

**Caney Valley Public Schools**

Caney Valley MS/HS  
620 Wyandotte Ave  
Ramona, Ok. 74061

2023-2024



**Travis Lashbrook**  
High School Principal

**Kelly Phillips**  
High School Counselor

**Kane Jackson**  
Middle School Principal

**Carmen Hill**  
Middle School Counselor

## Table Of Contents

1.	Calendar	3
2.	Mission Statement	4
3.	Introduction	4
4.	Parents Bill of Rights	5
5.	Absences	6
6.	Academic Requirements	7
7.	Amateur Status of Student Athletes	8
8.	Articles Prohibited at School	9
9.	Caney Valley MS/HS Organizations and Activities	10
10.	Cell Phone Policy	10
11.	Cheating	10
12.	Closed Campus	10
13.	Concurrent Enrollment	11
14.	First Aid Instruction	14
15.	Wengage Parent Portal	14
16.	Credit by Exam (CBE)	14
17.	Damaged or Lost Property	14
18.	Discipline	14
19.	In-School Suspension	16
20.	Tardies	17
21.	Dress Code	18
22.	Elections	19
23.	Eligibility/Progress Reports	20
24.	Eligibility for School Activities	20
25.	Emergency Dismissal	21
26.	Grading System	21
27.	Graduation Dress Code, Procedures and Rules	21
28.	Guidance Services	22
29.	Illness/Injury	22
30.	Internet Use Policy	22
31.	Legal Documents	22
32.	Media Center	22
33.	Motor Vehicles	23
34.	Parent Conferences with Teachers	23
35.	Pre-Enrollment	23
36.	Senior Career Internship	23
37.	Textbooks	24
38.	Valedictorians and Salutatorians	24
39.	Visitors	24
40.	Withdrawals from Class	25
41.	Withdrawals from School	25
42.	Oklahoma Promise	25
43.	FAFSA	25
44.	70 O.S.1-113,1-114	25
45.	District Policies	27

# CANEY VALLEY PUBLIC SCHOOLS 2023-2024 APPROVED CALENDAR

## ***ELEMENTARY ENROLLMENT 8:00 am-noon***

New Student Tue. Aug. 1, 2023

Returning Student Wed. Aug. 2, 2023

## ***HIGH SCHOOL and MIDDLE SCHOOL ENROLLMENT***

Tue. Aug. 1st 8 am-2 pm, New Students

Wed. Aug. 2nd 8 am-2 pm, High School Schedule Pick Up & Chromebook Checkout

Thur. Aug. 3rd 8 am-2 pm, Middle School Schedule Pick Up & Chromebook Checkout

## **Opening/Closing**

***First Day of Classes***, Thursday Aug. 10, 2023    ***Last Day of Classes***, Wed. May 22, 2024

## **Graduation**

High School Graduation - 7:30 p.m.

Thursday May 23, 2024

Fifth Grade Graduation - 1:00 p.m.

Tuesday, May 21, 2024

## **Virtual Instruction**

Friday September 1, 2023

Thursday October, 12, 2023

Friday January 19, 2024

Friday March 1, 2024

Friday March 29, 2024

## **Holidays**

Labor Day

September 4, 2023

Fall Break

October 13-17, 2023

Thanksgiving

November 20-24, 2023

Christmas Break

Dec. 18-Jan. 2, 2024

Martin Luther King Day

Monday January 15, 2024

Presidents Day

Monday February 19, 2024

Spring Break

March 18-22, 2024

## **Nine Week Periods**

1st Ending (47 days)

October 11, 2023

2nd Ending (41 days)

December 15, 2023

3rd Ending (47 days)

March 8, 2024

4th Ending (45 days)

May 22, 2024

## **Parent/Teacher Conference Days**

*Elementary, Meet the Teacher Night*  
*Elementary*

4:30 pm - 6:30 pm - August 8, 2023

3:30 pm -7:00 pm -September 28, 2023

3:30 pm - 7:00 pm - October 3, 2023

*Middle & High School*

3:30 pm - 7:00 pm - September 21, 2023

3:30 pm - 7:00 pm - September 26, 2023

*No School*

-October 13, 2023

*Elementary,*

3:30 pm - 7:00 pm - February 8, 2024

3:30 pm - 7:00 pm - February 13, 2024

*Middle & High School*

3:30 pm - 7:00 pm -February 8, 2024

3:30 pm - 7:00 pm -February 13, 2024

*No School*

-March 15, 2024

**Professional Days**, *Local Control*

*No School 8:00 a.m.-3:30 p.m.*

3 day, August 7-9, 2023

1 day, October 17, 2023

1 day, January 2, 2024

**Bad Weather Days**

1 day, Friday, May 3, 2024

1 day, Friday, May 10, 2024

1 day, Friday, May 17, 2024

## **Mission Statement**

“The mission of Caney Valley Schools is to provide a safe and positive learning environment where all students are prepared with the knowledge and skills to be productive, life-ready citizens.”

### **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.

### **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:
  - The right to opt out of a sex education curriculum if one is provided by the school district;
  - Open enrollment rights;
  - The right to opt out of assignments pursuant to this policy;
  - The right to be exempt from state immunization laws;
  - The state's statutory promotion requirements;
  - The state's statutory minimum course of study and competency requirements for graduation from high school;
  - The statutory right to opt out of instruction on Acquired Immune Deficiency Syndrome (AIDS);
  - The right to review test results;
  - The right to participate in gifted programs;
  - The right to inspect instructional materials used in connection with any research or experimentation program or project;
  - The right to receive a school report card;
  - The statutory attendance requirements;
  - The right to public review of courses of study and textbooks;
  - The right to be excused from school attendance for religious purposes;
  - Policies related to parental involvement;
  - The right to participate in parent-teacher organizations that are sanctioned by the Board of Education.
  - 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.

## **ABSENCES**

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. Documentation must be turned into the appropriate office as soon as possible. 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.**

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.

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. Lunch is included in the 5th period. If a student checks out for lunch they will be marked absent for the period.

For a student to participate in a school activity they must be present for at least half the school day. Exceptions to this would be doctors appointments, funerals, etc.

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.

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 general school absences.

Students that are out of class on activities will obtain class assignments prior to leaving to participate in the activity. Assignments are to be completed when the student returns to school.

### ACADEMIC REQUIREMENTS

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

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. Students can only move to sophomore status if they earn 4 credits. To move to junior status they must have 10 credits. To move to senior status they must have 16 credits. This practice will start with the freshman class of 2022-2023.

GRAD YEAR CURRICULUM REQUIREMENTS	2023	2024	2025	2026
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**

All student athletes will abide by OSSAA amateur status and eligibility requirement policies.



## ARTICLES PROHIBITED AT SCHOOL

Skateboards, billfold chains, etc., are not to be brought to school. 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.

Weapons-- 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. Law enforcement will be contacted.

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. 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.

## 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

**Academic Team:** 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. Mrs. Marth Ward, High School sponsor ([MWard@caneyvalleyschool.org](mailto:MWard@caneyvalleyschool.org)) and Mrs. Angelia Pasdach, Middle School Sponsor ([APasdach@caneyvalleyschool.org](mailto:APasdach@caneyvalleyschool.org))

**FFA:** 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. Mr. Rodney Thomas and Ms. LeMay are cosponsors ([RThomas@caneyvalleyschool.org](mailto:RThomas@caneyvalleyschool.org) and [ALeMay@caneyvalleyschool.org](mailto:ALeMay@caneyvalleyschool.org))

**NHS:** 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. Mrs. Kelly Phillips is the sponsor ([KPhillips@caneyvalleyschool.org](mailto:KPhillips@caneyvalleyschool.org))

**Student Council:** 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. Mrs. Leann Sample is the sponsor ([LSample@caneyvalleyschool.org](mailto:LSample@caneyvalleyschool.org))

### **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 as well as confiscating the phone and a parent or guardian will have to pick up the phone from the office.

### **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.

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 is 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 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.

Any student may stay after school if they have a school related purpose. If there is not a school related reason for staying all students must leave campus within 10 min.

### **CONCURRENT ENROLLMENT/ADVANCED PLACEMENT**

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

<b>Concurrent Enrollment of High School Students</b>		
<i>Minimum High School Performance Standards</i>		
	<b>Option 1:</b>	<b>Option 2:</b>
	<b>ACT or SAT</b>	<b>GPA and Class Rank</b>
<b>High School Seniors</b>		
<b>University of Oklahoma</b>	24 ACT or 1090 SAT  and 3.0 GPA or Top 50%	3.0 GPA  and Top 30% Class Rank
<b>Oklahoma State University</b>	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

- 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 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.
- 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.
- 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.
- If a student drops concurrent enrollment they will be enrolled in two classes for every concurrent class they drop. If they have exceeded the number of days absent for the semester this will be for no credit.

Advanced Placement (AP) courses are designed to be rigorous. In order to receive the weighted GPA for the AP course the student must sign up and take the AP test. Any student not wishing to take the AP Exam will receive the Honors weighted GPA. Any student with a financial need may apply through the counseling office for assistance to cover the cost of the AP Exam.

## **First AID INSTRUCTION**

Pursuant to House Bill 1378, every student enrolled in a public school in Oklahoma must receive First Aid 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 First Aid 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.

## **WENGAGE PARENT PORTAL**

Parents can access their student's grades and other educational records anytime by logging onto the Caney Valley Public Schools Parent Portal.

Contact...

Diane Moses, Middle School Administrative Assistant, [dmoses@caneyvalleyschool.org](mailto:dmoses@caneyvalleyschool.org)

Suzan Dawson, High School Administrative Assistant, [sdawson@caneyvalleyschool.org](mailto:sdawson@caneyvalleyschool.org)

## **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. 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 eighty 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. If you need more information please see the HS counselor..

## **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**

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.

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 or other disciplinary assignments 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.
  1. **1st offense: 45 days out of school suspension** with possible early return upon satisfactory completion of counseling and 2 clean tests within 2 weeks prior to returning to school.
  2. **2nd offense: Out of school suspension for the remainder of the school year plus a semester.**
- Possession/use or under the influence of alcohol in any way in school buildings, on school property or grounds, or on grounds used for school purposes
  1. 1st offense: **45 days out of school suspension** with possible early return upon satisfactory completion of counseling and 2 clean tests within 2 weeks prior to returning to school
  2. 2nd offense: **Out of school suspension for the remainder of the school year plus a semester**
- 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.

- **First fight: 10 days out of school suspension.**
- **Second fight: 20 days out of school suspension.**
- **Third fight is a long term 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 the detention room. 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. If the student fails to serve the assigned detention, he/she automatically receives another detention and/or in-school suspension. Assignments to detention may be substituted by ISP.

### **IN-SCHOOL PLACEMENT (ISP)**

ISP 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 ISP are made by the building principal and/or his designee(s). Parents are notified by phone call or home visit. Students are allowed to remain in school and complete class work while being isolated from other students and activities. Failure to report to ISP or disruptions while in ISP will result in suspension from school.

### **Extracurricular Activities During Suspensions**

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

### **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. In this event, no record of being tardy will be made, nor will a reprimand be issued or carried out.

- 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 detention assigned and parent contacted..

Beginning with the third unexcused tardy, detention will be assigned to the student. A consequence will be assigned for every unexcused tardy the student receives thereafter. Habitual tardiness shall be dealt with on an individual basis by the principal.

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.)
- Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students. 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. Blankets are not to be worn at school.
- Clothing which allows undergarments to be visible when the student is sitting or walking, white undergarment type T-shirts, 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 midriffs, necklines that are too low, or sagging pants.
- Hats, caps, or sunglasses worn inside any campus building during the school day.
- 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.

## **Violations**

- 1st Offense: A warning and change into proper clothing or be sent home to get proper clothing.
- 2nd Offense: Detention.
- 3rd Offense: Detention and conference with a parent or guardian.

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

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.

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**

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, golf, and track) Prom royalty is nominated by the junior class.

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 doctor's 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:

**Television:** Channel 2, Channel 6, Channel 8, Channel 23.

### **GRADING SYSTEM**

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

AP/Concurrent	Honors	Traditional
A=5	A= 4.5	A=4
B=4	B= 3.5	B=3
C=3	C= 2.5	C=2
D=1	D=1	D=1
F=0	F=0	F=0

### **GRADUATION DRESS CODE, PROCEDURES AND RULES**

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. Seniors must also have accumulated 23 credits by the end of their senior year in order to participate in graduation.

Ladies may choose to wear a dress, slacks, or nice jeans with a dressy top (no t-shirts) with dress shoes, nice boots, or nice street shoes.(Flip flops may be worn if they are dressy.)

Gentlemen must wear a dress shirt or polo, slacks or nice jeans, and dress shoes or nice boots or nice street shoes.

- 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 cafeteria 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.

### **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. If your child has a special medical condition please inform the office at enrollment. Current, correct information will help the school personnel provide care for students in case of injury or illness.

### **INTERNET USE POLICY**

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.

### **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.

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. All students wanting to park on campus must fill out a form in the office and provide a copy of their drivers license and insurance. They will then be issued a parking pass to be displayed in the vehicle.

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.

### **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. 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).

The importance of communication between school and home cannot be overstated. Research shows that students with engaged families earn higher grades and test scores, adapt more quickly, attend school more regularly, have better behavior and social skills and go on to graduate. School personnel will utilize School Status to communicate with parents. This communication may be delivered in the form of phone calls, text messages, and/or emails. The phone call or text message will be delivered from a number that is NOT the school phone number, but the number displayed is specific to the teacher, secretary, or administrator. All communication in School Status is recorded. Please ensure your phone number and email are current to keep these lines of communication open for everyone.

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 6 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.

## **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. The 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.. 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. Documentation from the internship site must be presented to the principal at the end of each semester. Confirmation of 75 hours for ½ credit and 150 hours for one full credit per semester.

## **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.

## **VALEDICTORIANS AND SALUTATORIANS**

In order to qualify to be the valedictorian the students weighted GPA will be used. Only the top GPA will be the valedictorian. If there is a tie we will have co-valedictorians. The next highest weighted GPA will be the salutatorian. If there is a tie we will have co-salutatorians.

## **VISITORS**

Caney Valley Public School encourages visitation by parents and guardians. 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 a 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. 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 Promise**

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 \$60,000 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.

### **FAFSA**

FAFSA is a federal program that provides financial aid for people attending college who qualify. All seniors who plan on attending college will need to fill out the application before graduation. For more information visit [StartWithFAFSA.org](http://StartWithFAFSA.org) for the most up-to-date information.

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.
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.

This notice will be provided to parents on an annual basis.

# **Caney Valley Public Schools District Student Handbook Policies**

## **Accidents**

Every accident in the school buildings, on the school grounds, or during school-sponsored activities must be reported immediately to the sponsor/teacher and to the principal's office. An accident report form needs to be filled out and turned in to the principal's office AND Education Service Center within 24 hours.

## **Appeal of Suspension**

### ***Due Process***

- The Student has
  - The opportunity to know these policies or any other school regulations or procedures.
  - Been informed of the policy, rule or regulation allegedly violated.
  - Sufficient opportunity to give his/her version of the alleged violation.
  - The right to a conference with the principal.
  - The right to appeal a suspension of ten (10) days or less to the Suspension Review Committee (SRC), and if over ten (10) days, to the Superintendent and the Board of Education.

A student with a disability and his/her parent or guardian are entitled to the procedural protections of Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act before the student's placement is changed for disciplinary reasons. For additional information about this process, contact the Special Services Director at 918-535-2205 or via email at [klongan@caneyvalleyschool.org](mailto:klongan@caneyvalleyschool.org).

### ***Appeal***

The student suspended out of school shall have the right to appeal the principal's suspension action by following the procedures outlined below:

### **THE OUT-OF-SCHOOL SUSPENSION IS FOR TEN (10) DAYS OR LESS (SHORT-TERM)**

- A student who has been given a short-term out-of-school suspension and the student's parent/guardian have the right to appeal the out-of-school suspension decision to a building SRC.
- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student or the student's parent/guardian may request, in writing, a review by the building SRC. The SRC is composed of teachers and/or administrators.

- The SRC will meet to review the suspension action as soon as possible. The principal will notify the student's parent/guardian of the date, time and place of the hearing not less than 24 hours' notice in advance of the hearing.
- The student and the student's parent/guardian will have a right to be present at the hearing and to present evidence and witnesses that support their position. Either party wishing to have legal counsel present must give the other party 24 hours in advance of the hearing.
- The SRC will sustain, rescind, or modify the out-of-school suspension action. THE DECISION OF THE SRC WILL BE FINAL AND NONAPPEALABLE.

### **THE OUT-OF-SCHOOL SUSPENSION IS FOR MORE THAN TEN (10) DAYS (LONG-TERM)**

- A student and/or parent/guardian may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education.
- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student's parent/guardian may request, in writing, a review of the out-of-school suspension by the Superintendent. The Superintendent will schedule a hearing as soon as possible, notify the parent/guardian of the date, time and place of the hearing.
- The Superintendent will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of the suspension and decide to sustain, rescind, or to modify the out-of-school suspension. The Superintendent will notify the student's parent/guardian of the decision at the conclusion of the hearing.
- If the student and/or parent/guardian is not satisfied with the action of the Superintendent, the student and/or parent/guardian may appeal that decision to the Board of Education by written notice to the Superintendent or Board Clerk within five (5) days after the Superintendent's decision. The student and/or parent/guardian will be notified in writing of the date, time and place of the Board of Education hearing at least 24 hours prior to the hearing. The student and the student's parent/guardian will have a right to be present in person at the hearing. Both the administration and the student or student's parent/guardian will have the right to present evidence and witnesses to support their position and to be represented by legal counsel. The Board of Education will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The Board will sustain, rescind or modify the out-of-school suspension action. THE DECISION OF THE BOARD OF EDUCATION WILL BE FINAL AND NONAPPEALABLE.

The appeal hearings are based on the following criteria:

- Is the student guilty or innocent of a violation of a school rule, policy, or regulation?
- Is the term of the out-of-school suspension reasonable and in keeping with the severity of the infraction?

A student with a disability and his/her parent or guardian are entitled to the procedural protections of Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act before the student's placement is changed for disciplinary reasons.

For additional information about this process, contact the Special Services Director at 918-535-2205 or via email at [klongan@caneyvalleyschool.org](mailto:klongan@caneyvalleyschool.org).

## **Bullying**

Bullying or harassment is considered a repeated pattern of threatening, intimidating, or endangering behavior toward others. Harassment or bullying of others is forbidden. This includes but is not limited to bullying person-to-person, by proxy of another person or through technology. Students who harass or bully others will be subject to the same disciplinary actions imposed for other rule infractions which may include but is not limited to suspension and police intervention. Reports of bullying or harassment should be made to the principal or counseling office. The Caney Valley Schools district bullying policy can be found at the Caney Valley Schools website ([www.caneyvalleyschool.org](http://www.caneyvalleyschool.org)) under the District Policy Manual tab or at the Education Service Center (620 Wyandotte Ave., Ramona).

## **Bus Behavior Code**

PERMISSION FOR ANY PUPIL TO RIDE IN A BUS IS CONDITIONED ON HIS/HER GOOD BEHAVIOR AND OBSERVANCE OF THE FOLLOWING RULES AND REGULATIONS. ANY PUPIL WHO VIOLATES ANY OF THESE WILL BE REPORTED TO THE SCHOOL PRINCIPAL AND CAN BE DENIED PERMISSION TO RIDE A BUS TO AND FROM SCHOOL.

1. The emergency door is not to be opened except at the direction of the bus driver. If the door is open, it could endanger the lives of the passengers.
2. No student is permitted to be out of his/her seat while bus is in motion.
3. All students are under the direct control and supervision of the bus driver while on the bus. Obey the driver's suggestions promptly.
4. Students are not to talk to the bus driver while the bus is in motion.
5. Keep all parts of the body inside the bus at all times after entering and until leaving the bus.
6. No food or drink to be consumed on the bus (bottled, canned or otherwise) will be permitted. (Exception will be made for the Career Tech routes if needed.)
7. No seat is reserved or may be held for another student.
8. No one should run toward a school bus while it is in motion.
9. Pupils who must cross the road after embarking from bus should pass in front of the bus at the direction of the bus driver. Pupils are not to cross behind the bus.
10. No tobacco of any kind is allowed on the bus.
11. Keep bus clean.

12. Any complaints by the drivers, pupils, or parents should be reported promptly to the principal and/or Transportation Director.
13. Good behavior and manners are expected at the designated bus stop.
14. Flowers and balloons are not permitted on a bus.
15. Students can be denied permission to ride a bus to and from school.

### **RESPONSIBILITIES OF BUS DRIVERS, PRINCIPALS AND PARENTS**

1. The bus driver shall be responsible for the conduct of students on their bus. All infractions are to be reported to the principal of the school where the student is in attendance. The bus driver is authorized to assign seats.
2. It will be the responsibility of all principals to work with the bus drivers on discipline infractions and student suspensions from school buses.
3. All revocations and reinstatements of riding privileges will be handled through the principal of the school attended.
4. It is also the responsibility of all principals to discuss the Safety and Behavior Code for Bus Riders with students and to be sure each student and their parents receive a copy of the code.
5. It is the parent's responsibility to discuss with the student the provisions of the Safety and Behavior Code for Bus Riders and to support the principal in the enforcement of the code.
6. The parent must assume responsibility for the behavior of their child while riding the bus. IF PERMISSION TO RIDE THE BUS IS REVOKED, THE PARENT MUST PROVIDE TRANSPORTATION TO AND FROM SCHOOL FOR THEIR CHILD UNTIL SUCH TIME AS REINSTATEMENT MAY BE MADE.

THESE REGULATIONS AND LIST OF RESPONSIBILITIES SHOULD BE KEPT BY THE PARENT OR GUARDIAN FOR REFERENCE DURING THE ENTIRE TIME THE STUDENT IS IN SCHOOL.

### **Bus Behavior Code**

The following discipline policy will be used for bus violations\*\*:

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – Bus privileges suspended for 5 days.
- 3<sup>rd</sup> Offense – Bus privileges suspended for 10 days.
- 4<sup>th</sup> Offense – Bus privileges suspended for the remainder of the year.

\*\* Serious infractions may be dealt with more severely, including permanent removal from the bus and contacting law enforcement.

## **Change of Information/Enrollment**

Students new to Caney Valley must:

1. Have a parent or guardian accompany them during enrollment
2. Have an up-to-date copy of their immunization record (See Guide to Immunizations in Oklahoma later in this document).
3. Copy of withdrawal grades from previously attended schools.
4. Pre-K, Kindergarten and First grade must have a valid birth certificate.
5. Enrollment will include completion of enrollment form, discipline form, record release form, field trip waiver, medication form, and bus assignment.

It is of utmost importance that the school is notified throughout the year of any changes in pertinent information, such as address, home phone numbers, cell phone numbers, work phone numbers, and emergency contacts. In the event of an illness or emergency, current information is vital. Please contact the school office any time information changes.

### **Address or Contact Person Updates**

- The parent/guardian must fill out a new colored enrollment sheet to include updated information. Please contact your school to obtain the appropriate document.
- Proof of residency must be provided with address changes.

### **Phone Number or Email Updates**

- The parent/guardian can update a phone number or email over the phone.

## **Child Find Notice**

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) a federal law, and is an ongoing process of locating, identifying, and evaluating children who may need special education and related services. All children with disabilities, residing in Caney Valley Public School District, whether attending public or private school or being homeschooled, should be identified, located and evaluated. This service is provided to children with suspected disabilities, free of charge. If you would like more information on Child Find, contact Caney Valley Schools, Department of Special Education 918-535-2205.

## **Child Nutrition Program**

### ***Free & Reduced Applications***

Free and Reduced Meal Applications are available in the school office and Education Service Center (620 Wyandotte Ave., Ramona). One application per household is required. All information must be COMPLETELY filled out to process applications. All information requested is necessary to process the form, and any information not given will delay the student from being approved for free/reduced meals. **If your child was eligible for meals last year, you must complete a new application for this school year.**

If your child may be eligible for benefits, but does not intend to participate in the programs at this time, we ask that you complete and return the application. All information is kept confidential as required by federal regulations. You can pick up forms in the cafeteria or in the Main Office.

### ***Accounts & Charges***

An account will be assigned to each student. The student's ID number will be his/her lunch account number. Students will be charged for meals when they present their ID number to the cashier. Money will be deducted from the student account or the student may pay for the meal daily. **Students are allowed to charge up to \$50. You will be notified when this happens by the cafeteria.** All students purchasing a second meal will pay full price for breakfast and/or lunch. Students on the Reduced Meal Plan who charge will pay full price for breakfast and/or lunch.

Parents, legal guardians, or students may credit their accounts in any amount. Refunds should be requested in writing to our Child Nutrition Director. You can contact her at rshivel@caneyvalleyschool.org. The refund request can only be made by the parent or guardian of the child. Each refund request has to be approved by the Board of Education.

Student's account balances follow them throughout their time at Caney Valley Schools. If they leave Caney Valley Schools, they have 30 days to request a refund. If no refund was requested their account balances will be used as a donation to the Child Nutrition Program.

#### Daily Charges for Meals:

Student Breakfast – PK - 12 - Free

Student Lunch - PK - 12 - \$2.85

Student Reduced Priced Lunch – PK – 12 - \$.40

SLAM After School Snack – Free

SLAM Supper - \$2.85

Adult Breakfast - \$2.00

**Adult Lunch - \$4.75**

Extra Milk/Juice/Water - \$0.50

Students are provided well-balanced meals that meet all state and federal guidelines. Please contact the Child Nutrition Director at 918-536-2500 for further assistance.

This institution is an equal opportunity provider.

### **Custodial & Non-Custodial Parental Rights**



Child custody and/or domestic relations disputes cannot and will not be resolved by schools. School teachers and administrators are neither qualified nor in the business of interpreting custody decrees and statutes.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at the school; and to participate in parent and teacher conferences (not necessarily together in the same conference). To the maximum degree possible, both parents are encouraged to be involved in making educational decisions relative to their children. As a matter of practice, the District will rely on the custodial parent to direct the District with regard to what last name to call the child (on official records, the legal name must be shown unless directed by legal document) absences, emergency numbers and the like.

If the custodial parent does not wish for the child or children to be released to the non-custodial parent, an appropriate written instruction and a copy of the custody decree should be filed with the school. All staff members are instructed to refer any questions to the appropriate building principal. The non-custodial parent will have to make arrangements with the custodial parent if he/she desires to pick the child up at school. If such arrangements are made, the custodial parent must notify the District. In the event the District has not received such notice, the District will notify the custodial parent should an attempt be made by someone else to pick up the child.

## **Electronic Device Confiscation and/or Search Policy**

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, MP3 players, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected.

Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant.

## **FERPA Rights**

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

- 1) The right to inspect and review the student's education records within 45 days after the day Caney Valley Schools receives a request for access.
  - o Parents or eligible students should submit to the school principal or Special Services Director a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- Parents or eligible students who wish to ask Caney Valley Schools to amend a record should write the school principal or Special Services Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Caney Valley Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued

subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

## **FERPA Directory Information**

Caney Valley Schools School Board Policy states:

- 1) The School District proposes to designate the following information contained in a student's record as "directory information," and it will disclose that information without prior written consent:
  - A) The student's name;
  - B) The student's grade level (i.e., first grade, tenth grade, etc.);
  - C) The student's participation in officially recognized activities and sports;
  - D) The student's degrees, honors and awards received;
  - E) The student's weight and height, if a member of an athletic team;
  - F) The student's photograph; and
- 2) Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.
- 3) After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools' office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.
- 4) At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

## **FERPA PPRA**

### **Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent.
2. Mental or psychological problems of the student or student’s family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents, or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.  
These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

## **Gun-Free Schools**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

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

designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

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

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

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

## **Medical Marijuana**

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

### Definitions

The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant *Cannabis sativa* L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

### Nondiscrimination

There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

### Overlap with Other District Policies

The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

## **Nondiscrimination**

Caney Valley Schools does not discriminate on the basis of race, color, national origin, religion, sex, disability, veteran status, or age in its programs and activities and provides equal access to the Boy Scouts and other designated groups. Career and Technical Education training is offered to all students in Agricultural Education, and in Business and Information Technology Education.

The following person has been designated to handle inquiries regarding the non-discrimination policies: for questions about discrimination on the basis of race, color, national origin, age, disability, sex, or access for youth groups contact the Superintendent, at 918-536-2500. This individual may be contacted by mail at PO Box 410, Ramona, OK 74061.

· **Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)**

Name and/or title: Steven Cantrell

Address: 620 Wyandotte Ave. Ramona, OK 74061

Telephone number: 918-536-2500

Email: [scantrell@caneyvalleyschool.org](mailto:scantrell@caneyvalleyschool.org)

· **Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)**

Name and/or title: Steven Cantrell

Address: 620 Wyandotte Ave. Ramona, OK 74061

Telephone number: 918-536-2500

Email: [scantrell@caneyvalleyschool.org](mailto:scantrell@caneyvalleyschool.org)

· **Title IX Coordinator (for questions or complaints based on sex)**

Name and/or title: Steven Cantrell

Address: 620 Wyandotte Ave. Ramona, OK 74061

Telephone number: 918-536-2500

Email: [scantrell@caneyvalleyschool.org](mailto:scantrell@caneyvalleyschool.org)

· **Age Act Coordinator (for questions or complaints based on age)**

Name and/or title: Steven Cantrell

Address: 620 Wyandotte Ave. Ramona, OK 74061

Telephone number: 918-536-2500

Email: [scantrell@caneyvalleyschool.org](mailto:scantrell@caneyvalleyschool.org)

· **Boy Scouts Act (for questions or concerns based on access for youth groups)**

Name and/or title: Steven Cantrell

Address: 620 Wyandotte Ave. Ramona, OK 74061

Telephone number: 918-536-2500

Email: [scantrell@caneyvalleyschool.org](mailto:scantrell@caneyvalleyschool.org)

You can obtain a copy of the Caney Valley Public Schools Grievance Procedure at the Education Service Center located at 620 Wyandotte Ave, Ramona, OK 74061.

## **Philosophy of Caney Valley Schools**

The mission of Caney Valley Schools is to provide a safe and positive learning environment where all students are prepared with the knowledge and skills to be productive, life-ready citizens.

## **Reporting Suspected Child Abuse and/or Neglect**

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made. The district reporting form should be used.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;



13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;

14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and

15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

## **Searches**

Oklahoma Statute Title 70 § 24-102 (effective date July 2001) states:

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

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

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property (70-24-102).

Students who drive automobiles onto school property, by so doing, subject any such automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of one of the many circumstances that may substantiate reasonable suspicion. Identification by a drug dog does not necessarily constitute possession but does constitute reasonable suspicion.

## **Sexual Harassment**

All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, or applicant for employment, vendor representative, or patron of the School District. In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Policy on Student Behavior. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, principal, assistant principal, or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

## **Student Health**

### ***Distribution of Medication***

All medication for students must be brought in by an adult. Medication cannot be brought in or taken home by a student. No Exceptions. Any medication brought to school without a form signed by parent or by a student will not be given. Any medication that is not in the original container will be disposed of. A note will be sent home with the student informing you that the medication policy was not followed. Medication that is in the original container will be held in the office for two days for an adult to pick up or to sign an Authorization to Administer Medicine form.

Either a parent or person having legal custody of the student must complete and sign a Parental Authorization to Administer Medicine form allowing the school nurse or designated school employee to administer medication. All prescription medication must have the pharmacy label that states the students name, dosage amount and instructions. Over the counter medication must be in the original unopened container with the students name written on it.

Prescription medication will be logged in when brought in to the school. Prescription medication will be in a locked cabinet. Prescription medication will be inventoried on a regular basis by the nurse or office personnel. A log sheet will be added to the back of the parental consent form. Keys to the cabinet will only be given to the school nurse and the main office personnel.

A maximum of 25 days of prescription medication may be kept at school for students. Keep the rest at home. An initial dosage of medication will not be given at school in case of an allergic reaction.

The school does not provide cough drops/cough medicine or non-Aspirin/ Tylenol products for students. These must be supplied by parents for an individual child.

### ***Immunization Requirements***

The immunizations in the chart below are required in the time-line provided.

### ***Meningococcal Disease & Vaccines***

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

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

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

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

This information sheet will focus on the disease caused by Neisseria meningitidis (Nay-sear-e-a men-in-git-itdis), which is rare but especially risky for people of certain ages. Disease caused by Neisseria meningitidis is usually referred to as “meningococcal disease” (men-INjo-kok-ul

disease). Many persons are exposed to *Neisseria meningitidis* and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

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

College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

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

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

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

### **Signs and Symptoms of Meningitis**

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

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

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

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

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

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

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

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

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

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

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

**Is the meningococcal vaccine safe?** Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

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

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

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

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

- Have no health insurance, Are Medicaid eligible, Are Native American, or Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine; and for children 2 through 18 years of age who are at high risk from meningococcal disease.

**Where can I find more information?** For more information, contact your healthcare provider or local county health department or visit these web sites: National Meningitis Association at [www.nmaus.org](http://www.nmaus.org) Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>

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

## **Mental Health**

Caney Valley Schools supports student health and wellness protocols to include mental health supports. It is the policy of Caney Valley to align access to mental health support by providing community resources for students and guardians focused on mental health treatment options and crisis response intervention. It is also the policy of the Caney Valley Schools to provide mental health and crisis response training to school personnel. This process will involve consistent collaboration between Caney Valley and community mental health partnerships. This policy shall extend to all schools in Caney Valley Schools.

### ***Various Conditions***

- ***Communicable Disease***

Students suspected of having a communicable disease will be requested to obtain a statement from the County Health Department or a licensed physician concerning their current health status.

- ***Head Lice***

If a student is sent home for head lice they are expected to receive a head lice treatment, have nits removed and return to school the next morning. Parents will be required to be present during the follow up head check. If no live lice are found, the student may return to class. The student will be rechecked within 7-10 days if there are still nits present. The parent will be informed that the nits will need removed to prevent re-infestation.

In cases of severe infestation, inability of family to rid the child of infestation, chronic infestation, repeated infestation or possible impetigo (secondary bacterial infection of sores and scratches on the child's head), the parent will be required to keep child at home until they see a physician or county public health nurse and bring a note from a physician or nurse declaring they are lice and nit free.

Information on head lice treatment and nit removal is available in the nurse's office.

- ***Illness Policy***

Students need to remain at home if they have had the following symptoms:

- Vomiting and/or diarrhea during the past 24 hours
- Fever 100 degrees or higher during the past 24 hours
- An unidentified rash
- Open sores (minor sores must be covered with a dressing while the child is in school)
- Communicable diseases

· **Pink Eye (Conjunctivitis)**

Any discharge noted from the students eyes will result in the student being sent home for the day. To return to school they must have had 24 hours of treatment or present a note from the attending physician state the diseased in no longer contagious.

· **Scabies**

Students may return to school by presenting a statement of diagnosis from the attending physician and ONE day after treatment is complete.

## **STUDENT INTERNET USAGE POLICY**

### ***Terms and Conditions for Use of Internet***

Internet access is available to students and teachers in the Oklahoma public school districts. 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 resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

§ Communication with people all over the world, information and news, public domain and shareware of all types, discussions groups on a plethora of topics ranging from diverse cultures to the environment to music to politics, and access to many university catalogs.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Caney Valley Public Schools and Oklahoma State Department of Education have taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct to the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Caney Valley Public School user violates any of these provisions, their access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### ***Internet – Terms and Conditions***

A). Acceptable Use – The purpose of the NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization’s network or

computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

B). Privileges – The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Caney Valley Public School faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access.

C). Netiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- § Be polite. Your messages should not be abusive to others
- § Use appropriate language. Do not swear, use vulgarities or any other inappropriate language
- § Do not reveal your personal address or phone number or the addresses and/or phone numbers of students or colleagues
- § Illegal activities are strictly forbidden
- § Do not use the network in such a way that you would disrupt the use of the network by other users
- § All communications and information accessible via the network should be assumed to be private property

D). The Caney Valley Public Schools and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied, for the service it is providing. The Caney Valley Public Schools and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Caney Valley Public Schools, or the Oklahoma State Department of Education is at the users own risk. The Caney Valley Public Schools is not responsible for the accuracy or quality of information obtained.

E). Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to access Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

F). Vandalism – Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. If a student causes vandalism or influx of viruses or commits cyber-crimes, that violation could also be addressed in a discipline matter. Consequences for negative behavior in regards to computers could widely range with the cancellation of privileges to the possibility of suspension from school for serious offenses.



G). – Due to the high influx of data destroying viruses and other cyber-crimes, Caney Valley’s policy must be no checking, transmitting, or receiving of personal e-mail, no use of instant messengers or chat rooms, and no student outside disks or CD’s may be brought into the Caney Valley district and loaded onto computers that are the property of Caney Valley schools. Likewise, no downloading of material of any kind onto computers that are the property of Caney Valley schools. The Internet is for educational purposes only. Violation of this policy will result in Internet access privileges being revoked and/or appropriate school disciplinary action being taken.

H). – Exception of Terms and Conditions –All terms and conditions as stated in this document are applicable to the Caney Valley Public Schools, the Oklahoma State Department of Education, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the state of Oklahoma, and the United States of America.

## **Weapons and Dangerous Instruments**

A student will not possess, handle or transmit any object that can reasonably be considered a weapon or that is a reasonable facsimile of a weapon:

1. On school property, i.e. in vehicles, in lockers, backpacks, etc.
2. Off school property at any school sponsored activity, function, or event.

This rule does not apply to normal supplies like pencils or compasses.

Examples of items prohibited by this policy include, but are not limited to:

1. Guns and Rifles (See Gun-Free Schools)
2. BB or Pellet Guns (See Gun-Free Schools)
3. Martial Arts Weapons
4. Clubs
5. Slingshots
6. Bow and Arrows
7. Knives
8. Swords
9. Metal knuckles
10. Weapon or dangerous instrument related items such as, but not limited to, ammunition, scopes, clips, or magazines. (See Gun-Free Schools)
11. Explosives (See Gun-Free Schools)
12. Fireworks
13. Tasers
14. Pepper Spray
15. Realistic-looking facsimiles, including toy versions, of items 1-14.

## **Wellness Policy**

The state requires all school systems to have a wellness policy. The Caney Valley Public Schools district wellness policy can be found at the Caney Valley Public Schools website ([www.CaneyValleyschools.org](http://www.CaneyValleyschools.org)) under the District Policy Manual tab or at the Education Service Center (620 Wyandotte Ave.).

---

*Caney Valley Public Schools will provide a reasonable modification of student handbook policies as needed to meet the individual educational needs of any student identified as having a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.*