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# CANEY VALLEY PUBLIC SCHOOLS 2021-2022 APPROVED CALENDAR

## **Enrollment**

### **ELEMENTARY**

New Student Enrollment Wednesday Aug. 4th 8:30a-Noon  
 Returning Student Enrollment Completion Thursday Aug. 5th 8:30a-Noon

### **MIDDLE SCHOOL/HIGH SCHOOL**

New Student Enrollment Wednesday Aug. 4th 8:30a-Noon  
 7th-12th Grade Returning Student Schedule Pick Up Thursday Aug. 5th 8:30a-Noon  
 6th Grade Rookie Camp Thursday Aug. 5th 1-3 p.m.

## **Opening/Closing**

First Day of Classes, Thursday August 12, 2021  
 Last Day of Classes, Wednesday May 25, 2022

## **Graduation**

High School Graduation - 7:30 p.m. Thursday May 26, 2022  
 Fifth Grade Graduation - 1:00 p.m. Tuesday May 24, 2022

## **Virtual Instruction**

Friday September 3, 2021 Friday March 4, 2022  
 Monday November 1, 2021 Friday April 15, 2022

## **Holidays**

Labor Day September 6, 2021  
 Fall Break October 15-18, 2021  
 Thanksgiving November 22-26, 2021  
 Christmas Break December 18-31, 2021  
 Martin Luther King Day Monday January 17, 2022  
 Presidents Day Monday February 21, 2022  
 Spring Break March 14-18, 2022

## **Nine Week Periods**

1st Ending (45 days) October 14, 2021  
 2nd Ending (38 days) December 17, 2021  
 3rd Ending (47 days) March 11, 2022  
 4th Ending (45 days) May 25, 2022

## **Parent/Teacher Conference Days**

*Elementary, Meet the Teacher Night* 5:00 pm - 7:00 pm - August 10, 2021  
*Elementary, Middle & High School* 3:30 pm - 7:00 pm - September 30, 2021  
*Elementary, Middle & High School* 3:30 pm - 7:00 pm - October 5, 2021  
*No School* -October 14, 2021  
*Elementary, Middle & High School* 3:30 pm - 7:00 pm - February 10, 2022  
*Elementary, Middle & High School* 3:30 pm - 7:00 pm - February 15, 2022  
*No School* -March 11, 2022

## **Professional Days**

3 day Local Control No School 8:00 a.m.-3:30 p.m. - August 9-11, 2021  
 1 day Local Control No School 8:00 a.m.-3:30 p.m. - October 19, 2021

1 day Local Control No School 8:00 a.m.-3:30 p.m. - January 3, 2022

**Bad Weather Days**

1 day Friday, May 6, 2022  
1 day Friday, May 13, 2022  
1 day Friday, May 20, 2022



**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.

## **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.



## 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.

GRAD YEAR CURRICULUM REQUIREMENTS	2019	2020	2021	2022
LANGUAGE ARTS	4	4	4	4
MATHEMATICS	3  (Alg I or above taken 9-12)	3  (Alg I or above taken 9-12)	3  (Alg I or above taken 9-12)	3  (Alg I or above taken 9-12)
LABORATORY SCIENCE	3  (1 Life Sci, 1 Physical Sci., 1 with rigor above Bio I or Physical Sci.)	3  (1 Life Sci, 1 Physical Sci., 1 with rigor above Bio I or Physical Sci.)	3  (1 Life Sci, 1 Physical Sci., 1 with rigor above Bio I or Physical Sci.)	3  (1 Life Sci, 1 Physical Sci., 1 with rigor above Bio I or Physical Sci.)

HISTORY & CITIZENSHIP SKILLS	3  (1 US Hist., ½ Govt., ½ Oklahoma Hist., 1 WH/WG)	3  (1 US Hist., ½ Govt., ½ Oklahoma Hist., 1 WH/WG)	3  (1 US Hist., ½ Govt., ½ Oklahoma Hist., 1 WH/WG)	3  (1 US Hist., ½ Govt., ½ Oklahoma Hist., 1 WH/WG)
WORLD LANGUAGES	2 of same or 2 CT	2 of same or 2 CT	2 of same or 2 CT	2 of same or 2 CT
COMPUTER TECHNOLOGY	2 of same or 2 WL	2 of same or 2 WL	2 of same or 2 WL	2 of same or 2 WL
ADDITIONAL CORE	1 (from above OR CTE, concurrent enrollment, AP, IB approved for college entrance)	1 (from above OR CTE, concurrent enrollment, AP, IB approved for college entrance)	1 (from above OR CTE, concurrent enrollment, AP, IB approved for college entrance)	1 (from above OR CTE, concurrent enrollment, AP, IB approved for college entrance)
FINE ARTS/SPEECH	1	1	1	1
ELECTIVES	6	6	6	6
<b>TOTAL NUMBER OF REQUIRED UNITS</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>

## **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.

## **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.

## 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.

**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.

**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

<p><b>Academic Team</b></p> <p>The purpose of the Academic Bowl is to enhance the learning and intellectual pursuit of Oklahoma students. The team competition will assist learners in appreciating the opportunities of advancing their knowledge.</p>	<p>Martha Ward (HS)</p> <p>Martha Ward (MS)</p>	<p><a href="mailto:mward@caneyvalleyschool.org">mward@caneyvalleyschool.org</a></p> <p><a href="mailto:mward@caneyvalleyschool.org">mward@caneyvalleyschool.org</a></p>

<p><b>FFA</b></p> <p>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 agricultural education.</p>	<p>Rodney Thomas</p>	<p><a href="mailto:rthomas@caneyvalleyschool.org">rthomas@caneyvalleyschool.org</a></p>

<p><b>NHS/NJHS</b></p> <p>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.</p>	<p>Morgan Marquette</p>	<p><a href="mailto:mmarquette@caneyvalleyschool.org">mmarquette@caneyvalleyschool.org</a></p>
<p><b>Student Council</b></p> <p><b>MS/HS</b></p> <p>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.</p>	<p>Leann Sample</p>	<p><a href="mailto:lsample@caneyvalleyschool.org">lsample@caneyvalleyschool.org</a></p>

## **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 2<sup>nd</sup> offense is a detention. Recurring offenses could result in ISS or suspension.

## **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.

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

## **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.

### **CONCURRENT ENROLLMENT**

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

**Concurrent Enrollment of High School Students**

*Minimum High School Performance Standards*

	<b>Option 1:</b>	<b>Option 2:</b>
	<b>ACT or SAT</b>	<b>GPA and Class Rank</b>
<b>High School Seniors</b>		
University of Oklahoma	24 ACT or 1090 SAT  and 3.0 GPA or Top 50%	3.0 GPA  and Top 30% Class Rank
Oklahoma State University	24 ACT  or 1090 SAT	3.0 GPA  and Top 33% Class Rank
University of Science and Arts of Oklahoma	24 ACT or 1090 SAT	3.0 GPA and Top 25% of Class Rank
All Other Regional Universities	20 ACT  or 940 SAT	3.0 GPA  and Top 50% Class Rank
Community Colleges	19 ACT  or 900 SAT	3.0 GPA
<b>High School Juniors</b>		

Research Universities (OSU or OU)	25 ACT or 1130 SAT	3.5 GPA
University of Science and Arts of Oklahoma	24 ACT or 1090 SAT	3.5 GPA
All Other Regional Universities	23 ACT or 1050 SAT	3.5 GPA
Community Colleges	21 ACT or 980 SAT	3.5 GPA

- 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 transcribed 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.

## **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*.

## **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.

## **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 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

## **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.

### **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.

### **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.

### **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.

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.

Exposed midribs, 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. 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.

**Face masks may be required.**

### **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.

### **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 2<sup>nd</sup> 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.

### **ELIGIBILITY/PROGRESS REPORTS**

Parents/guardians can check the online GradeBook Portal on Mondays (after the 5<sup>th</sup> week of each semester) to view their child's eligibility. Progress reports will be available during the 4<sup>th</sup> 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.

### **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:

<b>Radio</b>	<b>Television</b>
KVOO - Tulsa 1170 AM	Channel 2
KRMG - Tulsa 740 AM	Channel 6
KWON - B'ville 1400 A.M.	Channel 8
KYFM - B'ville 100 FM	

## **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.

(4) 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 Steven Cantrell, 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.

### **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:

Pre-AP, AP, or Honor Courses	All other courses
A=5	A=4

B=4	B=3
C=3	C=2
D=2	D=1
F=0	F=0

### 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.

## **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.

## **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.

### **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.

### **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 **may be** 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.



## **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.

## **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. Steven Cantrell, 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.

## **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.*

## **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 instruct

## **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.

## **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.

## **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)

### **SENIOR CAREER INTERNSHIP**

Class options for Caney Valley High School will include Caney Valley Senior Career Internship. This class is available to seniors, after a graduation review following the junior year, to ensure that each student is on-track for graduation and their schedule can accommodate the Internship. The Internship class may include, but is not limited to, the following: Seniors may enroll in Internship for two or three hours, as their schedule allows, for one or two semesters, for an unpaid or paid internship. This purpose of the Caney Valley Senior Career Internship is to provide seniors with an opportunity to explore career options as they are mentored in the community. Class will include academic, attendance, and performance components to obtain elective credit and a grade. Board policies apply to students enrolled in Internship, including attendance and behavior. The designated intern time includes travel time, one way, between school and the Internship. Students must provide their own transportation for this elective class. Some work sites may have additional paperwork or other requirements for students to be on Caney Valley School Handbook. This is the responsibility of the Intern. Any student removed from an Internship site will report to In-School Detention during the Intern time, receiving no credit for site work, for the remainder of that session.

### **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

3. All elementary students will sit in the front of the bus unless assigned another seat.
4. All middle and high school student will sit in the back of the bus unless assigned another seat
5. 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.
6. 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.

### **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.)

## **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](http://okpromise.org), call 800.858.1840 or ask your student's school counselor for additional details.

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.

**Caney Valley 620 Wyandotte Avenue Ramona, OK 74061**