unimmunized students 11 through 15 years of age may receive a 2 dose series of Merck Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of Hepatitis B vaccine.

The table above lists the vaccines that are required for children to attend childcare, preschool, and kindergarten through twelfth grade in Oklahoma. Additional vaccines may be recommended, but are not
required. For example, a 2nd dose of varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law.

The Tdap vaccine is required for all students entering 7th grade. This vaccination must be acquired prior to the first day of attendance for 7th grade.

Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed in the “Childcare” column.

· Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.

· All measles, mumps and rubella (MMR), varicella, and hepatitis A vaccine doses must be administered on or after the child's first birthday (or within 4 days before the birthday).

· For doses given on or after Jan. 1, 2003, the 5th dose of DTaP must be given on or after the 4th birthday (or within 4 days before the 4th birthday).

This rule does not apply to doses given before 2003.

· If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine.

It is not necessary to restart the series of any vaccine if the next dose due in the series has not been given on schedule; longer than recommended intervals between doses do not affect final immunity.

If you have any questions, call the Immunization Service at 405-271-4073 or 800-234-6196 or visit our website at http://imm.health.ok.gov.

IMPORTANT INFORMATION for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and resolves without specific treatment, while meningitis caused by bacteria can be severe and may result in:

- Brain damage,
- Hearing loss,
- Limb amputation or
Learning disabilities.

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

- Neisseria meningitidis
- Streptococcus pneumoniae,
- Group B streptococcal disease, and
- Haemophilus influenzae type B

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 certain ages. Disease caused by Neisseria meningitidis is usually referred to as “meningococcus” or “meningococcal disease” (men-IN-jo-kok-ul disease). More information about the other 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 to protect them. The risk of meningococcal disease increases for adolescents and young adults aged 15 to 22 years, because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include those with immune system problems, those without a spleen, or travelers going to places in the world where the disease is more common.

**How is the disease spread?**

The disease is spread by droplets in the air and by direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm – anything an infected person touches with his or her mouth.

**Why is meningococcal disease dangerous?**

Meningococcal disease is especially dangerous because every year in the United States about 2,500 people are infected and about 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.

If your child has symptoms of meningococcal disease contact your health-care provider immediately.

**How can meningococcal disease be prevented?**
Vaccines can prevent many but not all types of meningococcal disease. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria.

The newest vaccine, called Menactra, or MCV4, is recommended for:

- All adolescents 11-18 years of age
- College freshmen living in dormitories if not vaccinated previously, and
- Other people at high risk 2 through 55 years of age.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and may not require booster doses. MPSV4 is still used for children 2 through 10 years of age and adults over 55 who are at risk.

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 the meningococcal vaccine safe?

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the 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, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

Does the meningococcal vaccine work?

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in 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. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. 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 health-care provider. Local county health departments have the vaccine available at no charge for children who have no health insurance, are Medicaid eligible, are Native American, or whose health
insurance does not pay for vaccines, and are either 11 through 18 years of age, or who are 2 through 18 years of age and do not have a spleen, or have terminal complement deficiencies, or HIV infection or will be traveling to countries with high rates of meningococcal disease.

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.

INSURANCE

Students who participate in interscholastic activities are required to have insurance. They may have personal insurance with the family (the school must have written verification) or they may take the insurance which is sold through the school. Self-explanatory forms will be given to each student after school begins. The school is only the offering agent.

LEGAL DOCUMENTS (Court Orders)

It is the intention of the Caney Valley Public School to honor all legal documents that pertain to issues of custody. It is the responsibility of the parent or guardian to provide the school a copy of the legal document.

LOCKERS

Free lockers are provided for all students. It is the student’s responsibility to keep their lockers organized and clean. Students are responsible for any damage to their locker or any substance found in their locker. Food and drinks are not permitted in lockers. Students, not the school, are responsible for their property.

MEDIA CENTER

The Media Center is located in room 103 and is open to students from 7:45 a.m. until 3:05 p.m. including lunch time. The media center is to be used as a resource center and not as a study hall. To provide equal opportunities to all students, books may be checked out for a two (2) week period. Students are not allowed to have more than two books checked out at any one time. Reference materials cannot leave the library.

Failure to check in library books on time will result in a 5 cent per day fine. Failure to return periodicals within the 24 hour period will result in a 5 cent per hour fine. Inappropriate use of the media center or
disrespectful behavior will cause students to be banned from the library for the remainder of the semester. Such a ban does not excuse students from classroom assignments requiring research or library work.

MEDICATION

Any medication sent to school with a student must be taken to the principal's office. All medications, vitamins, etc. which are to be taken at school must be sent in their original bottles or containers with a note from the parent/guardian or the student's doctor indicating the time and reason the medication is to be given.

Prescription medications will be administered only when brought to school in the original prescription container and properly labeled with the student's name, date, physician, name of medication, and specific administration directions. Include a written, signed, and dated note from the parent/guardian authorizing administration as specified on the container. Write the time the 1st dosage was given on the note also. (This includes over the counter/nonprescription medication as well). Your pharmacist will be happy to provide a second bottle (preferably plastic) to bring to school. Without proper documentation, signed by a student's parent/guardian, the school cannot administer medication. The office secretaries and/or teachers CANNOT give the students medication (prescription or non prescription) without parents'/guardians' written permission.

MOTOR VEHICLES

Student driven vehicles must park in the designated parking area immediately upon arrival at school. Designated parking is defined as the two parking lots east of the school building. Special occasions may merit that students are directed to park in other areas as deemed necessary by the administration. The vehicles are to remain parked until the end of the day unless permission to leave has been granted. The parking lot is off limits to students during the day.

School grounds do not give students immunity from State Motor Vehicle laws. Cars that block the exit for buses and/or other vehicles will be towed away at the owner's expense.

Any student operating a motor driven vehicle must have a valid driver's license/permit. Motorcycle riders and passengers must wear an approved helmet on school property. No skateboards or roller blades will be allowed on campus due to requirements placed on the school district by our insurance carriers.

Maximum speed limit on school grounds is 15 MPH. Being in the parking lot without permission and/or reckless driving will result in loss of driving privileges.

• 1st Offense 10 day Loss of Driving Privilege.
• 2nd Offense Loss of Driving Privilege until end of semester.
• 3rd Offense Loss of Driving Privilege
NON-DISCRIMINATION CLAUSE

Caney Valley Public Schools does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries concerning this policy may be directed to: Mr. Rick Peters, Superintendent, Caney Valley Public Schools, PO Box 410, Ramona, OK 74061. Phone (918) 536-2500. For a complete synopsis of Caney Valley School non-discrimination policy see Policy 1100.3. To report violations of this policy please contact a principal.

CANEY VALLEY MS/HS ORGANIZATIONS AND ACTIVITIES

A comprehensive program of co-curricular activities is offered to Caney Valley Students. There is something for everyone. Make an effort to become involved and spread Trojan pride. A list of organizations and activities with sponsors and contact information follows:

To contact a sponsor, email or call: (918) 536-3425

<table>
<thead>
<tr>
<th>Academic Team</th>
<th>Martha Ward (HS)</th>
<th><a href="mailto:mward@caneyvalleyschool.org">mward@caneyvalleyschool.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Martha Ward (MS)</td>
<td><a href="mailto:mward@caneyvalleyschool.org">mward@caneyvalleyschool.org</a></td>
</tr>
<tr>
<td><strong>FCCLA</strong></td>
<td>Sherry Sletten</td>
<td><a href="mailto:ssletten@caneyvalleyschool.org">ssletten@caneyvalleyschool.org</a></td>
</tr>
<tr>
<td>-----------</td>
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<td>--------------------------------</td>
</tr>
</tbody>
</table>
| FCCLA's mission is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through-- **character development, creative and critical thinking, interpersonal communication**

*practical knowledge and vocational preparation* | |

<table>
<thead>
<tr>
<th><strong>FFA</strong></th>
<th>Rodney Thomas</th>
<th><a href="mailto:rthomas@caneyvalleyschool.org">rthomas@caneyvalleyschool.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>This organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td>----------------</td>
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<tr>
<td><strong>agricultural education.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NHS/NJHS</strong></td>
<td>Morgan Marquette</td>
<td><a href="mailto:mmarquette@caneyvalleyschool.org">mmarquette@caneyvalleyschool.org</a></td>
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<td>The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.</td>
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<tr>
<td><strong>Student Council</strong></td>
<td>Leann Sample</td>
<td><a href="mailto:lsample@caneyvalleyschool.org">lsample@caneyvalleyschool.org</a></td>
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<td><strong>MS/HS</strong></td>
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<tr>
<td>The purpose of this organization shall be to create school pride. These students will help with school wide activities and events that promote school pride and our desired school culture. They will also render services, promote leadership, and develop character in the students of secondary schools.</td>
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PARENT CONFERENCES WITH TEACHERS

Parents are encouraged to have conferences with the student’s teacher or principal to receive a more complete report on the progress of the student. When the Progress Reports indicate, “Conference with Parents Requested,” parents are encouraged to respond to the request. To ensure adequate time is available for a conference without interfering with the teacher’s class time, parents should contact the teacher or principal for an appointment. Teachers will not be called out of scheduled instruction time for parent conferences. Generally, the best time for Parent/Teacher Conferences is five (5) minutes after school is dismissed or during the teacher’s planning period. School is dismissed twice for formal Parent/Teacher Conferences (see school calendar). Parents need to call 536-2705 to schedule meetings on Parent/Teacher Conference dates or go to the school website and reserve a conference time.

ELIGIBILITY/PROGRESS REPORTS

Parents/guardians can check the online GradeBook Portal on Mondays (after the 5th week of each semester) to view their child’s eligibility. Progress reports will be available during the 4th week of each 9-week period. If a parent does not have online access, please contact the offices and reports will be mailed. These reports will alert parents to both deficiencies and successes. If the student is having problems, a parent should request a conference so that a plan may be developed to assist the student and improve performance in class.

TEXTBOOKS

Students are provided free textbooks for classes requiring textbooks. When students are issued textbooks, they are responsible for the condition of the books until they are returned. If a book is damaged, yet repairable, a fine of $10.00 will be levied. In the event a textbook is lost/destroyed, another book will not be issued until arrangements are made to pay for the lost/destroyed book. Students should notify the teacher when they discover a book is missing. We recommend students record their book numbers for later identification purposes.

TRANSPORTATION

Caney Valley Public School currently operates eight (8) buses for transportation of its students. Students that live farther than 3/4 mile from the Ramona and/or Ochelata campus are eligible to ride the bus.

Bus Passenger Rules

1. Prior to loading the bus (on the road and at school):

Do not load the bus after school until the driver is on the bus.
Stay on the curb until the bus has completely stopped (after school).

Be on time at the designated school bus stops.

Stay off the road at all times while waiting for the bus.

Be Careful when approaching bus stops.

2. While on the bus:

Except for ordinary conversation, students shall observe quiet conduct on the bus.

Students shall stay in their seat while the bus is in motion.

Students shall not throw trash on the bus.

No part of the body shall be extended through the bus window.

Students must be quiet while the bus is stopped for railway crossings.

Students shall not leave the bus from the emergency door unless an emergency exists.

Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.

Bus passengers should never tamper with the bus or any of its equipment.

Leave no books, lunches, or other articles on the bus.

Keep books, packages, coats, and all other objects out of the aisles.

Help look out for the safety of small children.

Do not throw anything out of the bus windows.

Horse-play is not permitted around or on the school bus.
Bus passengers are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver’s assistants.

Keep absolutely quiet when approaching a railroad crossing stop.

In case of road emergency, children are to remain on the bus, unless otherwise instructed.

3. **Bus seating:**

1. All Female students sit on one side of the bus while all Male students will sit on the other side of the bus
2. All elementary students will sit in the front of the bus unless assigned another seat.
3. All middle and high school student will sit in the back of the bus unless assigned another seat
4. Bus drivers feel free to try elementary in the front, MS in the middle, and HS in the back but that might get too complicated.
5. Bus drivers may personally assign any student to any seat to help with discipline or to solve bus issues.

Any student that doesn't follow these rules can have disciplinary actions.

4. After leaving the bus:

When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for the bus driver’s signal, then cross the road.

Students living on the right side of the road should immediately leave the bus and stay clear of traffic.

Help look after the safety and comfort of small children.

The driver will not discharge passengers at places other than the regular bus stop, except by proper authorization from the parent or school official.

Bus drivers will not drop passengers off on the morning route except at designated locations on school campuses. Bus drivers will only pick up passengers on the evening route at designated locations on school campuses. Students are only allowed to ride their assigned bus, unless they have a bus pass. Bus drivers will assign seats for all passengers. Once assigned a seat, a student will remain in that location until the bus driver reassigns the seat or the student rides a different bus due to a change in home location. If a student is not in his/her assigned seat or gives the bus driver argument over the
assigning of the seat, the student will be barred from riding the bus. It is in an effort to provide a record of bus passengers in case of emergency, halt vandalism, and bill the appropriate vandal/student, that Caney Valley Public School established this policy.

5. Extra-curricular trips:

The above rules and regulations will apply to any trip under school sponsorship.

Pupils shall respect the wishes of sponsors and/or parent sponsors appointed by the school officials.

Buses or the Suburbans used for extra curricular trips must be left clean.

COMPLAINTS CONCERNING ROUTE OR BUS BEHAVIOR SHOULD BE REPORTED TO THE SCHOOL PRINCIPAL, PHONE: 536-3425 OR 536-2705

Bus Suspension Policy

Rigid standards and discipline must be maintained at all times in order to satisfy safety requirements. We ask parents to support and assist our efforts to ensure the safety of each student that rides a bus. Discipline is an important step to achieving this goal. The following disciplinary steps are applicable:

First disciplinary referral results in a student conference and parents contacted.

Second disciplinary referral results in a five (5) day loss of bus riding privileges.

Third disciplinary referral results in a ten (10) day loss of bus riding privileges.

Fourth disciplinary referral results in loss of riding privileges for the remainder of the school year.

NOTE: This policy serves only as an administrative guide. Severe misbehavior may cause loss of bus riding privileges immediately.

VISITORS
Caney Valley Public School encourages visitation by parents, guardians, and interested citizens. The following guidelines should be observed:

All visitors must register in the administration office and state the purpose of such visitation.

The building principal will have the prerogative to approve or disapprove a visit based on the stated purpose for the visit. If visit is approved, visitors will be issued a permit sticker.

No visitor is permitted to see a student or a teacher in the classroom.

All visits by pupils from other schools or persons interested only in personal visits with Caney Valley Students or teachers are prohibited, including at lunch.

Students will not be called from class to see visitors.

WITHDRAWALS FROM CLASS

Students will be allowed five (5) days after the first day of each semester to make class schedule changes (subject to parental approval). A student must obtain the principal’s or counselor’s permission before dropping a class. Any student withdrawing from a class after the fifth day will receive a WF or W grade on his/her transcript.

WITHDRAWALS FROM SCHOOL

The procedure for withdrawing from Caney Valley Public School is as follows: Authorization for withdrawal must be made by telephone or in person by the parent or guardian.

Obtain appropriate forms from the principal’s office.

Have the forms filled out and signed by the teachers, librarian and cafeteria manager.
Return all school books and property. Pay for any damaged or lost books and/or property as well as lunch bills.

Take completed forms to the principal’s office for final clearance.

**Oklahoma’s Promise** is a state funded scholarship program administered through the Oklahoma State Regents for Higher Education. Oklahoma’s Promise awards tuition scholarships to Oklahoma colleges and universities to students in families earning less than $50,000 per year who have demonstrated a commitment to academic success and good behavior in high school. Students who plan to participate in this scholarship program must enroll in the program in the eighth, ninth or tenth grade. To find out more information, visit okpromise.org, call 800.858.1840 or ask your student’s school counselor for additional details.

Caney Valley
620 Wyandotte Avenue
Ramona, OK 74061