

SEMINOLE HIGH SCHOOL



In a partnership with parents and community, Seminole Public Schools will nurture and guide students to achieve their full potential academically, socially, and emotionally.

The attainment of these purposes necessitates full cooperation of the schools with all agencies in community life, particularly the home, which share responsibility for the welfare and development of children and youth. We encourage all of our parents/guardians to become an interactive entity in the development of their student.

2015-2016

Student Handbook

Seminole High School

STUDENT HANDBOOK

Principal's Message

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Seminole High School. The faculty and staff join me in saying we are happy to have you as a part of the Seminole High School family. We hope this will be a successful and satisfying year for you.

The pages of this handbook are filled with important information regarding school policy and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

The Seminole High School Handbook is designed to assist your child in organizing his/her daily, weekly and long-term assignments. We hope this program will improve your child's organizational skills. In addition, we feel that the handbook will serve as a helpful reference for parents as they seek to provide academic support at home. Seminole High School parents are our partners in the important job of educating the children of this community.

We welcome your participation and support during the school year. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

Mr. Steven Osborn
Principal

Mr. Wade Rigney
Assistant Principal

Dear Parent/Guardian:

We ask that you review the Seminole High School Student Handbook with your child. Please complete the information below when completing your review.

My child, _____, and I have
(Print Child's Name)

reviewed and understand the Seminole High School Student Handbook for the
2015-2016 school year.

Student Signature

Parent/Guardian Signature

DAILY BELL SCHEDULE

Detention.....	7:30 – 8:00 a.m.
First Bell.....	8:15 a.m.
1 st Hour.....	8:20 – 9:10
2 nd Hour.....	9:15 – 10:05
3 rd Hour.....	10:10 – 11:00
1 st Lunch.....	11:55 – 12:30
2 nd Lunch.....	12:50 - 1:25
4 th Hour.....	11:05 - 11:55
5 th Hour.....	12:00 - 1:25
6 th Hour.....	1:30 - 2:20
7 th Hour.....	2:25 - 3:10

BOARD OF EDUCATION

- Mrs. Cai Levy, President*
- Mr. Jack Cadenhead, Vice President*
- Mrs. Amie Colclazier, Clerk*
- Mrs. Claudia Willis, Member*
- Mr. Mickey Upton, Member*

ADMINISTRATION

- Bill Weldon, Superintendent*
- Steven Osborn, Principal*
- Wade Rigney, Asst. Principal*
- Ron Osborn, Counselor (Gr. 11-12)*
- Maureen Richardson, Counselor (Gr. 9-10)*
- Randi Gower, Registrar*
- Laura Long, Attendance Clerk*

STUDENT HANDBOOK**INTRODUCTION****I. INFORMATION****Principal's Office**

The Principal is the director of each school. The policies and philosophy under which the school operates are interpreted through his office. Students and parents are welcome to visit administrators at any time.

Authority of Teachers

The teacher of a child attending a public school has the same right as a parent or guardian to control and discipline a child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district.

Guidance and Counseling

The guidance program in Seminole strives to assist the students with educational, vocational and personal problems. The counselors will administer various tests from time to time. The results of these tests will give indications as to the abilities, interests, and personality of each student. The counselor will also help the students to plot their high school courses in such a way as to better fulfill their needs upon graduation. The counselor confers with the students concerning scholarship possibilities, college choices, as well as any other problem that may indicate a need for guidance and direction.

The School Day

First period begins at 8:20 a.m. and 7th period ends at 3:10 p.m. each day. The building will be open to students by 7:30 a.m. Students entering the building must wait on the first floor. Students are not to go to the 2nd or 3rd floors. **THE HALLWAYS FROM THE FRONT ENTRANCES MUST BE CLEAR AT ALL TIMES.** Students may go to the library after 7:55 a.m. if they remain in the library to work. Students may not loiter in the halls while classes are in session.

Students must vacate the building by 3:20 p.m. unless under direct supervision of a staff member or prior arrangements have been made with the administration and/or activity director.

Entrance Requirements

To gain admission to Seminole High School, a student must be a legal resident of this district or a legal transfer. The student must be residing with the student's parent(s) or follow 8.29 of the Seminole B.O.E. policy handbook.

STUDENT HANDBOOK

SPECIAL DATES

Aug 10	Duty Day	Jan 18	M.L.K. Day
Aug 11,12,13	Professional Days	Feb 12	Professional Day
Aug 14	1 st Day of School	Feb 16	Presidents Day/Snow Day
Sept 7	Labor Day	Mar 7,8	P/T Conference
Oct 12,13	P/T Conference	Mar 11	No School
Oct 13	End of 1 st 9 Wks	Mar 14-18	Spring Break
Oct 14	No School	Apr 22	Snow Day
Oct 15,16	Fall Break	Apr 29	Snow Day
Nov 25-27	Thanksgiving Break	May 6	Snow Day
Dec 17-18	Semester Tests	May 13	Snow Day
Dec 18	End 1 st Semester	May 20	Snow Day
Dec 21 – Jan 3	Christmas Break	May 26	Last Day of Class
Jan 4	Classes Resume	May 26	Graduation
Jan 15	Professional Day	May 27	Duty Day

***Parent/Teacher Conferences:**

October 12	4:00-7:00 p.m.
October 13	4:00-7:00 p.m.
March 7	4:00-7:00 p.m.
March 8	4:00-7:00 p.m.

Semester Tests: NO EARLY SEMESTER TESTS WILL BE GIVEN.

December 17	Hours 1, 3, 5, 7
December 18	Hours 2, 4, 5, 6
May 25	Hours 1, 3, 5, 7
May 26	Hours 2, 4, 5, 6

BELL SCHEDULE

7:30 - 8:10 a.m.	Detention
8:20 a.m.	Take-Up Bell
8:20 - 9:10	First Hour
9:15 - 10:05	Second Hour
10:10 - 11:00	Third Hour
11:05 - 11:55	Fourth Hour
11:55 – 12:30	Shift One Lunch
12:50 - 1:25	Shift Two Lunch
12:00 - 12:50	Fifth Hour – Class Shift Two
12:35 - 1:25	Fifth Hour – Class Shift One
1:30 - 2;20	Sixth Hour
2:25 - 3:10	Seventh Hour

LUNCH SCHEDULES

11:55 – 12:30	Shift One Lunch	(CLOSED LUNCH FOR ALL GRADES)
12:50 - 1:25	Shift Two Lunch	

STUDENT HANDBOOK**9TH-12TH GRADE SCHEDULE POLICIES****CLOSED CAMPUS**

The campus will be closed for all grades during the lunch hours. All students will be required to eat in the high school cafeteria. Students may bring either a sack lunch, purchase a cafeteria tray, or have fast food brought to them. Fast foods (pizza, hamburgers, etc.) MAY NOT be brought into classrooms without prior approval. Students may be picked up for lunch by a household member. People listed on the non-household contact list may pick up a student for lunch with prior parental contact from the student's parent/guardian on the day of check out. Students will not be allowed to leave campus unless they are personally picked up in the main office at the student's assigned lunch period. Both breakfast and lunch meals may be purchased in the high school cafeteria. As a service to our students and their families, students will be allowed to charge lunches until the total amount owed reaches \$50.00, or other arrangements are made.

If money is left in a student's account at the end of the year, it will be placed in the student's account for the next school year. Refunds of excess account money will be made upon request. When students leave the district without requesting a refund, any amount over \$3.00 will be forwarded to the last known address. Amounts less than \$3.00, and money returned through failed attempts, will be considered donations to the Child Nutrition Fund.

REPORT TO PARENTS

At the end of each nine-week period the student will be given a copy of their progress report which they are urged to take home to their parents. Parents are urged to confer with the principal and teachers when there is a question concerning grades of the student. Academic Progress Reports will be mailed to parents when necessary and at the mid-point of each nine-week period.

Parents may also receive the necessary information in order to access their student's information on the school's student information network. Parents/guardians should contact their student's school for the necessary requirements.

TEXTBOOK AND FEES

Textbooks are furnished by the State and are issued at the beginning of the year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. Additional textbooks will not be checked out until the amount of the lost textbook(s) is paid. Students who owe money for textbooks, library books, lunches, activity fees or any other school-related items will have a hold placed on their grade cards and transcript until the amount is paid.

STUDENT HANDBOOK

GRADUATION REQUIREMENTS

2014-2015	Units of Credit including - -
4 units	Language Arts
3 units	Science
3 units	Mathematics – must be taken at SHS
3 units	Social Studies (1/2 Okla. History, 1 World Hist. or Geography, (includes 2 sets of competencies in Fine Arts), 1 unit U.S. History, 1/2 Govt.)
1/2 unit	Computer Science
10 1/2 units	Electives
16 1/2 units must be completed in the 10 th , 11 th , and 12 th grades.	

In order to participate in the graduation ceremonies, a student must complete 24 units of credit, have passed all required courses in the school year that the ceremonies occur, and have passed the 4 out of 7 required E.O.I. (End-Of-Instruction) tests. Students are required to be in class seven periods per day for four years. Electives can be chosen in areas of student interest.

Parents/guardians of 9th grade students will choose either the pre-college or non-college prep course of study. A signed document must be on file with the student's permanent records.

WEIGHTED GRADES

A grading scheme is offered to enhance class ranking for those students who elect the most challenging courses in each core curriculum area and to encourage continued pursuit of the most challenging courses to the exit of the high school program. Certain courses have been deemed to be of an academically challenging nature. Accordingly, the following classes will receive an additional point of credit, resulting in those grades being calculated on a 5.0 scale:

- All AP Courses**
- All OSSM Courses**

HONOR HALL

Honor Hall consists of students ranking in the top 10% of their class. Honor Hall is figured each semester, using weighted grade point average.

STUDENT HANDBOOK**SCHOLARS PROGRAM**

The scholars program will be an added dimension to the present high school program. It will give strong direction for the academically capable student and will offer recognition of the students' efforts in that program. The end result will be students with a sound high school background in the basic education and evidence of pursuit of academic excellence in more advanced courses than requirements now yield. In addition, it is believed that the program will broaden the scope of the high school education while assuring the students will have experienced an education that will best prepare them for post-secondary education options.

RECOGNITION

The designation "Scholar Graduate" will be placed on the diploma and the final transcript. The Valedictorian(s) and Salutatorian(s) will be selected from the Scholars Program at the end of the eighth semester by weighted G.P.A. and will address the graduating class. Students will be recognized as Scholar Graduates on the graduation program and during the graduation ceremony.

REVIEW COMMITTEE

A standing review committee will be formed from staff who will continually evaluate the program and make suggestions for needed changes. The committee will also be available to hear any student problem that requires a deviation from the prescribed program and will make a recommendation to the principal for its disposition. The review committee will be composed of:

1. Counselor
2. Media Specialist
3. G/T Coordinator
4. Department Heads
 - a. Language Arts
 - b. Mathematics
 - c. Science
 - d. Social Studies
5. Faculty representative selected by the student.

For each review committee meeting a chairperson and a recorder will be selected. A written response will be provided to any request considered within three school days.

STUDENT HANDBOOK

GRADES AND CREDITS (SCHOLARS PROGRAM)

1. No grade lower than a “C”. (Beg. with 9th grade 2010-2011)
2. Maintenance of a weighted 3.0 G.P.A.
3. All work must be completed in regular or honors classes, concurrent classes or by Proficiency-based testing for regular or honors classes.
4. Must earn at least the following:

Language Arts	4 units
Mathematics	4 units (Four from the following: Alg.I, Alg.II, Geometry, Alg.III, Trig., or Calculus)
Science	4 units (Four from the following: Phys.Sci., Bio.I, Bio.II, Chem.I, Chem.II, AP Bio., AP chem., Physics)
Social Studies	4 units
Computer Science	½ unit
Foreign Language (same language)	2 units (2 units of For. Lang. OR 2 units of Comp. Science)
Electives	5 ½ units

COURSE RETAKE

Students are allowed and encouraged to retake courses if the retake will offer a needed strengthening of skills that has been evidenced. The grades from both courses will be computed in the grade point average. The exception to the averaging process would occur if the retake advanced or maintained class standing in the top ten percent of grade point averages for each class. Thus, if a student took a course over and made a better grade the second time and that better grade caused the student to enter the top ten percent, to maintain standing in the top ten percent or to advance in the top ten percent, the retake would not be used to compute the grade point average.

CHANGE OF SCHEDULE

No student is to change his/her schedule without the consultation of sending and receiving teachers, permission of the parent, and guidance counselor. Class minimum and maximum size will be considered. We stress careful selection of courses by the student. Therefore, only necessary changes will be made. A record of each student’s schedule is kept in the office showing where the student is each period of the day. Students have five (5) school days from the beginning of school to change class schedules if there is a logical reason approved by the counselor and principal.

Students who choose to drop or change a class after the fourth (4th) week of the semester will receive a FAILING GRADE for the course dropped and will receive NO CREDIT for the course entered. However, a drop or class change may be recommended by a teacher, counselor, or principal after the fourth (4th) week of the semester to better academically serve the student.

STUDENT HANDBOOK

HIGH SCHOOL AND COLLEGE CONCURRENT ENROLLMENT

Concurrent enrollment is a cooperative education program set forth by the State Board of Education and the Regents for Higher Education. Concurrent enrollment allows students enrolled in an accredited Oklahoma high school to be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students provided they meet certain requirements.

To be eligible students:

1. Must be enrolled at an accredited high school.
2. Must have completed or be taking the Regents CORE course requirements.
3. Must take or have taken the ACT or SAT test. (Juniors must have a composite of 21 or a 3.5 GPA.)
4. Seniors must have a composite of 19 or a 3.0 GPA.
5. Must be enrolled in fewer than 6 credit hours per semester at their high school as attested by the high school counselor or principal. (Forms are available in the Guidance Office.)

NOTE: Students participating in the Concurrent Enrollment Program are required to report to the Guidance Office if their enrollment status changes at any time during the semester.

COLLEGE COURSES

Seminole High School juniors and seniors may enroll concurrently at Seminole State College beginning with the summer semester at the end of the sophomore year of high school. In the event that the 24-unit requirement cannot be met because the student is enrolled in a full load of courses, electives of the 24-unit requirement may be waived. Students who are concurrently enrolled will receive college and high school credit for each successfully completed course. All grades will be recorded on a Seminole High School transcript, and will be used in calculation of the student's grade point average at both institutions.

The following concurrent classes will receive a full year's credit for each semester class taken concurrently and the grade will be recorded as a 1.0 unit of credit on the student's transcript:

- **All science courses which include a lab**
- **All math courses College Algebra I and above**
- **All foreign languages**
- **Fine Arts listed**
 - **Art 1153 – Art History I**
 - **SPCH 1143 – Intro to Communications**

GRADUATION EXERCISES

Students who are enrolled in enough credits to complete the graduation requirements – outlined above – will be privileged to participate in commencement exercises. However, it is a removable privilege. Participants will wear caps / gowns administered by the school. No other adornments will be permitted except Scholar stoles and Honor cords worn by the top 10% of the graduating class or other adornments pertaining to accomplishments within the school, if deemed appropriate by the administration. The consequences for refusing to abide by the foregoing rules shall be automatic revocation of the privilege to participate in commencement exercises and the offending student(s) shall be required to leave the premises upon which commencement takes place, his/her name shall be stricken from the class roll and not read aloud at commencement exercises. If an offending student refuses to cooperate and leave the premises, law enforcement may be contacted for trespass. This shall in no way permit the school to withhold a diploma from an offending student if he/she has completed the graduation requirements set forth herein. It is the responsibility of the High School Principal to ensure that this policy is enforced, however, other personnel may assist in the enforcement of this policy and are encouraged to do so.

STUDENT ATTENDING TECHNOLOGY CENTER

Gordon Cooper Technology Center is available for juniors and seniors. All sophomores will tour Gordon Cooper Tech. Ctr. to see available programs. All sophomores and juniors interested in attending Gordon Cooper Tech. Ctr. will have the opportunity to apply for enrollment during the second semester of their sophomore or junior year. Applicants are screened during the second semester of their sophomore or junior year. Those students selected to attend Gordon Cooper tech. Ctr. will be notified during the second semester before they have completed their pre-enrollment for next year. Students may earn credits in science and math which are embedded in the vocational technology curriculum. These courses may include: Contextual Algebra, Intermediate Algebra, Algebra II, Contextual Geometry, Geometry, Trigonometry, Computer Science, Physics I, and Anatomy/Physiology.

- I. Enrollment and Credit
 - A. AM Students – will attend Gordon cooper from 8:15-11:15 a.m. and three (3) hours in the afternoon at Seminole High School.
 - B. PM Students – will attend Seminole High School three (3) hours in the morning and from 12:55-3:55 p.m. at Gordon Cooper Technology Center.
 - C. Career Tech students may earn four (4) units per year to apply toward graduation at their home school.
- II. School Calendar

Students enrolled at Gordon Cooper technology Center will abide by the Gordon Cooper school year calendar for the hours they are enrolled there.
- III. Transportation
 - A. Students are allowed to drive their own vehicles to Gordon Cooper if the proper form is approved by school authorities at Gordon Cooper and Seminole High School.
 - B. Bus transportation is also provided. The bus loads and unloads at the north parking lot. Morning students will leave about 7:20 a.m. Afternoon students will leave about 12:10 p.m. Bus riding privileges may be suspended for disciplinary purposes.
- IV. School Activities

STUDENT HANDBOOK

Students will be dismissed from classes for school-related activities at Gordon Cooper or Seminole High School with proper authorization from the principal's office.

V. Concurrent Discipline

Suspension – 1. Any student suspended from Seminole High School will concurrently be suspended from Gordon Cooper Area Technology Center for the same period of time unless unusual circumstances prevail.

- a. Any student suspended from Gordon Cooper may be suspended concurrently at Seminole High School.

VI. Withdrawal from Gordon Cooper

Once a student is accepted at Gordon Cooper, withdrawal will not be considered until the current semester is completed. A student may not drop out during the semester at one school and be eligible to continue attending the other.

Career Tech students attending afternoon Vo-Tech will be released at the end of third hour, and morning Vo-Tech students will be required to report to the high school building no later than 12:00 p.m. or 12:35 p.m. for 5th hour.

DISMISSAL OF SCHOOL IN BAD WEATHER

Occasionally it becomes necessary to dismiss school because of extremely bad weather. This decision must be made by the superintendent, sometimes on short notice. If we have determined by 6:45 a.m. that school should be dismissed for the day, the superintendent's office will notify radio stations KIRC (105.5 FM) and KWSH (1260 AM), Chan. 4TV, Chan. 5TV, Chan. 9TV and Chan. 7TV cablevision. They will broadcast a bulletin between 7:45 a.m. and 8:00 a.m. Also, the school's automatic dialer will send a message to the home telephone number of record on the student's personal information.

EARLY DISMISSAL

Efforts will be made to notify parents should it become necessary to dismiss early. The fundamental concern is for the safety and health of the children. How can students and parents help? On severe weather days, tune in to radio station KIRC (105.5 FM) and KWSH (1250 AM), Chan. 4TV, 5TV, 9TV, and Chan. 7TV on the cablevision. The automatic telephone dialer will also notify parents.

HONOR ROLL

Seminole Public Schools has a very fine academic program. Many students excel in the classroom. Each grading period these students are recognized for their efforts by the following criteria: Students who have received no grade below an "A", (All A's) are Superintendent's Honor Roll Students. Students with no grade below a "B", (All A's & B's) are Principal's Honor Roll Students. A 5-point system will be used to calculate the honor rolls.

SECRETARIES

Any work done by the school secretaries for classes and organizations must be approved by the principal.

SCHOOL VISITORS

Parents and patrons of the district are encouraged to visit the district and to observe the activities of the district. Except as otherwise provided, all visitors to the district shall report to the school office after entering the building, shall sign the visitor's register, and shall request appropriate authorization to visit the school from the district official in charge of each building. When parents, patrons and friends have been invited to a school for a particular activity or program, it shall not be necessary to sign the visitor's register or request any additional authorization to visit the school. As authorized by law, the district has the authority and power to direct any person to leave district property who is not a student, officer, or employee, and who interferes with the peaceful conduct of activities, or enters the institution for the purpose of committing an act which may interfere with the peaceful conduct of activities.

TELEPHONES

Students may use the office phones if they are ill and need permission to leave school or to verify an absence. Otherwise, the office phones are for business only.

ATTENDANCE

Parents should call the high school prior to 9:00 a.m. whenever the student is absent (382-1415). When it is known in advance that a student will be absent, the parent should notify school authorities and ask for an excused absence prior to the day of the absence.

ATTENDANCE POLICY

Compulsory school attendance is required by Oklahoma State Law. Poor attendance in school will be reported to the appropriate legal authorities as prescribed by law including but not limited to the District Attorney, Juvenile Justice system, Department of Transportation, etc.

A total of eleven absences in any class for a semester will be cause to receive no credit and a failing semester grade for that class unless each eleventh absence and each absence thereafter is excused by prior arrangement with an administrator or written documentation of illnesses or other extenuating circumstances.

APPEAL BOARD

Responsibilities:

- Hear appeals on request for absences in excess of ten days for the semester.
- Review documentation and recommend no credit with a failing grade or recommend excusing the absences beyond ten days because of circumstances beyond the control of the student or parent.

Composition:

The Appeal Board will be composed of: Two (2) faculty representatives selected by the principal, and/or a guidance office school representative.

Appeal Board meeting will be held during the final two weeks of each semester. The student's parent/guardian must be present at the meeting. The decision will be presented in writing to the Asst. Principal the following day. The student/parent can receive the decision by contacting the Asst. Principal on the following day. The decision of the Appeal Board will be final.

STUDENT HANDBOOK

NOTIFICATION PROCESS

The student and parent/guardian will be notified by a letter sent to the home as listed on the student file in the office that absences have exceeded 10 days of the semester. If the student chooses to appeal, a written request sent by certified mail must be filed with the principal within five (5) school days of the date the notifying letter is post-marked.

ABSENCE

There are two kinds of absences: Excused and unexcused, the kind will be determined by school authorities. Both types of absences affect attendance awards.

I. EXCUSED

- A. Legal absences verified by parent/guardian, illness, doctor, or dental appointments, emergencies, unavoidable circumstances. Excused absences require a telephone call.
- B. To receive an excused absence, the telephone call must be received at school prior to the absence or on the day the student returns to school OR the doctor/court note must be received at school prior to the absence or within five (5) school days of the absence.
- C. Students wishing to have their work sent home should contact the attendance secretary before 9:00 a.m.

II. UNEXCUSED

Unexcused absences are those absences including missing without the knowledge of parent/guardian, leaving school without having officially checked out through the office, staying away from school without notifying the school, truancy, or going home to correct a dress code violation.

- A. Absences not cleared by a parent or guardian prior to the absence or on the day the student returns to school will be unexcused.
- B. All unexcused absences will be counted as truancy with disciplinary penalties assessed. Penalties can include detention or ISD. Unexcused absence violations will result in the student serving one day of detention for each hour missed or ISD for subsequent violations.
- C. Students with unexcused absences will be required to make up the work missed or receive failing grades for that work.

TRUANCY

- A. Any student is considered truant when the student leaves school without being officially checked out through the office or when the student remains away from school without the school being notified and without the knowledge or consent of the student's parents/guardians.
- B. Any student who fails to attend his or her class at the assigned time but spends the class period in some other area of the building or campus without proper authorization is considered truant and will be subject to disciplinary action.
- C. State law now requires that schools report students age fourteen (14) through seventeen (17) who withdraw from or drop out of school for the purpose of cancelling or denying those students' driving privilege.
- D. 1st Offense - Detention
Subsequent Offenses – ISD / Saturday School

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DO NOT ADMIT LIST

- A. A DO NOT ADMIT LIST will be prepared daily including the names of all students whose absence is unexcused.
- B. Students whose names appear on the DNA list must come to the office for clearance and admits.
- C. Excused absences must be verified by parent/guardian no later than the day the student returns.
- D. Admittance slips will be required for all students whose names appear on the DNA list.

CHECKING IN-OUT; LEAVING SCHOOL

- A. If a student arrives at school after the beginning of the first hour class, a check-in slip can be obtained in the office.
- B. If a student has to leave the campus for an appointment or emergency, he/she must check out through the office. However, permission from the parent/guardian must be received.
- C. Students will not leave the school grounds without permission. This applies from the time students arrive on campus in the morning until their dismissal from seventh period. Students are not allowed to loiter across the street from school.
- D. Any time a student returns to school, he/she must check in through the office.
- E. Students checking out to attend school-related functions at local school sites will be required to have a parent/guardian check the child out in person from the office. No student will be checked out over the telephone.

TARDY POLICY

Students should develop good habits by being prompt to each class. A student who is not in the classroom when the tardy bell rings is considered tardy. Tardy admits are issued by the office.

1. All tardies are unexcused unless the administration decides otherwise.
2. A student is considered tardy if he/she comes in late during the first 15 minutes of the class. Coming in after the first 15 minutes have elapsed will be counted as an absence, not a tardy. Tardies that are less than 15 minutes may be treated as excessive tardiness.
3. In order to be counted present for a class, a student must be present for at least 30 minutes of the class period.
4. When a student is tardy without a valid reason, the office will assign the student detention using a tardy detention form. Excessive tardies may result in ISD. Students not in the classroom after the tardy bell may be assigned detention by the principal or assistant principal.

MAKE-UP WORK

All class work missed during an excused absence may be made up. It is the student's responsibility to check with the teacher for make-up work. Students are given one day for each day absent to make up for an excused absence. If a student fails to make up work for an excused absence, a zero will be recorded for work missed. Students under suspension will be required to make up work for these days or receive failing grades for work not made up.

STUDENT HANDBOOK

STUDENT ACTIVITIES MAKE-UP WORK

Students participating in school sponsored activities are not recorded as absent from school, however, they will be required to make up any work missed. Students participating in a school activity are required to get their homework from each teacher before the activity occurs. The work is to be turned in on the first school day after the activity ends, unless the teacher has set a pre-determined deadline (research papers, rough drafts, projects, etc.) This includes taking any tests the student was aware of before the activity occurred. When two different activities occur on back-to-back days, students should check each day with teachers or notify teachers before the first activity that more than one day will be missed. It is the responsibility of the student to notify each teacher of the activities the student will miss and clarify all class work expectations.

CAMERA SURVEILLANCE VIDEOS

Seminole Public School District utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, classrooms, parking lots, commons areas, cafeterias, stadiums, auditoriums, and any other area except locker rooms and restrooms.

Surveillance videos are NOT considered educational records of students and are not subject to the right of inspection by parents specified in the Family Educational Rights and Privacy ACT (FERPA), or subject to disclosure under the Oklahoma Open Records Act. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings.

PERFECT ATTENDANCE

Perfect attendance is based on state attendance laws. A student who misses two hours in $\frac{1}{2}$ day is officially absent from school regardless of excused or unexcused absences.

SEMESTER TEST EXEMPTIONS

Students will be exempt from semester tests for each class where the following criteria is met:

<u>Grade</u>	<u>Absences</u>
A	3 or fewer and no ISD or suspension
B	2 or fewer and no ISD or suspension
C	1 or fewer and no ISD or suspension

All absences count against exemptions except for school activities and college visits.

III. POLICIES AND RULES

DISCIPLINE POLICY AND PROCEDURES

In order to grow educationally, socially, and emotionally, students need to be in an environment in which firm, consistent and positive limits are set, while warmth and support are provided for appropriate behavior. Maintaining acceptable school conduct is the responsibility of the students, parents, and the entire school staff. Behavior which disrupts the learning process is discouraged, and although certain misbehaviors are not major, the frequency can result in substantial disruption. Therefore, the number of referrals to the office can dictate the punishment. Typically, the punishment will be as follows:

- Referrals 1-3.....Detention
- Referrals 4-6.....ISD or Saturday School
- Referrals 7-9.....Suspension or referral to alternative school
- Referral 10.....Long-term suspension or alternative school referral

Listed below are student conduct misbehavior, though the list is not necessarily intended to be inclusive of all possible actions of misbehavior.

Misbehavior

- Copying the work of another student
- Dress code violations
- Excessive littering
- Excessive or loud talking in class
- Failure to do assigned class work
- Failure to bring necessary materials to class
- Failure to turn in student's activity money, pay school debts
- Bullying, hazing, cyber bullying
- Inappropriate display of affection on campus
- Leaving school grounds without permission
- Loitering/trespassing
- Sitting on desks
- Profanity, offensive language
- Running in the hall
- Smoking/tobacco products
- Throwing objects
- Cheating
- Inappropriate bathroom behavior
- Wearing of any gang or gang related apparel
- Altering or destroying school records
- Boycotts, walkouts, and protests
- Defacing school property
- Defiance of authority of school personnel
- Disruption on school bus or leased bus
- Fighting
- Forgery
- Harassment of students or school personnel
- Immoral conduct
- Insubordination

STUDENT HANDBOOK

- Obscene material—possession, exhibition, or use
- Reckless conduct
- Truancy
- Unexcused absences or excessive tardies
- Arson
- Alcohol and/or drug use and/or possession
- Assault and/or battery of another student
- Assault and/or battery of Seminole Schools' personnel
- Blackmail
- Extortion, coercion
- False fire alarms and/or bomb threats
- Robbery, theft or larceny of another person's property
- Sex violations
- Tampering with fire alarms and equipment
- Vandalism
- Possession of weapons and/or replicas
- Possession of drug paraphernalia
- Misinformation by lying or remaining silent

Consequences for misbehavior listed above will be assessed according to the type of offense, as well as the frequency of the misbehavior.

Possible Consequences

- In-class disciplinary action
- Notes home or telephone calls to parents
- Student/teacher conference; student/teacher/principal conference; student/counselor conference
- Withholding of privileges during the school day
- Parent/teacher conferences; parent/principal conferences; parent/teacher/principal conferences; student/parent/principal/teacher conferences
- Delayed, isolated lunchtime
- In-house removal from classroom to another room as designated by the principal
- Detention
- Grade of zero (for copying)
- Exclusion from extra-curricular activities
- Assigned school duties other than class tasks
- Hall pass revocation
- Corporal punishment
- Financial restitution
- Invoke penalties in policy for tardies and unexcused absences
- Student probation contract
- suspension from bus
- In-school suspension
- Parent sits with student in class for designated time
- Referral for psychological services
- Law enforcement

STUDENT HANDBOOK

- Suspension with home study
- Suspension up to ten (10) days (A) with make-up work (B) without make-up work
- Suspension until psychological services, as determined by the Behavior Management Team, are in progress
- Referral to Seminole Alternative School
- Suspension for remainder of semester, or remainder of semester plus following semester
- Any other action deemed appropriate

Suspensions

When determining whether cause exists for suspension or when determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred in the past and other forms of discipline have not deterred such behavior. A suspended student will not participate in any extracurricular activities nor may the student return to campus without principal permission.

Suspension of Students

A student may be suspended from the Seminole Public Schools for any of the following reasons:

- Alcohol and/or drug use and/or possession
- Assault and/or battery of another student
- Assault and/or battery of Seminole Schools' personnel
- Blackmail
- Extortion, coercion
- False fire alarms and/or bomb threats
- Possession or use of fireworks
- Robbery, theft or larceny of another person's property or school property
- Immoral or indecent conduct
- Tampering with fire alarms and school equipment
- Arson
- Vandalism, destroying and/or defacing property
- Possessing, using or exhibiting dangerous weapons
- Open disrespect or disobedience to school personnel
- Gang related activities posing danger to others
- Violent outbursts of temper and/or abusive language
- Displaying any conduct that is disruptive to the educational process
- Continual disrespect or disregard for school rules
- Commission of any act which would be a felony or crime of moral turpitude under state or federal law if committed by an adult

STUDENT HANDBOOK

Minimum time suspended is at the discretion of the school principal; however, the principal shall not suspend a student in excess of two weeks – ten (10) school days – without first consulting the Superintendent of Schools.

A student may be suspended for the remainder of the semester and the succeeding semester if the administration deems it advisable and in the best interest of the school as a whole.

Suspended students have the right to appeal. Students that are suspended short term may appeal to a local committee. Students who are long term suspended may appeal to the local Board of Education. Students, if suspended for whatever cause, shall be afforded the due process clause of the 14th Amendment of the United States Constitution. Specifically, students shall be given oral or written notice of the charge. Parents will be notified if a student is suspended.

SUSPENSION PLAN

- Students suspended from 1-5 days will be provided school work. The students' parents may pick up assignments by the end of the next school day. Work completed will be given credit according to the suspension. 1st offense, 100%; 2nd offense, 85%; subsequent, 70%.
- Students suspended for more than 5 days (other than weapons or drug related education plan. This plan will cover the subjects in which the student is currently enrolled. The students' parent(s)/guardian will be responsible for providing the student with a supervised structured environment, and will monitor the students' educational progress during the suspension.
- Students suspended for more than 5 days will receive a maximum of 70% on completed work.
- Students who are suspended will not be eligible to participate in extracurricular activities and will not be allowed to attend any school sponsored activity, home or away.

DETENTION HALL

Detention hall may be assigned for an infraction of school rules. Detention time will be served during the lunch period. NO EXCEPTIONS will be made unless approved by the principal before the assigned time.

Detention Hall Rules

Students will serve detention hall in room B-2 from 7:30-8:00 a.m. –or- from 3:15-3:45 p.m. Students must have study materials. The student CANNOT leave the room for ANY reason. There will be NO verbal or nonverbal communication. This also means NO communication with the detention teacher. The student must remain in the seat except when he / she needs to dispose of their lunch tray. If the rules are violated the student will be removed and the time will not count. Students who do not come to detention or come exceptionally late will have their detention days doubled. Students who are continuously late to detention may be assigned ISD. Students who are tardy for detention will remain in detention and the day will not count. Students will remain in the detention room until the detention teacher releases them. If a student must miss detention FOR ANY REASON, they MUST excuse it through the office before the end of 1st period. The parent may excuse the student one time. The principal may excuse an additional time if the excuse is warranted. Students accumulating more than 10 days will be assigned to ISD instead.

STUDENT HANDBOOK

IN-SCHOOL DETENTION (ISD)

If a student's irresponsible behavior persists, that student will not be allowed to remain in the mainstream of school, but will be placed in the In-School Detention classroom. Also, certain serious offenses (smoking, theft, possession or use of an illegal substance, etc.) will result in automatic assignment to ISD. ISD may be served during the regular school day, or may be served on Saturday from 8 am to 12 pm. The form of ISD that is given to the student will be at the discretion of the Principal.

Students in ISD will not be allowed to attend any school functions or extracurricular activities, home or away until the assigned discipline is completed. Unless specified by a particular policy, initial assignments to ISD may be for twenty (20) days. When a student serves four days without a tardy and with satisfactory behavior his/her assignment will be reduced by one (1) day provided the offense was not alcohol or drug related or for 10 or more days.

One week of ISD is equal to 1 Day of Saturday School.

Unexcused absence from Saturday School will result in 1 week of ISD.

Filming a fight during the school day will result in 1 day of ISD.

Inappropriate posts to social media will result in 1 week of ISD.

Vandalism may result in ISD, Saturday School, or Detention.

CITIZENSHIP DUTY

Students who deface, destroy or vandalize school property may be assigned to citizenship duty. This duty will be performed after school and will consist of cleaning and/or repairing the school building, property or grounds. Failure to complete citizenship duty will be treated the same as failure to complete detention.

ALTERNATIVE SCHOOL

Students who violate school rules on a regular basis may be suspended from school and referred to the Seminole Academy Alternative School. This will usually occur after detention and ISD have been assigned, and the behavior problems persist. Certain misbehaviors as outlined in this handbook will result in long-term suspension only.

FIGHTING

Fighting at school is unacceptable behavior and illegal. Therefore, students who fight while at school may be punished by the school for their unacceptable actions and by the law enforcement authorities for their illegal actions. This may result in a student being suspended from school and being charged with disturbing the peace by fighting, assault, or charges deemed appropriate by the authorities. A student will receive a suspension for "throwing a punch" or actively participating in a fight.

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POSSESSION OR USE OF TOBACCO PRODUCTS

The use and/or possession of tobacco, tobacco products, or e-cigarettes is prohibited. This policy shall apply to all students before, during, and after school hours at school, in any school building, and on any school premise; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel.

The penalty for the violation of this policy shall be:

First Offense - - 5 days in-school detention (ISD)

Second Offense - - 7 days ISD

Third Offense - - - 10 days ISD

Fourth Offense - - suspension for the remainder of the semester

IMMEDIATE REMOVAL

A student whose presence poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process may be immediately removed from school.

WEAPONS

Unless involved personnel discover circumstances that prove inappropriate, possession and/or carrying of dangerous weapons or replicas while on district property, at a school sponsored activity, or on a school bus will result in an immediate long-term suspension. A long-term suspension may extend to the remainder of the semester or to the end of the next succeeding semester. Law enforcement officials will be called immediately when firearms are involved (i.e. powder, air powered, gas powered weapons). Law enforcement officials will be called immediately in regard to all other weapons if school personnel determine that the situation poses a threat to students or personnel. The Seminole School District reserves the right to invoke school discipline independently from legal action. Dangerous weapons include: an automatic or semi-automatic weapon, rifle, shotgun, any pistol, revolver, bb gun, pellet gun or any imitation firearm, dagger, bowie knife, dirk knife, switchblade knife, spring type knife, sword and knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handles of the knife, blackjack, multi-fingered rings, loaded cane, billy hand chain, metal knuckles, or any weapon capable of inflicting serious bodily harm.

Police will be allowed to carry weapons in the performance of their duties. Parents are reminded that students in violation of the weapons policy are subject to a long-term suspension. It is a violation of federal law to bring a firearm on or within 1,000 feet of school property. Violators are subject to imprisonment for up to five years, a \$5,000 fine or both fine and imprisonment. Violators will be prosecuted to the full extent allowed by law. (Gun-Free School Zones Act of 1994)

STUDENT HANDBOOK

GUN FREE SCHOOL POLICY

Seminole Public Schools requires the expulsion from school for a period of not less than one year any student who brings a firearm to school with exception that the Chief Administrative Officer may modify the expulsion requirements on a case by case basis; however, for a student with disabilities, the procedures which appear on pages 80-83 of the Policy and Procedures for Special Education in Oklahoma must still be followed regarding the suspension of any such student.

SCHOOL SPONSORED ACTIVITIES

Students who attend school sponsored activities at home or away are subject to school discipline policies.

SUBSTANCE USE BY STUDENTS

Use, possession, consumption, being under the influence of, or distribution of any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic substance, opiate, inhalant, counterfeit drug, any other controlled or non-controlled substance having a potential for abuse associated with a stimulate or depressive effect on the central nervous system, or any representation of a substance to be any of the substances set forth above.

This policy shall apply to all students before, during and after school hours at school, in any school building and on any school premises; on any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event or function; or during any period of time when students are subject to the authority of school personnel; or activities which occur off school property, but which have impact on the school. Students in violation of this policy shall be subject to disciplinary action in accordance with these provisions.

Disciplinary Procedure

I. USE/POSSESSION

Using, being under the influence of or in possession of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma Law, i.e. 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school sponsored event. The term "illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e. when they are not used in compliance with the prescription or directions for use, are not being used to treat a current health condition of the student or are not being used in accordance with school medication procedures (B.O.E. Policy 8.24). "Mood altering substances" include: paint, glue, aerosol sprays and similar substances.

FIRST OFFENSE: Parents will be contacted immediately upon verification of the violation. The Seminole Police Department will be notified if the student is in possession of a prohibited substance. The student may be suspended from school immediately. Upon returning to school, the student will serve In-School Detention for twenty (20) days or four (4) days of Saturday ISD. The administrator may reduce the suspension if: (1) The student and family agree to see a certified alcohol and drug counselor approved by the district; and (2) The student and family complete an assessment of the student's alcohol drug involvement provided by a Certified Alcohol and Drug counselor approved by the district and follow his/her recommendations satisfactorily. This may include, but is not limited to, outpatient counseling and/or other forms of treatment as deemed appropriate.

STUDENT HANDBOOK

SECOND OFFENSE: Parents will be contacted immediately upon verification of the violation. The Seminole Police Department will be notified if the student is in possession of a prohibited substance. The principal shall recommend suspension for the remainder of the current semester and the succeeding semester. The building administrator may reduce the suspension to one semester if the student complies with the following: (1) The student and family have seen a certified alcohol and drug counselor approved by the district; and (2) The student and family complete an assessment of the student's alcohol/drug involvement provided by a Certified Alcohol and Drug counselor approved by the district and follow his/her recommendations satisfactorily. This may include, but is not limited to outpatient counseling and/or other forms of treatment as deemed appropriate.

II. DISTRIBUTION OF SUBSTANCES OTHER THAN ILLEGAL SUBSTANCES

- Offenses involving the sale, transfer, distribution, or exchange of any of the other prohibited substances.
- Follow procedure as described under Section I of this regulation.

III. DISTRIBUTION OF ILLEGAL SUBSTANCE

- Offenses involving the sale, transfer, distribution, or exchange of an illegal substance.
- Parents and Seminole Police Department will be contacted immediately upon verification of violation. Student will be suspended for the remainder of current semester and succeeding semester. Student and family will receive information pertaining to evaluation and intervention resources for help within the community/area.

STUDENT HANDBOOK

MEDICAL EMERGENCY

Because of the potential dangers to the student presented by his/her acute intoxication with alcohol or other drugs, parents will be contacted immediately to obtain medical services if a student is exhibiting signs of acute intoxication, incapacitation, or drug overdose. If parents are unavailable, emergency procedures may be initiated as deemed necessary for the student's safety. Following the student's return to school, appropriate discipline procedures of this regulation will be implemented.

STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA OR ANAPHYLAXIS MEDICATION(S)

Students are authorized to carry and administer their own inhaled asthma or anaphylaxis medication(s) provided that the following conditions are met:

- The parent/guardian of the student authorizes annually in writing the student's self-administration and possession of the medication;
- The parent/guardian of the student provides to the school a written statement from the physician treating the student that the student has asthma and/or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication;
- The parent/guardian of the student provides to the school an emergency supply of the student's medication to be administered pursuant to the provisions of Section 1-116.2 of Title 70 of the Oklahoma statutes;
- The parent/guardian acknowledges the following statement: (a) "Seminole Public Schools, its employees and Agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student."

The school district will inform the parent/guardian of the student, in writing, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

STUDENT HANDBOOK

HARASSMENT

It is the policy of the Seminole School District to maintain a learning environment that is free from religious, racial, or sexual harassment. The school district prohibits any form of religious, racial, sexual harassment, bullying and violence. In determining whether alleged conduct constitutes a violation of this policy, the administration will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incident occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. Violations of this policy may result in any of the possible consequences listed pages 15-17.

The use of technology (cell phones, computers, I-pods, etc.) and social networking sites (Facebook, MySpace, etc.) have become a large part of society. Issues such as cyberbullying and sexting have no place in the school environment. State law gives the school the authority to investigate these areas when they are made aware of a situation that could lead to a disruption of the school environment. Parents will be contacted and requested to help remove any improper or threatening material from a social networking site. Cell phones containing images that are improper will be turned over to the police.

Harassment, Intimidation, Bullying and Hazing and Investigating Reported Incidents

No student in Seminole Public Schools will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation and bullying by students at school and/or by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

Harassment, Intimidation and Bullying

“Harassment, intimidation and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. This type of conduct includes, but is not limited to, gestures, written or verbal, physical acts or electronic communications.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sponsored events.

“Electronic communication” means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone or other wireless telecommunication device, or a computer.

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

Investigating Reported Incidents of Harassment, Intimidation, Bullying or Threatening Behavior

The following conduct, as defined and specified above, by any person or persons and directed toward any person or persons or the property thereof is specifically prohibited by the district:

- Harassment
- Intimidation
- Bullying

The above prohibitions apply to such conduct at school and/or by electronic communication and whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, bullying or intimidation at school.

Any student who believes he/she has been subjected to acts of harassment, intimidation or bullying as specified above shall immediately report such incident to one of the student's teachers or to the student's school principals. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them and take any actions deemed appropriate.

Upon notification of such an incident by the student or student's teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence. The alleged incident shall be documented in writing by the principal. The investigation shall be made in a timely fashion. At the principal's discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident; collection of documentary or other evidence relating to such incident; involvement of local/state/federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.

Consideration shall be given to recommendations made by the Safe School Committee regarding the most recent and most effective methods for investigating, evaluating and responding to such matters. When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation or bullying.

Sanctions and various options for control and discipline of students which may be considered and/or implemented are set forth in the school's disciplinary policy. In addition, the district may recommend that available community mental health care options be provided to the student if appropriate. Students subject to sanctions under this policy shall have due process and appeal rights as stated in the school's disciplinary policy. At its discretion, the district may request disclosure of any information concerning students who have received mental health care relating to acts of harassment, intimidation or bullying, or the like, that indicate an explicit threat to the safety of students or school personnel, provided that the disclosure of such information is not made in violation of any federal or state law pertaining to the disclosure of confidential student information. The request for such information shall be made in writing to the party from whom it is requested. Requests for such disclosure from another district as they relate to a student of this district shall be handled accordingly.

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Hazing

It is the policy of Seminole Public Schools that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event.

For purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.

GANG ACTIVITY

It is the policy of this school district that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations are prohibited. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension. Also, all school photographs will be reviewed for any display of gang gestures.

OFF-CAMPUS MISCONDUCT

A student who engages in misconduct away from the school setting which has an adverse or threatening effect on the discipline or welfare of the school may be subject to suspension or disciplinary action.

Misconduct includes but is not limited to:

- Possession or use of a weapon
- Attack on a fellow student or student from a neighboring school district, school official, or employee
- Sale, use or possession of alcohol or a controlled dangerous substance
- Assault and/or battery on a fellow student, student from a neighboring school district, school official, or employee.
- Damage or destruction to property of another student, school official, or employee

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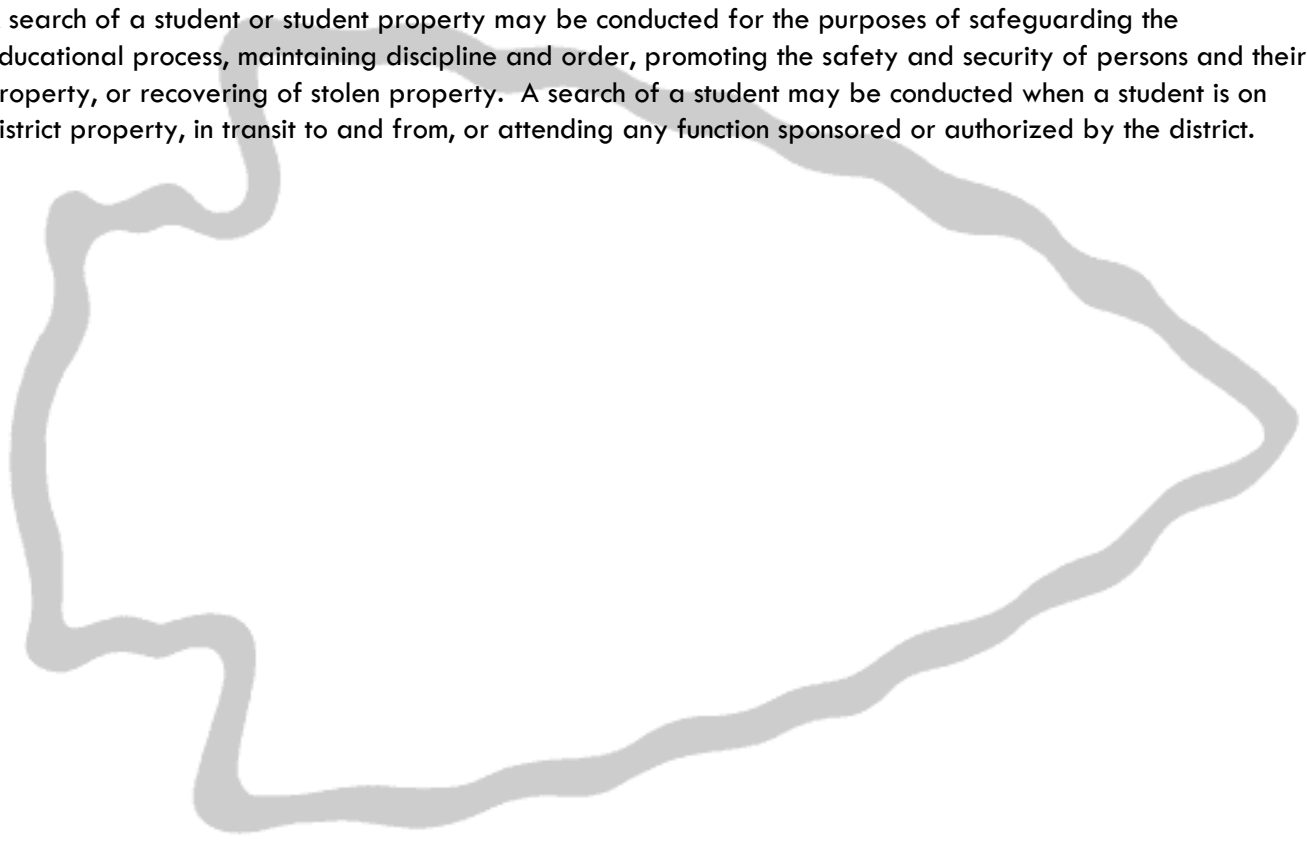
POLICY FOR NON-PERFORMANCE IN THE CLASSROOM

STUDENT RESPONSIBILITY

Each student should arrive at each class with proper materials and during the course of the class should work diligently to complete assigned tasks. Deadlines for class work due should be respected by the student and a high priority given to meeting those deadlines. Continual non-performance by a student in the classroom will be regarded as a misbehavior violation.

STUDENT SEARCH POLICY

A search of a student or student property may be conducted for the purposes of safeguarding the educational process, maintaining discipline and order, promoting the safety and security of persons and their property, or recovering of stolen property. A search of a student may be conducted when a student is on district property, in transit to and from, or attending any function sponsored or authorized by the district.



WIRELESS TELECOMMUNICATION DEVICES**PARENT PERMISSION / AGREEMENT FORM
ELECTRONIC DEVICES**

Name of Student: _____

Date of Birth: _____

Street Address: _____

Home Phone: _____

City, State, Zip: _____

School Year: _____

Electronic Device Name / Description: _____

Electronic Device Policy

Students will be allowed to possess cell phones and other electronic devices such as e readers, kindle's, iPad's, or e book devices. Use of such devices will be allowed only with written permission of parents and school administration and only for educational purposes. The devices must remain turned off and shall not be displayed between the hours of 8:15 a.m. and 3:10 p.m. All other types of telecommunication devices and electronic devices are prohibited. This includes, but is not limited to, beepers/pagers/ portable games or toys, MP3 players or iPods, headphones, earbuds, cameras or camcorders, or any other electronic device. Upon reasonable suspicion, the superintendent, principal, teachers, safety and compliance office or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized use of wireless telecommunication devices. Students found to be using any electronic communication device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. A student or teacher may request permission for exceptions to this policy based upon medical emergency or specific educational purpose. Such permission may be granted in writing by the administration for a specified period of time based upon the nature of the request. Exceptions will be granted only if it is deemed necessary by the administration.

The penalties for violation of this policy shall be:

First Offense: The electronic device will be seized. Said device will be returned to the student at the end of the school day.

Second Offense: The electronic device will be seized, and the student may be assigned to detention for two days.

Third Offense & Subsequent Offense: The electronic device will be seized, and the student may be assigned to detention for one week. The parent of the student will be contacted and a conference scheduled.

Repeated Cell Phone Violations: Student will be required to turn in device daily for a period of time to be determined by the school principal.

Your signature below indicates your understanding of these rules and agreement to abide by them. Your signature also indicates that all electronic devices are brought to the school to be used for educational purposes only between the hours of 8:15 am and 3:10 pm. The school district is not responsible for any inappropriate use of electronic devices by students while at school.

Signature signifies agreement and compliance: I give my permission for my child to have an electronic device, and we agree to abide by the school's rules for such device. We understand that our child will be solely responsible for the safety and security of the device. We will discuss appropriate care of the electronic device with our child.

Signature of Parent / Guardian: _____

Date: _____

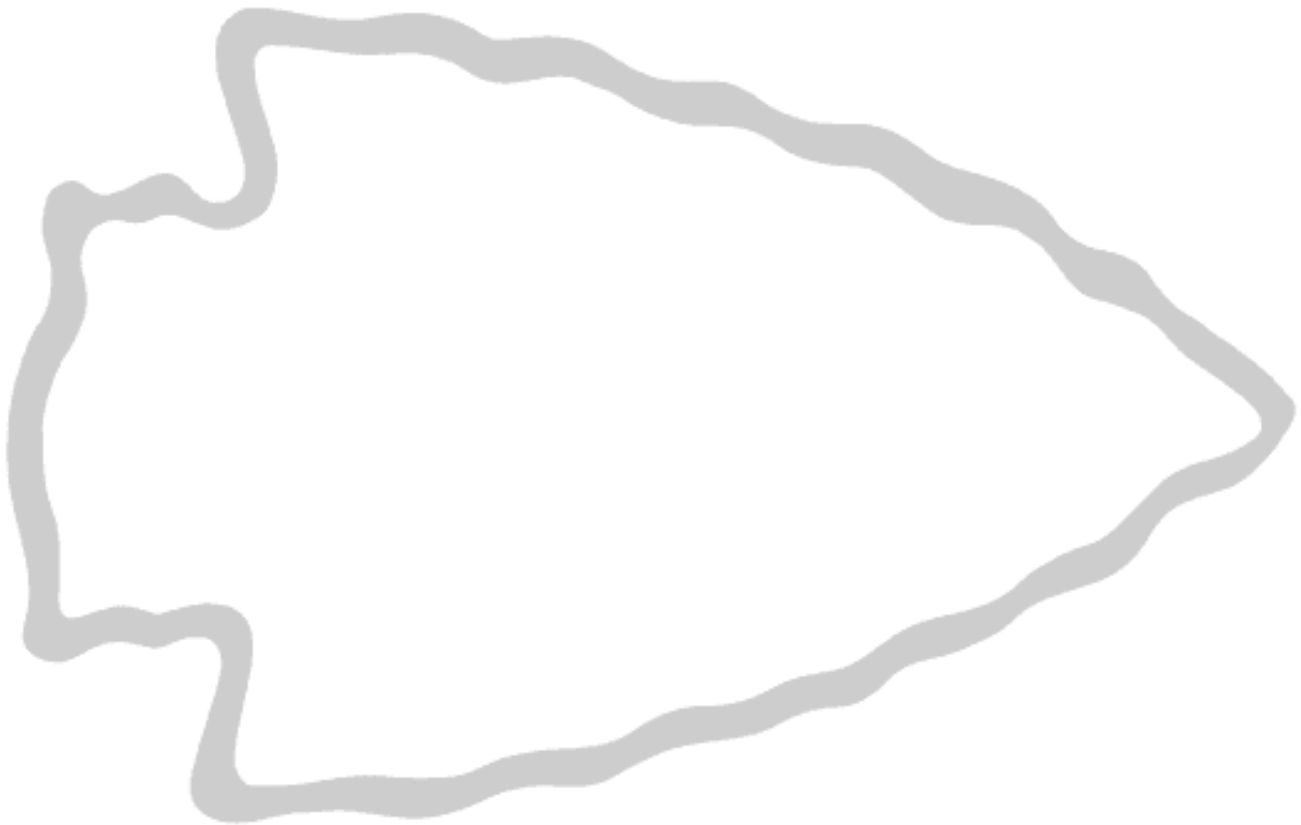
STUDENT HANDBOOK

PARTIES

No classroom parties may be held except by permission of the principal.

PDA

Public displays of affection are prohibited.



STUDENT HANDBOOK

DRESS AND APPEARANCE

The Seminole Public School District takes pride in the appearance of its students. This District's dress code and grooming standards have been established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards at school or school-related functions. All students shall wear clothing that is neat, appropriate, and modest to the gender of that student. There is a close relationship between high standards of dignity, pride, and proper grooming which contribute to an appropriate learning environment. Modesty will be the dominant feature in all clothes. Attire shall be clean and inoffensive. The student and parent shall share the responsibility for proper grooming of the student; however, the campus administrator has the final authority concerning the propriety of clothes, hairstyle and jewelry. The school campus, like a workplace, promotes a productive, businesslike atmosphere that is conducive to learning. Students should familiarize themselves with these standards as the dictates of popular fashions may be inconsistent with the following guidelines:

1. Skirts/dresses/shorts shall not be shorter than mid-thigh. The length must not be shorter than the student's longest finger when arms are relaxed and to the side. This includes clothing worn over leggings/tights. No spandex, bike or boxer shorts/pants shall be worn;
2. Shoulder straps shall be a minimum of three (3) inches (halter tops, backless clothing, and attire with over-sized arm openings that expose undergarments or upper body areas are not allowed);
3. No low-cut tops; midriff must be covered; no see-through clothing including pants, shorts, etc. with holes, rips, or tears above the pant inseam are allowed;
4. No clothing or tattoos with reference to alcohol, drugs, sex, tobacco, vulgar language, violence, gang related affiliation, or other symbols that detract from the learning environment are allowed;
5. No hats, caps or other headwear shall be worn in buildings;
6. No visible body piercing jewelry, except for earrings, shall be allowed;
7. In order to ensure that students are on task and learning is taking place, both male and female students must wear their hair so that the entire eye is visible;
8. No gang related attire (colors, bandanas, shoe laces, symbols) are allowed;
9. No chains which have the potential to be used as a weapon are allowed;
10. No collars intended for use on animals, including spike collars/wristbands are allowed;
11. Hair which is not clean shall be unacceptable;
12. Students shall wear shoes at all times. Flip-flops (thongs) shall not be permitted; and
13. No pajama pants or house shoes are permitted.

If a student is sent home because of a dress code violation, it is not an expulsion or suspension, but a disciplinary measure to correct the violation. The student should return immediately to school because while a student is absent, he/she is unexcused during that time away from school. A student who checks out for dress code issues will be assigned detention if checked out for more than 15 minutes. Unexcused absence violations will result in the student serving one day detention for each hour missed.

It is the responsibility of the Principal to ensure that this policy is enforced; however, other personnel may assist in the enforcement of this policy and are encouraged to do so.

STUDENT HANDBOOK

INTERPRETIVE AUTHORITY

The examples and guidelines listed above may not cover every possible instance of appropriate or inappropriate grooming and appearance. The interpretive authority as to what dress or grooming is inappropriate, disruptive, a hindrance to the best learning environment, or a detriment to best discipline shall be vested in the principal or any other administrative authority in the school system.

SCHOOL SPONSORED ACTIVITIES

These rules are made by the Student Council and the Administration for the protection of school facilities and other students. The Student Council sponsors dances for the enjoyment of the SHS student body.

1. All presently enrolled students at SHS are eligible to attend unless they have been suspended from school or other disciplinary action prohibits them from attending.
2. After gaining admittance to the dance, a student may not leave the building and return to the dance.
3. If a student must leave the designated area, a sponsor must be in attendance or give permission.
4. No refunds will be given.

SCHOOL DANCES AND PROM RULES: JUNIOR/SENIOR PROM

1. The Junior/Senior Prom is the responsibility of the Junior Class. Fundraisers will be used to raise money to finance the Prom.
2. The Prom date will be determined by the Junior Class with approval of the Junior Class head sponsor and the high school principal.
3. All Seminole High School Juniors and Seniors enrolled during the regular school year will be eligible to attend.
4. Guests: (a) Juniors and Seniors may bring dates who are of the Sophomore, Junior, or Senior classes of Seminole High School. Freshmen and below are NOT ELIGIBLE TO ATTEND.
(b) Dates who attend another school or have already graduated must be registered (signed up) in the Principal's Office at least one week prior to the Prom date, otherwise, they will not be allowed to attend. An out-of-school guest form must be completed and approved by a principal, and a copy of the guest's driver's license must be on file in the principal's office.
(c) Dates from another school must be of the Sophomore grade level or higher (freshmen or lower grade level from another school are NOT ELIGIBLE to attend).
5. No form of alcoholic beverages will be allowed inside or outside the Prom site.
6. No one will be allowed to leave then re-enter the Prom.
7. Tickets:
(a) Tickets for the Prom will go on sale two (2) weeks before the Prom. No tickets will be sold at the door of the Prom.
(b) The price of tickets will be announced at the time of the setting of the prom date.
8. Dress: Appropriate dress will be worn to the Prom (NO blue jeans, tennis shoes, etc. will be allowed.)
9. Behavior: Students are expected to be on their best behavior at the Prom, otherwise, they will be asked to leave the Prom site.
10. Students are encouraged to refrain from engaging in lewd and suggestive dancing during the Prom.

STUDENT HANDBOOK

STUDENT DRIVERS - - PARKING

Student safety is a great concern. The following procedures must be followed:

1. Students must have a valid Oklahoma driver's or operator's license.
2. Students must maintain reasonable, safe vehicles.
3. Students must park in student designated parking lots.
4. Students are not to sit in their vehicles after they arrive at school in the morning or at lunch. Students must park their vehicle and get out of it.
5. Students may not go to parking lots between classes. No exceptions without permission by the principal.
6. Students may not move their vehicles at any time during the school day unless they are leaving the campus.
7. Motorcycles and bicycles will park in the designated areas near the cafeteria. Skateboards ARE NOT allowed at school.
8. Safety regulations must be followed at all times. Speed limits must be observed.
9. Driving is a privilege and should be regarded as such. Disregard for the driving and parking rules will result in loss of driving privileges.
10. All vehicles on school grounds are subject to search by school officials. Students are reminded to lock their vehicles while at school and that the Seminole Public Schools cannot be responsible for property that is stolen from vehicles, or for any damages done to a vehicle parked on school property.

LOCKERS

Student lockers are the property of the school and are only assigned to the student for the purpose of storage of school supplies and personal property; coats, jackets, etc. Students are to use only the locker assigned. Under no circumstances should students leave valuables or money in lockers. The school cannot be responsible for lost or stolen items. SCHOOL OFFICIALS HAVE THE RIGHT TO CONDUCT LOCKER CHECKS AT ANY TIME. Any student who chooses to place a lock on a school locker must provide the office with a key or combination to the lock.

WITHDRAWAL FROM SCHOOL

When a student must leave Seminole High School during the school term, he/she must get a withdrawal notice form from the school office. All withdrawals must be accompanied by a parent or guardian.

EMERGENCY WARNINGS

In order to be prepared for an emergency, several lockdown, fire and tornado drills will be conducted each year as required by law. Directions indicating where students are to go and the route to be taken are posted in each classroom. Talking should stop when the alarm is sounded. The students should move quickly, following the posted directions. Students should return to class in the same manner.

STUDENT HANDBOOK

ASSEMBLIES

In all regular assembly programs students' behavior should reflect "Green Pride." Students will be dismissed by the public address system to attend assemblies.

Seniors - - Front center section of the auditorium.

Juniors - - Front north section of the auditorium.

Sophomores - - Front south section of the auditorium.

Freshmen - - Back north and south sections of the auditorium.

Behavior in Assemblies: Students who misbehave may be banned from all school activities for a period of time.

DELIVERIES

In order to avoid disruptions to the educational process, no deliveries (i.e. balloons, flowers, etc.) will be allowed at school except for birthdays.

ELIGIBILITY

Eligibility for high school extracurricular activities is determined by regulations of the Oklahoma Secondary School Activities Association. OSSAA rules and regulations will be followed for all students. In order to be eligible, a student must have passed a minimum of five (5) classes the preceding semester. (P.E., Athletics, Yearbook and Newspaper MAY BE COUNTED.) A STUDENT MUST BE PASSING ALL CLASSES ON A WEEK-TO-WEEK BASIS.

A student who is ineligible at the end of a semester because he/she did not pass five (5) subjects may regain his/her eligibility at the end of the 6th week of the next semester by maintaining a passing grade in all classes in which the student is enrolled.

Eligibility Rules:

1. In order to be eligible to participate in an activity, students are to be in school at least ½ day that the activity occurs. If the student is absent from school on the day of the activity, he/she will not be allowed to participate in that activity. Exceptions may be made for prearranged appointments, funerals, emergency situations, etc. The one-half day rule applies to all extracurricular activities.
2. Students who are suspended from school will not participate in extracurricular activities until reinstatement in school has occurred, and notification is given to the sponsor/head coach in that activity. Further or continual suspension from activities may occur if the severity of the offense warrants. The high school principal, activity director, and sponsor/head coach shall meet to determine this.

STUDENT HANDBOOK

Conduct

The conduct of a student involved in activities at Seminole High School is closely observed in many areas of everyday life. It is important the actions at all times be above reproach. The students should set the example for all students by following completely the policies set forth by the administration and individual sponsors. On activity trips the student not only represents himself/herself, but also the community, the school, his/her sponsors, and parents; thus it is expected that all concerned will dress and behave in an acceptable manner. This will be left to the discretion of the sponsor.

Any student going to a school sponsored activity must travel to and from the event with the school group. The only exceptions will be when the parent/guardian picks up the student at the event after clearance with the sponsor. Emergency situations will be determined by the administration.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student's education records. They are: (1) the right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) the right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (3) the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company whom the District has contracted to perform a special task such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.) A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office

U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

STUDENT HANDBOOK

PROCEDURES TO INSPECT EDUCATION RECORDS

Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the school counselor to provide copies of records. Since a student's records may be maintained in several locations, the school principals (or counselor) will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals (or counselor) will make every effort to accommodate their wishes. Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he/she wishes to inspect. The principal (or counselor) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site). The principal (or counselor) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access. If for any valid reason such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the Seminole School District will arrange for the parent or eligible student to obtain copies of the record.

STUDENT HANDBOOK

PARENTAL INVOLVEMENT POLICY

We realize that the parent is the child's first and most important teacher, and that the parent's continued involvement is essential for the success of the child. Therefore, Seminole Public Schools is committed to building a strong parent-school partnership.

To support the parent-school partnership, the following policies were designed with meaningful consultation from parents:

At the beginning of each school year, a school-parent compact, developed through parent and staff input, will be distributed asking parents and students to commit to a partnership with the school. An annual Title I meeting will be held at the district level to which parents of all students will be invited. The contents of the annual meeting will consist of information pertaining to the program and activities provided with Title I funds. This meeting will also serve as an opportunity for parents to become informed, in a timely way, about how the program will be designed, operated, and evaluated. Parental involvement activities will be provided. When needed, transportation and childcare can be provided. The purpose and content of parental involvement activities will be:

- To make parents aware of the importance of parental involvement requirements and other relevant provisions of the program, and to receive input from the parents concerning the manner in which the school and parents can work together to achieve the program's objectives.

- To provide accessibility for parents to teachers, Title I staff, and other educational personnel;

- To provide information regarding the school curriculum and to welcome parents to observe the total school program;

- To provide opportunities for parent-teacher conferences to discuss the student's progress, placement, and methods the parent can use to complement the child's instruction;

- To discuss ways the school staff can best provide information, programs, and activities in a language and form the parents can understand;

- To provide support to parents through training and services;

- To provide information concerning the Oklahoma Criterion-Referenced Test (OCRT), the state mandated assessment process; and

- To provide information on the Literacy First process utilized by Oklahoma teachers.

Appropriate training will be provided to all staff members to increase the effectiveness of the partnership between home and school. The training will be in the form of workshops, professional development sessions, and conferences. The Title I staff will coordinate parent activities with other groups such as Extended School and the Family Resource Center.

1. Parents will be provided with ongoing communication through quarterly progress reports. This district-wide Parental Involvement Policy has been developed jointly with parents of children participating in Title I, Part A programs. This policy was adopted by the Seminole Public School District on May 8, 2006, and will be in effect indefinitely with annual updates and revisions. The school district will distribute this policy to all parents of participating Title I, Part A children.

(Signature of Authorized Official)

(Title)

(Date)

SUMMARY OF GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS

There are specific requirements in the District’s grievance policy which staff members should be aware of. The necessary points to remember are outlined below. Once a staff member becomes aware that a grievance has been filed or may be filed, he or she should report the matter to the Title IX Coordinator and review the grievance policy in detail to ensure that every step is carefully followed.

Definitions

The policy sets forth specific terms used in the policy. For general reference, it is necessary to know/remember that the District’s Title IX Coordinator is Jeff Pritchard.

Pre-Filing Procedures

Prior to filing a written complaint, parties are encouraged informally resolve the matter. Note, this is not required, but suggested because it is, hopefully, the quickest and easiest way of achieving a reasonable resolution for all involved.

Filing/Processing Procedures

Level 1

- a. A complaint is filed within 30 days of the alleged violation (or 30 days from when the grievant becomes aware of the alleged violation).
- b. Within 10 days of receiving the complaint, the coordinator investigates the matter.
- c. Within 10 days of receipt of the coordinator’s request for information, respondent will submit a written answer.
- d. Within 10 days of receiving respondent’s answer, a grievance hearing will be conducted.
- e. Within 5 days of the grievance hearing, a decision will be issued.

Level 2

- a. An appeal can be made to the Superintendent within 5 days of the decision.
- b. Within 10 days of receiving the appeal, a grievance hearing will be scheduled.
- c. Within 5 days of the grievance hearing, the Superintendent will issue a decision.

Level 3

- a. An appeal can be made to the board of Education within 5 days of the decision if either party is dissatisfied with the decision.
- b. Within 30 days of receiving the appeal, a hearing will be scheduled.
- c. Within 5 days of the hearing, the board will issue a decision.

General Information

No person shall be retaliated against for filing a grievance in good faith.

STUDENT HANDBOOK**BUS RIDING SAFETY RULES**

Riding a school bus is a privilege and that privilege may be withdrawn for not following the bus rider rules.

Before loading the bus:

1. Be on time at the designated school bus stop in order to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Approach the bus stop with caution.
5. Respect people and their property while waiting for the bus.
6. Receive proper authorization to be discharged at places other than the regular bus stop.

While on the bus:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Keep in mind that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
6. Treat the bus equipment as you would furniture in your own home. Damage to seats, etc. will be paid for by the offender.
7. Never tamper with the bus or any of the bus equipment.
8. Help look after the safety and comfort of small children.
9. Maintain possession of books, lunches, and other articles to keep the aisle clear.
10. Do not throw objects in or out of the bus.
11. Remain in your seat while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students, bus driver, and assistants.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety.

Upon leaving the bus:

1. If you must cross traffic, go at least ten (10) feet in front of the bus, stop, check traffic, and wait for the bus driver's signal before leaving the bus stop.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.
4. If you drop anything near the bus at the bus stop, DO NOT try to pick it up. Wait until the bus has left the bus stop and traffic is clear.

Extracurricular trips:

1. The above rules apply to all trips under school sponsorship.
2. Sponsors will be appointed by school officials.

Discipline:

Continual violation of the bus rules may result in the following disciplinary procedures;

1st Suspension: 5 days from the bus.

2nd Suspension: 15 days from the bus.

3rd Suspension: Removal from the bus route for the remainder of the semester.

CLUBS AND ORGANIZATIONS

Seminole High School offers its students a variety of clubs and organizations. Students may participate in the following clubs and/or organizations:

Family Career and Community

Leaders of America

Kelley Johnson

“To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communications, practical knowledge, and career preparation.”

Spanish Club

“To further the interest of students to learn a language other than their own and to be familiar with the target language culture.”

Math Club

Whitney Gonzales

“Teaching the importance of community service while solving real world problems...one equation at a time.”

Science Club/Conservation Club

Kevin Ozment

“To promote and generate interest in the many aspects of science. This organization is open to anyone enrolled in science at Seminole High School.”

Student Council

Kelley Johnson

“To promote leadership, truth, honesty and citizenship; to encourage cooperation among students and faculty, to instill a spirit of respect and loyalty to the rules, customs, and to provide a representative body to manage student enterprises.”

Students Against Destructive Decisions

“To provide students with constructive decisions regarding drinking, drugs and driving.”

Meeting days, times, and agendas will be determined as needed during the school year. Students will be notified of meetings by the sponsor through daily announcements and on the school information system.

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COUNSELOR CONFIDENTIALITY STATEMENT

As professional school guidance counselors, we will respect the rights of confidentiality of personal information disclosed during the course of conversation between ourselves and students except in the following cases: If the student presents danger to himself or herself, if the student presents danger to others, if the student has been abused by others, if the student needs hospitalization or if required to do so by court order. We are bound by Federal and State law to break confidentiality in the above so mentioned situations and will do so to protect our students and to remain legally and ethically true to our profession.

OBSERVANCE OF ONE MINUTE OF SILENCE – OKLAHOMA SENATE BILL 815

Senate Bill 815 passed by the legislature in the spring of 2002 reads, "...that the public schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his/her individual choice, to reflect, meditate, pray or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices."

NUTRITION POLICY

The National School Lunch Act (NSLA), passed in 1946, established school lunch programs across the nation. The purpose of the program is to safeguard the health and well-being of the nation's children. The objectives of the NSLP are to make available to all students a lunch that is nutritionally adequate and acceptable.

COLLEGE DAY

Seniors are allowed three (3) college visits during their senior year. With documentation from the college/university/technology center, the days will not count against the attendance policy.

REMEDIATION POLICY

Students who do not pass End of Instruction (EOI) or OCCT exams (during 8th grade) will be subject to enrollment in remediation classes. Students may be enrolled in ACE remediation classes subject to availability. Parents/guardians may opt their students out of these classes (it is highly discouraged), but must realize all students are required to pass 4 of 7 End of Instruction (EOI) to meet this state mandate as part of the requirements for graduation.

Students are given the opportunity to retake any EOI three times per year; winter, spring and summer. The student must sign up in the Guidance Office if they wish to retake an EOI test.

Additional remediation is offered through tutoring and work keys/key training.

Distribution of Materials Policy

The Seminole Board of Education recognizes that the educational mission of the Seminole Public Schools involves exposing students to a broad variety of views, opinions, and beliefs and providing students with a broad spectrum of knowledge. The Board hereby creates a limited open forum in which private persons or entities may utilize District facilities for the distribution of written materials according to the procedures and criteria set forth below. However, except as otherwise provided for community-based youth-related activities described below, no materials shall be distributed in the District’s elementary schools.

Materials Not Allowed To Be Distributed: The District shall not allow the distributions of materials which:

- A. depict tobacco products, alcohol products (including beer), drugs, or drug-related paraphernalia or products;
- B. depict sex or sexual activity, or which are lewd, indecent, vulgar, obscene, or pornographic as defined by prevailing community standards related to minors;
- C. attack ethnic, religious, or racial groups (i.e., “hate” material);
- D. promote hostility, disorder, or violence;
- E. promote, endorse, or oppose any political candidate, beliefs, party, or issues;
- F. violate any applicable copyright laws;
- G. invade the privacy of others;
- H. promote illegal activities for minors;
- I. are defamatory, libelous, misleading, or false; and
- J. are not age-appropriate.

Distribution Procedure:

All materials sought to be distributed to students, other than materials regarding community-based youth-related activities, shall be submitted to the Site Principal for review. The Principal shall be responsible for reviewing materials to be distributed and for making a determination of whether the materials are in compliance with this policy and the criteria established herein. The Principal shall render a decision as to the appropriateness of the material taking into consideration the criteria established by the policy and shall notify the decision to the person or entity seeking to distribute materials and the Superintendent. If the Principal determines to deny the distribution of materials, the person or entity seeking to distribute the materials may appeal the decision to the Superintendent within ten (10) days of receipt of the Principals decision. The Superintendent shall review the material and otherwise investigate the matter. The Superintendent shall render a decision as to the appropriateness of the proposed distribution which decision shall be final.

When a request for distribution of material is received and approved, material shall be distributed on a table to be set up in a hallway or other common area on the

STUDENT HANDBOOK

designated day. The person or entity distributing the material shall be responsible for delivering the material to be distributed. Persons who deliver and/or place the material for distribution shall not communicate with any person while on school property for the purpose of soliciting, encouraging, or pressuring such person to take such materials and shall refrain from commenting about or discussing with students the material being distributed. Teachers, principals, or other school employees or agents shall neither be involved in the distribution of material nor communicate with any person on school property for the purpose of soliciting, encouraging, or pressuring any person to take such materials. The District shall not make any announcements or provide any publicity as to the distribution.

Violation of Policy: Any person who violates the provisions of this policy may be prohibited from further distribution, and the District may prohibit the distribution of materials sought to be distributed by any person who violates this provision.

Youth-Related Activities: Those persons or entities which provide community-based youth-related activities, including but not limited to, Boy Scouts, Girl Scouts, Camp Fire, 4-H, Little League, and YMCA/YWCA, shall be allowed to submit material to the Site Principals of the District. If deemed appropriate, the materials will be placed in the location designated by the Principal.

Disclaimer Sign Required: Any material distribution point shall contain a statement, which provides as follows:

These materials are neither sponsored by nor endorsed by the Seminole Public School District, the Seminole Board of Education, its agents, or its employees. The views and the information contained in the materials do not reflect the approval or disapproval of the Board or the School District and its administration.

Donation of Educational Materials: This policy shall not apply to library and educational materials, which are offered for donation and accepted by the District's administration for instructional use.

SUPPLEMENTAL ONLINE COURSES

Definitions:

Supplemental courses: Courses which are not offered by Seminole Public Schools, and are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate: Courses which are academically well suited for an individual student's current academic standing and the learning expectations of the district and State. The determination of educationally appropriate will be made at the site level.

Online: uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction.

Guidelines

1. School district policies governing grading scales and credits earned shall be applied to supplemental online courses in the same manner as any other course offered by the district.
2. Only students enrolled in the district will be granted access to supplemental online courses.
3. Requests for enrollment in supplemental online courses shall be as follows:
 - a. Interested students will submit a completed Supplemental Online Request Form.
 - b. The principal or designee will evaluate the application and determine whether the course(s) is educationally appropriate.
 - c. If the course(s) is not deemed educationally appropriate, notification will be provided to the student in writing as to the reasons the determination was made. The student will be afforded the opportunity to appeal the decision to the site Supplemental Online Course Appeal Committee. The decision of the site committee with regard to whether a course is educationally appropriate is final and non-appealable.
4. Students enrolled in supplemental online courses will have a fifteen (15) day grace period to withdraw from the course without academic penalty.
5. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation shall be monitored in accordance with district policies. The student may be counted "present" or "in attendance" when the supplemental online course provider supplies evidence of student/teacher/course interaction that demonstrates student progress and regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports which reflect daily attendance/participation, progress reports, and grades. Such reports shall be provided via electronic format on a weekly basis.
6. Instructors of supplemental online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher learning, possessing the specific content expertise necessary to teach the course.
7. Students who participate in supplemental online courses will be responsible for providing their own equipment and online access. ONLINE COURSES Occasionally, due to a scheduling conflict or extenuating circumstances, a student may be enrolled in one or more online courses, which may duplicate district course offerings. The determination will be at the sole discretion of the site administration. Students earning credit by means of online courses shall participate in all state-level academic assessments in the same manner as other regularly enrolled students.

STUDENT HANDBOOK

SEMINOLE PUBLIC SCHOOLS

I. ACTIVITY STUDENT DRUG TESTING POLICY

The Seminole Board of Education, in an effort to protect the health and safety of its extra-curricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Seminole Public School District, proposes to adopt the following policy for drug testing of activity students.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Seminole Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the Seminole Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities at the Seminole Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

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

I. Definitions

"Activity Student" means a member of any middle school or high school Seminole Public School District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student that represents Seminole Schools in any extra-curricular activity in interscholastic competition, such as FFA, FHA, Academic Team, Band, Vocal, Pom Squad, Cheerleader and Athletics.

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

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

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

"Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

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

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

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"Reasonable suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by an activity student supplied to school officials by other students, staff members, or patrons.

II. Procedures

Each activity student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent may require the activity student to provide a urine sample: (a) as part of the student's annual physical or for eligibility for participation; (b) when the activity student is selected by the random selection basis to provide a urine sample; and (c) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

Activity Students may be required to provide a urine sample before the student may participate in an extra-curricular activity covered under this policy. A student who moves into the district after the school year begins may have to undergo a drug test before they will be eligible for participation.

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

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

Any drug use test will be administered by or at the direction of a professional laboratory or other professional facility chosen by the Seminole Public School District. The professional laboratory shall be

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required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall.

The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

III. Confidentiality

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

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

IV. Appeal

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then

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

V. Consequences

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

A. For the First Offense:

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, and principal concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this policy.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

B. For the Second Offense:

Suspension from participation in all activities covered under this policy for (7) calendar days, and successful completion of four (4) hours of substance abuse education/counseling provided by the school and/or qualified drug treatment program or counseling entity. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee. Additionally the student will be required to submit to a substance abuse assessment performed by a licensed drug treatment program, and complete any recommended treatment in addition to the substance abuse education/counseling provided by the school.

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

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C. For the Third Offense (in the same school year):

Suspension from participation in all activities covered under this policy for (14) calendar days, and successful completion of four (4) additional hours of substance abuse education/counseling provided by the school and/or qualified drug treatment program or counseling entity. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee. Additionally the student will be required to provide proof that they are complying with, or have successfully completed, the treatment program recommended by the licensed drug treatment program set out above.

D. For the Fourth Offense (in the same school year):

Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is the longer.

VI. Refusal to Submit to Drug Use Test

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

* * * *

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

STUDENT HANDBOOK

THIS HANDBOOK IS INTENDED TO EDUCATE STUDENTS AND PARENTS TO SEMINOLE HIGH SCHOOL POLICIES; HOWEVER, IT IS NOT INCLUSIVE OF ALL SEMINOLE BOARD OF EDUCATION POLICIES AND PROCEDURES. QUESTIONS REGARDING POLICIES AND PROCEDURES NOT INCLUDED IN THIS HANDBOOK MAY BE DIRECTED TO THE PRINCIPAL'S OFFICE.

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