

**2011-12**  
**Caney Public Schools Calendar**



August 8	Teachers Report for In-service
August 8-9	Professional Days (2)
August 10	First Day of School (Wednesday)
September 5	Labor Day (No School)
September 16	1 <sup>st</sup> Parent/Teacher Conference (No School) Observed 3:00-9:00 p.m. September 15 <sup>th</sup>
September 23	County Teachers Meeting/3 <sup>rd</sup> Professional Day (No School)
October 14	End of 1 <sup>st</sup> 9 Weeks (45 days taught)
October 20-21	Fall Break (No School 2 Days)
November 21-25	Thanksgiving Holidays (No School 5 days)
December 16	End of 2 <sup>nd</sup> 9 Weeks (38/83 – 3 professional Days)
Dec.19-Jan. 2	Christmas Holidays (No School 11 Days)
January 2	Local Teacher In-service (No School-4 <sup>th</sup> Professional Day)
February 10	2 <sup>nd</sup> Parent/Teacher Conference (No School) Observed 3:00-9:00 p.m. February 9 <sup>th</sup>
March 2	End of 3 <sup>rd</sup> 9 Weeks 43/126 days taught
March 19-23	Spring Break (No School 5 Days)
April 6	Local Teachers Meeting (No School/5 <sup>th</sup> Prof. Day)
TBA	Snow Day
TBA	Snow Day
May 6	Baccalaureate
May 11	Senior Graduation
May 16	Last Day of School (173 Days Taught)

## **WELCOME TO CANEY JR. HIGH AND HIGH SCHOOL**

We welcome you to Caney Junior High and High School. As a student at Caney, you are expected to follow the rules that have been established by the administration and the Board of Education for the welfare of the entire student body. When everyone follows the rules and regulations, the school environment is much more conducive to learning.

Please note, this handbook is not all-inclusive. There are too many rules and regulations to be included in this handbook. Any action or behavior by a student that creates an atmosphere that is not conducive to learning or comes in conflict with the rights of others will not be allowed, corrective actions will be taken by the building administrator and/or the superintendent.

## **SPECIAL NOTE TO STUDENTS AND PARENTS**

Due to the importance of the information in this handbook, it is requested that both students and parents/guardians read the entire book and familiarize themselves with the rules and regulations outlined for students attending Caney Public Schools.

Each student is required to return the verification form to school when the student and parents/guardians has read and understands the rules and regulation printed in this handbook. It is required that the verification form be returned to the building administrator's office no later than one week after the first day classes begin this year. If the form should be missing from this handbook, contact the building administrator's office to obtain another form.

If any rule or regulation in this handbook seems unclear and you need information to better understand, please contact the building coordinator. It is important that students clearly understand the rules and regulations they must abide by as a student of Caney Public Schools.

## **NON-DISCRIMINATION POLICY**

It is the policy of Caney Public Schools to provide equal opportunity without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to admissions, education services, and employment.

## **PHILOSOPHY OF EDUCATION**

*We believe . . .*

*All students can learn and succeed*

*Success breeds success*

*Schools control the conditions of success*

The Caney Board of Education believes each child develops mentally, physically, socially, and emotionally at his or her own rate. This growth is a continuous process that can be both molded and directed. Thus, in planning educational experiences and in adapting teacher methods to meet individual growth patterns, the school must guide the child at his rate of maturation and learning potential.

The Caney Board of Education believes that a school district's curriculum must be defined to include the total experiences a child has while under the direction of the school. Children differ in attitudes, in interests, and in abilities, it is the school's responsibility, therefore, to provide a well-organized, flexible, and varied program of classroom and classroom-oriented activities and experiences. Such activities and experiences should provide the basis from which can be developed those understandings, attitudes, appreciations, habits, and ideals, as well as knowledge and skills required for successful living in our American democratic society.

The Caney Board of Education believes the school should place emphasis on the concept of democracy and should work to develop youth who are competent and diligent in assuming the obligations,

the rights, and the responsibilities of citizenship. This objective requires a program that stresses the meaning of democracy that will create opportunities for student participation in democratic living that will provide democratic classroom organization and procedures; and will provide for the development of those skills, attitudes, understandings, and appreciations necessary for effective citizenship.

The Caney Board of Education believes the school should provide experiences to help develop those moral and ethical values essential for a well-integrated, personality, which will be satisfactory to one's own self, as well as to his society. Those values, when applied to human behavior, should exalt and refine one's life and bring it in to accord with accepted standards of social conduct, approved in a democratic culture. Values such as courage, integrity, kindness, fair play, dependability, self-discipline, appreciation for the rights of others, and respect for ethical standards are all basic.

### **ANNUAL NOTICE OF FERPA RIGHTS**

Parents and eligible students of the Caney School District have the following rights under the Family Educational Rights and Privacy Act and the FERPA Policy approved by the Caney Board of Education.

- \*The right to inspect and review the student's educational record.
- \*The right to exercise a limited control over other people's access to their student's educational record.
- \*The right to seek to correct the student's educational record, in a hearing if necessary.
- \*The right to report violations of the FERPA to the U.S. Department of Education.
- \*The right to be informed about FERPA rights.

Parents or an eligible student may request a copy of this FERPA policy in writing or in person from the school office. Copies of educational records may be obtained from the high school office. If needed, the district will arrange to provide translations/interpretations to non-English speaking parents in their native language or to the visually impaired in their mode of communication. All rights and protections given parents under the FERPA and school policy transfer to the student when he or she reaches 18 or enrolls in a post-secondary school. At that time, the student becomes an "eligible" student.

### **HEALTH AND IMMUNIZATION REGULATIONS**

The Board of Education requires that no child be admitted to this school without evidence of having received the immunizations required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If the parent is unable to pay for the required immunizations, the school will refer the student to the Department of Health for assistance.

#### **GUIDE TO IMMUNIZATIONS IN OKLAHOMA**

5 DTP; 4 POLIO; 2MMR  
3 HEP B; 2 HEP A; and  
1 Varicella or had virus

## **PARENTS RIGHT TO KNOW DIRECTORY INFORMATION**

At the beginning of each school year, it is required that each local education agency compile a directory of student information. This directory will be made available to college and military recruiters, as well as other personnel that request a copy. Parents have the right to request that the information not be disclosed with prior written consent. Information contained in the directory will include:

- (1) Student Names
- (2) Student Addresses
- (3) Student Home Telephone Numbers

Parents that would like to opt out of public, non-consensual disclosure of directory information must do so in writing to the building administrator or counselor on or before the start of the second full week of school.

## **ENROLLMENT REQUIREMENTS**

To gain admission to Caney Public Schools, a student must be a legal resident of the district or a legal transfer. The student must be residing with the student's parent(s) or legal guardian and be willing to abide by the rules and regulations of the school as maintained by the Caney Board of Education. Birth certificate and current shot records are required for enrollment.

## **INSURANCE**

Student health and accident insurance is available through the school at the student's expense. Student insurance application forms may be obtained during enrollment or at any time from the high school office.

## **CURRICULUM INFORMATION**

### **READING PROFICIENCY:**

Senate Bill 81, entitled the LITERACY IMPROVEMENT ACT OF 1997, contains a number of requirements that affects our students. Beginning January 1, 1998, a person under 18 years of age must meet one of the following requirements to be eligible to apply for a drivers license, a restricted license, or an instruction permit to operate a motor vehicle.

1. Score at the satisfactory level of the Oklahoma 8<sup>th</sup> grade Reading Core Curriculum Test
2. Score satisfactory on an alternative reading proficiency test approved by the state Board of Education.
3. Be certified as a Special Education student with an Individual Education Plan (IEP) to be reading at potential.

The State Board of Education has approved a number of alternative readings proficiency tests to be administered to students who do not have a satisfactory reading score on the Oklahoma 8<sup>th</sup> Grade Reading Core Curriculum Test. An alternative test will be administered once during each 9 week grading period of the school year by the counselor. The student will be required to sign up in the counselor's office and pay the required fee before the test will be administered.

## **RE-ENTRY FROM HOME SCHOOLING**

Home-schooled students requesting entry into the Caney Public School system must pass an exit test from the previous grade at the 70% competency level. If the student requests entry at midterm, he/she will also be required to pass 1<sup>st</sup> semester exams. To be eligible for extra-curricular activities, the student must pass these semester tests at the 70% competency level.

## **GRADUATION CRITERIA**

1. The student must enroll in eight classes, unless enrolled as a concurrent or work study student.
2. A fifth year high school student who returns because of delinquent credits may have special consideration.
3. A student may participate in graduation exercises if the student is no more than 1 credit away from the required credits for graduation at the time of graduation and the student is otherwise on track with their normal graduating class. Students must purchase their own graduation announcements, caps, and gowns. The senior class must provide graduation stage decorations. Graduation ceremonies are under the direction of the School Event Coordinator who will work with the senior class sponsors.
4. A student who has met the curriculum requirement for graduation but has not met the ACE requirement (70 O.S. 1210.523) will be allowed to participate in the graduation ceremony only if he/she has passed two of the required EOI tests for graduation.

## **ACHIEVING CLASSROOM EXCELLENCE (ACE) TESTING**

Oklahoma Statute (70 O.S. 1210.523) established new graduation requirements for all students. The Achieving Classroom Excellence (ACE) Act of 2005 as Revised in 2006 states:

Beginning with the students who enter the ninth grade in the 2008-2009 School year, every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

- A. Algebra I;
- B. English II; and
- C. Two of the following five;
  1. Algebra II,
  2. Biology I,
  3. English III,
  4. Geometry and
  5. United States History.

To demonstrate mastery, the student shall attain at least a satisfactory/proficient score on the end-

of-instruction criterion-referenced tests administered for these courses. The State Board of Education has approved a process for alternate tests and an alternate method for students to demonstrate mastery, including exceptions and exemptions to these requirements for unusual circumstances, as required by law. A student will not get a diploma from any Oklahoma school unless they have met the ACE graduation requirement. The Caney Board of Education has established the policy that a student may participate in graduation exercises with his/her graduation class if he/she has passed 2 of the required EOI tests. The student may enroll as a fifth year senior and continue to take the EOI tests and upon passing the required four tests, will receive a diploma from Caney High School.

## **COLLEGE PREPARATORY/WORK READY CURRICULUM FOR HIGH SCHOOL GRADUATION**

(Title 70 O.S. 11-103.6)

Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

### **4 Units - English**

To include Grammar, Composition, Literature, or any English course approved for college admission requirements;

### **3 Units - Mathematics**

Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I or approved for college admission requirements;

### **3 Units - Laboratory Science**

Limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

### **3 Units - History and Citizenship Skills**

Including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements;

### **2 Units - of the same Foreign or non-English language, or 2 Units Computer Technology**

Approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as work processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

### **1 Additional Unit**

Selected from the courses listed above or career and technology education courses approved for college admission requirements; and

### **1 Unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of competencies of Speech**

**The local school board's graduation requirements may exceed the state graduation requirements of 23 units.**

For more information: Counseling, SDE, (405) 521-3549 and/or Accreditation, SDE, (405)521-3333.

To meet graduation requirements, local school district options may include courses taken by concurrent enrollment, Advanced Placement or correspondence, or courses bearing different titles. School districts shall strongly encourage students to complete two units or sets of competencies of foreign languages as part of the core curriculum for high school graduation. Local school district requirements may exceed state graduation requirements.

## **CORE CURRICULUM FOR HIGH SCHOOL GRADUATION**

(Title 70 O.S. 11-103.6 and State Board of Education Regulations)

Students who entered the ninth grade prior to the 2006-2007 school year shall enroll in the core curriculum for high school graduation.

### **4 Units or Sets of Competencies Language Arts**

1 Grammar and Composition, and

3 which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition.

### **3 Units or Sets of Competencies Mathematics**

1 Algebra I or Algebra I taught in a contextual methodology, and

2 which may include, but are not limited to the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and /or Probability, Computer Science I, Computer Science II, Mathematics of Finance\*, Intermediate Algebra\*, contextual mathematics courses which enhance technology preparation whether taught at a (1)

comprehensive high school,, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

### **3 Units or Sets of Competencies Science**

1 Biology I or Biology I taught in a contextual methodology, and  
2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.

### **3 Unites or Sets of Competencies Social Studies**

1 United States History,  
½ to 1 United States Government,  
½ Oklahoma History, and  
½ to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History. United States Government, and Oklahoma History.

### **2 Units or Sets of Competencies The Arts**

Which may include, but are not limited to courses in Visual Arts and General Music.

### **8 Electives**

### **23 Total Credits (Unites or Sets of Competencies)**

\*Contact School Improvement, SDE (405) 521-3361, to obtain the curriculum outline.

Career and Technology Education also offers academic credit options, such as: Computer Science allowed for high school math credit qualified Agriculture Education courses for high school science, math and science, and Anatomy and Physiology (science) credit allowed for certain health science courses. For more information, contact your school counselor or your local Career Technology Center.

### ***Glossary of Terms***

- A Carnegie Unit of credit is given for successful completion of a course that meets 40 minutes a day, five days per week, for at least 36 weeks, or the equivalent of 120 clock hours within the school year.
- Sets of competencies are the skills and competencies specified in the Priority Academic Student Skills, or other skills and competencies adopted by the State Board of Education.
- Rigor means a level of difficulty that is appropriate for the grade level and that meets state and national standards.
- Contextual methodology means academic content and skills taught by utilizing real-world problems and projects in such a way that helps students understand the application of knowledge.

### **GRADE CLASSIFICATION REQUIREMENTS**

6 units minimum to be classified as a Sophomore

11 units minimum to be classified as a Junior

17 units minimum to be classified as a Senior

### **PROGRESS REPORTS**

At the completion of the fourth week of each nine weeks grading period, a progress and excessive absence notification form will be mailed to parents of all students. Parents are encouraged to come by the following week during parent-teacher conference to discuss student's difficulties and address possible solutions.

### **RECOMMENDED ORDER FOR REQUIRED CLASSES**

#### **Freshmen:**

English I

Algebra I

Environmental Science

Oklahoma History/Geography

#### **Junior:**

English 3

American History

Math

Lab Science

#### **Sophomore:**

English 2

Math

Biology

World History

#### **Senior:**

English 4

Math

Lab Science

Government

**Restriction:**

Competitive athletics will count only as a physical education requirement\*

\*A maximum of 2 units from the above area may be submitted to meet the units required for graduation from Caney High School, provided the courses are scheduled in the same manner as the other courses for which the school is accredited and taught by the teachers who are qualified to teach the course.

Elective classes will be limited to 15 students per section. Exceptions to this policy will be made on an individual basis and does not pertain to athletic classes.

**Office Aides:** Seniors only (No Credit)

**Work Study:** Seniors only, with approved documentation. Students must meet board approval. (See guidance counselor for requirements.)

**CONCURRENT ENROLLMENT**

The Oklahoma State Regents for Higher Education, in cooperation with the State Board of Education, shall actively encourage the enrollment in college or university courses by high school students of exceptional ability. No institution of the Oklahoma State System of Higher Education shall deny enrollment in any course to any otherwise qualified high school student who meets the requirements of concurrent enrollment, nor shall any independent school district prohibit any student who meets the requirements of concurrent enrollment from participating. (See high school guidance counselor for requirements).

As approved by the Caney Board of Education, July 18, 2011, concurrent classes shall be weighted as follows:

“A”	5.0
“B”	4.0
“C”	3.0
“D”	2.0

**CANEY ALTERNATIVE EDUCATION**

In an effort to accommodate the needs of all students and curtail any potential drop out rate, Caney Public Schools offers an alternative education setting through the Atoka-Coal Interlocal Cooperative in Atoka. It is the intent of this administration that the following guidelines concerning enrollment of this program be followed.

1. Under no conditions, will students use this program as any opportunity for early graduation.
2. Students will not be allowed more than one change in enrollment between school sites for each school year. (Changes of enrollment between school sites must be approved by the building administrator for both sites.)

3. Students cannot apply for, or enroll in, correspondent study courses unless they have academic deficiencies that preclude their graduation with their class during their senior year.

### **OKLAHOMA'S PROMISE PROGRAM**

Students in the 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grades who wish to participate in the Oklahoma's Promise Program are encouraged to do so. This program is intended as a reward for students who demonstrate a commitment to academic success. Check with the counselor for more information.

Students are encouraged to visit the counselor to obtain information, ACT Test Packets, financial aid packets and other scholarship information.

### **SUPERINTENDENT'S HONOR ROLL**

The superintendent's Honor Roll will be announced at the end of each semester. In order for a student to qualify, he or she must have all "A's" (including weighted classes).

### **PRINCIPAL'S HONOR ROLL**

The Principal's Honor Roll will be announced at the end of each semester. In order for a student to qualify, he or she must have a semester grade no lower than "B" (including weighted classes)

### **NATIONAL HONOR SOCIETY**

1. Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation.
2. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character.
3. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Caney High School.
4. Candidates eligible for election to this chapter must be members of the sophomore, junior or senior class. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 (out of 4.0; unweighted grade point average). This scholastic achievement shall remain fixed and shall be required minimum scholastic level of achievement. All students who can rise in scholarship into or above such standard may be admitted to candidacy for selection to membership. Their eligibility shall be considered based on their service, leadership, and character.

### **VALEDICTORIAN AND SALUTATORIAN**

The valedictorian and salutarian are chosen on a grade point average based on 7 semesters in high school: 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and the first semester of the 12<sup>th</sup> grade. To be eligible to receive the valedictorian or salutarian award, the student must have attended Caney High School for at least 3 full consecutive semesters prior to the 2<sup>nd</sup> semester of the current year and pass 50% of second semester classes.

## **GRADING SCALE**

Grades 9-12:

A: 90-100 (4.00)

B: 80-89 (3.00)

C:70-79 (2.00)

D:60-69 (1.00)

F:0-59 (0.00)

I: Incomplete

NC: No Credit

P: Pass

Weighted Classes:

Physics, Calculus, Trigonometry, Chemistry

Pre-Calculus, all Advanced Placement classes and  
Concurrent Enrollment classes.

A:90-100 (5.00)

B:80-89 (4.00)

C:70-79 (3.00)

D:60-69 (2.00)

F:0-59 (0.00)

Beginning with the class of 2011-2012, concurrent enrollment classes will be weighted.

## **JUNIOR/SENIOR PROM**

The Jr. Sr. Prom will be held near the end of the school year. The Prom is a privilege, not a right to attend. Attendance at the prom is limited to Jr. and Sr. class members and their preapproved dates. Dates who are not members of the Jr.-Sr. classes must have prior approval of the building administrator. No students below the 9<sup>th</sup> grade may attend prom. Attendance to the prom may be subject to attendance and discipline rules. A student must be meeting the scholastic edibility requirement to attend prom.

## **SENIOR RECOGNITION NIGHT**

Students must finish the season to be recognized on Senior Night during basketball season and receive awards for that sport at the end-of-school awards assembly.

## **EXTRA-CURRICULAR ACTIVITIES**

All students in the 7<sup>th</sup>- 12<sup>th</sup> grade who wish to participate in athletic must have an annual physical examination with a signed parental permission form on file with the athletic director or building administrator. Physicals will be conducted at the school during August, prior to the start of organized practice for fall semester. Physicals are at the expense of the students. Students involved in extra-curricular activities must ride school provided transportation. Coaches may release students to their parents after activity has concluded. In order to participate in extra-curricular activities a student must meet the following requirements:

## **SCHOLASTIC ELIGIBILITY:**

This section is governed by the Oklahoma Secondary School Activities Association (OSSAA).

### **Section1. Semester Grades**

A student must have received at least a 60 average in any five subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen (15) or more days. (This requirement would be five school credits for the 7<sup>th</sup> and 8<sup>th</sup> grades students).

- A. If student does not meet the above minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends.
- B. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of the six (6) week period.
- C. The student enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades require for a preceding semester should be obtained from the records in the last school attended.

## **Section 2. Student Eligibility During a Semester**

- A. Scholastic eligibility for the student will be checked at the end of the third week of a semester and each succeeding week.
- B. The student must maintain a 60 average in all subjects in which he/she is enrolled. If the student is not maintaining a 60 average in all subjects at the end of a week, he/she will be placed on probation for the next one week period. If the student is still not maintaining a 60 average in one or more classes at the end of his/her probationary week, he/she will be ineligible period will begin with the first class on Monday and end on Sunday.
- C. The student who has not attended classes 90% of the time for the semester is ineligible, per OSSA Rule 2- Attendance.
- D. The student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. The student regains eligibility (OSSAA Rule 3) with the first class of the new one week period.
- E. The ineligibility student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. Eligibility may be regained by achieving the scholastic standard at the end of the three week period by complying with Section 2-B above.
- F. In determining scholastic eligibility, incomplete grades will be considered failing.
- G. One summer school credit earned in an Oklahoma Department of Education accredited program may be used to meet the requirements of Section 1-A for the end of the spring semester.
- H. The school is not responsible for refunding entry fees of students that are ineligible of choose not to participate in the event or function.

## **ATTENDANCE INFORMATION**

### **Attendance Policy**

1. Caney Public School System believes that regular attendance is extremely important to the education of all students. The school seeks the cooperation of all parents in developing good attendance habits with the student. The parents/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 S.S 10-106) Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Atoka County District Attorney (70 S.S 10-1-5) and the Atoka County Department of Human Services.

2. There will be **no** excused or unexcused absences.
3. A student must be in attendance 90% of the time during a semester to receive credit for that class. Students absent **11 or more days** during a semester may be required to go before the Attendance Committee. Proper documentation is required for the committee to waive absences.
4. The building administrator is responsible for determining a student's status for each grading period and has the authority to rule on any special problem that might arise..
5. Only the building administrator or his/her designee has the authority to permit a student to leave campus during school hours. If a student finds it necessary to leave school during the day for a valid reason which is known beforehand by the student and parents, the parent should call and advise the office before time for the student to check out or send a signed, handwritten note to the office. The student must be checked out from the office before leaving school. If returning to school the same day, the student must get an admit slip from the office before returning to class. If a student should find it necessary to leave school for some unexpected reason, they must report to the office, contact parents by school phone (not personal cell phone), and let the school secretary speak with the parent or guardian. If student leaves school without properly checking out, they will be subject to disciplinary measures. If the student plans to go with another student during or after school, they must bring a signed, handwritten note from their parent/guardian or the parent/guardian must call the office giving the student permission. **A WRITTEN NOTE MAY NOT BE ACCEPTED AS PROPER DOCUMENTATION FOR LEAVING SCHOOL IF THERE IS REASONABLE SUSPICION ABOUT THE VALIDITY OF THE NOTE.**
6. The following absences will be waived and not counted against the student when applying the 90% rule:
  - A. Active participation in school sponsored activities. Students may not miss more than 10 days in a school year for excused school sponsored activities unless extra days are granted by the Attendance Review Committee. Extra days will be granted only by need and high academic performance by the student. Each case will be decided on an individual basis. The decision of the Attendance Review Committee will be final and no entity within the Caney Public School shall have the authority to overturn the decision.

The following activities will not count against the 10 day rule:

    - a.. State sponsored playoffs or contest, state conventions, curriculum contest, scholastic or state required examinations, and school assemblies.
    - b. Illness when student is under direct orders from a physician not to attend school. Documentation from the physician must be brought to the building administrator upon the student's return to school. If absences are expected to extend ten (10) days, homebound instruction should be requested for the student. See the building building administrator for details.
    - c. Family emergencies or a situation which are outside the control of the student. These must be approved through the building administrator or his/her designee immediately before or after the absence. Examples include death in the immediate family (parent, grandparent, or sibling), natural

disasters, or court subpoena; but do not include oversleeping, automobile problems, vacations, etc....

d. Religious holidays – parents should make arrangements with the building administrator and the student should get assignments from each teacher prior to the absence.

**7.** The following absences will count against the 90% attendance policy:

a. Illness: parents must contact the school the day of the absence and send notice when the student returns to school.

b. Funerals – if not family member.

c. Attending school sponsored activities as an observer with prior approval from the building administrator.

d. Regularly scheduled doctor's appointments.

e. Days in which student receives out of school suspension.

f. All absences which do not fall under the aforementioned exceptions in #7.

**8.** Each teacher is required to report all students not present in each class period.

**9.** Any student absent for more than two (2) days class periods without prior approval from the building administrator or his/her designee will not be allowed to participate in any organized extra curricular activities that day.

**10.** A parent or guardian must notify the school by phone, not or personal visit on the day of the absence or the day of the student's return, with the nature of the absence to ensure parental knowledge that the student was absent.

**11.** Upon a student's return to school following an absence, an admittance slip must be obtained from the building administrator or his/her designee. The admit slip is required for entrance into any class period missed and must be signed by each teacher.

**12.** Obtaining work missed during an absence is the student's responsibility upon his/her return to school. The student will have 24 hours for each day he or she is absent to make up the work. If the work is completed and returned during the allowed time the student will receive full credit for the work.

**13.** Any student leaving school without checking through the office will be considered truant.

**14.** Any examination or test announced during class in the student's presence or which is regularly scheduled which is missed by the student's absence will be made up upon the day of the student's return to class. The student will be expected to take the test on that day. Should the student be absent at the time a test is announced or if the test is not regularly scheduled, either of which would prevent the student from being aware of the test, the test shall be administered to the student one day following his/her return to class. Any exception to this procedure shall be limited to those made by the building administrator and the classroom teacher involved.

**15.** Grades not received due to excessive absences may be appealed before a committee consisting of the members listed below. The school will follow the recommendation of the committee.

A. Two teachers

B. Counselor

- C. Two Students
- D. Two parents (chosen by the building administrator)

. The Attendance Review Committee (ARC) will meet at the conclusion of each semester. The decision of the ARC will be final and no other agency within the Caney Public Schools shall have authority to overturn the decision.

16. Students can qualify to become exempt from a semester test through their outstanding attendance. Any students meeting the following guidelines will be exempt from semester tests but not exempt from school. Exempt students who choose not to attend classes on the days of semester tests will have the absences counted against their 90% attendance.

Average between 90-100	and	3 or less days absent
Average between 80-89	and	2 or less days absent
Average between 70-79	and	0 days absent

Students who qualify as exempt but wish to take the semester test may do so. Students may possibly Be exempt in one class period but not another based upon their attendance for each class period.

**TARDY POLICY**

The student must be in his/her assigned seat when the tardy bell rings or he/she is counted tardy. The teacher’s door may be locked after the tardy bell rings; therefore, the student would not be admitted to class without an admit slip from the building administrator or his/her designee. After 15 minutes or class has elapsed, the student will be counted absent. If the student is tardy as the result of a conference with another teacher or the building administrator, the tardy will not be counted. In this case, the student will present a note from the detaining teacher or building administrator which shows the teacher/building administrator’s signature, the date, and the time the student left.

Three (3) tardies will equal one absence and will result in detention and will count against the 90% attendance policy. Excessive tardies to school will result in Saturday School being assigned to the student. Any additional assignment, detention time, or corporal punishment as a consequence for tardies will be at the discretion of each individual teacher and building administrator.

**DISCIPLINE INFORMATION**

The primary goal of our school is to educate and develop student self-discipline in a positive manner. We believe that parental communication and support are essential parts of good discipline. High expectations by parents and teachers and effective instruction by teachers promote self-control and responsible behavior in students.

Every student enrolled in Caney Public Schools is expected to abide by the rules and regulations set forth by the administration, teachers, and the Board of Education, while in attendance at school, school-sponsored activities, or being transported to or from school, or from school-sponsored activities in district owned transportation. Any student that is found in violation of the rules or that is disrespectful to any teacher, his/her substitute and/or school property will be subject to disciplinary action. The disciplinary

action taken will be determined by the severity of the violation(s) and the number of times the student has broken regulations.

When discipline is administered, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. Alternative methods of punishment may include, but are not limited to, the following: (This list does not necessarily reflect an order or sequence of events to follow in disciplinary action)

1. Conference with the student
2. Conference with the parent/guardian
3. Requirement that the student makes financial restitution for damaged property
4. Requirement that the student cleans items or facilities
5. Restriction of privileges
6. Morning and/or noon detention
7. Noon camping (pick up trash on campus)
8. In-school detention (ISD)
9. Involvement of civil authorities
10. Corporal punishment
11. Out of school suspension (OSS)
12. Expulsion
13. Saturday School
14. Other disciplinary action as required and/or indicated by the circumstances

### **Morning Detention**

A student may be placed in detention for minor violations of the school discipline policy. The time for detention is from 7:50-8:05. A student who is late for morning detention will be given an extra day of detention. Missing detention will result in 2 extra days being assigned to the student. In the event that a student receives 6 days of unserved detention, the student will receive 3 days of ISD.

### **Noon Detention**

A student may be placed in detention for minor violations of the school discipline policy. Noon detention will consist of 15 minutes of a student's lunchtime. A student who is late for noon detention will be given an extra day of detention. Missing detention will result in 2 extra days being assigned to the student. In the event that a student receives 6 days of unserved detention, the student will receive 3 days of ISD.

### **In-School Detention (ISD)**

Students may be placed in ISD for more serious violations of the school discipline policy. Students placed in ISD will not take breaks at times different from the other student's breaks. Also, students will have lunch brought to them in the ISD room. Students in ISD will work on assigned class work and will not be counted as absent. ISD will be served from 8:10 am-3:05 pm.

### **Saturday School**

**Students may be given Saturday School for excessive absences to school and for violations of the school discipline policy. Parents will be notified, in writing, before the student will serve**

**Saturday School Detention.** Only the building administrator may assign students to Saturday school, although recommendations may come from teachers. Saturday school will be from 8:00 a.m. to 12:00 p.m. and will be offered two times per month.

**Saturday School Rules:**

1. Supervision will be provided by professional staff members or the Administration.
2. Each student must come prepared to work for the duration of the session.  
Students must bring and complete work during Saturday School and may be required to clean up areas of the school.
3. Students will not be permitted into Saturday School late.
4. School rules and the dress code apply.
5. Students will only leave the classroom during designated breaks.
6. Students will not be allowed to leave Saturday School early.
7. Students will not be allowed to sleep.
8. Students will not be allowed to talk to each other.
9. Students will not be allowed any kind of audio visual/communication devices during Saturday School such as cell phones, ipods, etc.
10. Transportation to Saturday School will be the responsibility of the parent.
11. Seats will be assigned to students by the Saturday School Director.

Failure to serve Saturday School assignment will result in the assignment being doubled to two consecutive Saturday school detentions. Failure to serve the two consecutive Saturday School assignments will result in 3 days of ISD.

**Out-of-School Suspension (OSS)**

1. The building administrator may suspend a student from school or school activities for misconduct. Misconduct may include but will not be limited to the following: fighting, destruction of school property, stealing, use of vulgar language, disrespect toward teachers, administrators, or other school employees.
2. A student may be suspended from school activities for violating city, county, state, or federal laws and any other conduct that is unbecoming or that may reflect discredit upon the school.
3. If a student is suspended from school, it will require that one or both parents or guardians bring the student to the building administrator's office for a conference before the student is reinstated. Serious offenses may result in the student being suspended from school for the remainder of the present semester and the succeeding semester.
4. In the case of suspensions from 1-5 days, a student is excluded from participating and/or attending all school activities and will not receive any credit for daily work or tests. Students will, however, be encouraged to keep up with all class work in order to be prepared for future assignments.
5. In the case of suspensions for 6-10 days, an educational plan will be provided to the student and parent/guardian. This plan will address academic credit for work satisfactorily completed while suspended. The parent is responsible for a supervised, structured learning environment and must monitor the student's

educational progress until the suspension is completed. Any time a student is suspended from school they will not be allowed to attend any school function or activity.

6. Minor offenses by a student may not require a suspension but may require a conference with the parent/guardian. The student will not be sent home, but in some cases, will be asked to remain in the administrative office for pending conference with the parent/guardian. No student will be sent home without notification to the parent/guardian, unless the student's presence presents a threat to the school atmosphere. Extended suspension shall be imposed only in aggravated situation.

7. Suspension exceeding three (3) days: Within 24 hours, written notice shall be given to the parent/guardian of the student's removal from school and the proposed suspensions. The parent/guardian shall have the opportunity to appeal this decision before the Board of Education.

### **Failure or Refusal to Serve Assigned Discipline**

If the student fails to serve the discipline assigned due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student "forgets" to serve the discipline, the discipline is doubled. If the student refuses to serve the discipline, the student will receive out-of-school suspension. Upon return from the suspension, the student must serve the original discipline.

### **Appeals for Reinstatement**

Students under long-term suspension seeking re-entry to school prior to expirations of suspension may petition the superintendent in writing to be placed on the next school board meeting agenda. The appeal procedure to the Board of Education, who is the final authority in such matters, will be made known to the student. Such an appeal to the Board of Education will be heard as soon as possible.

### **STUDENT INFORMATION**

1. Students will not be allowed out of class to enter the hall without a hall pass.
2. Food/Drinks will not be allowed in the building except in posted, designated areas. There will be no candy, gum, food, or drinks allowed in the classroom without approval of the teacher and the building administrator. Food and drinks can only be purchased in the designated 15 minute period.
3. Students are not to run in the halls.
4. To preserve the condition of the floors, cleats will not be worn inside the building, including the gymnasium.
5. Students are not to bring personal items of value to school. Electronic devices such as CD players, radios, I-pods, MP3 players, I-PADs, etc. are prohibited at school or school actives without prior approval by the building administrator or sponsor.
6. No public display of affection or aggression PDA.
7. Any person wishing to post written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual material on any part of the campus must have permission from the building administrator before doing so.

8. Students are to remain on campus upon arrival. Upon arrival, the student must removed from the vehicle all necessary materials for the school day, (books, classroom supplies, gym clothes, etc) and vacate the vehicle until dismissal time. The student is not to return to the vehicle during the school day without permission from the building administrator.
9. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lot. The interiors of students' vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained inside. Refusal to allow inspection of the vehicle will result in the student's loss of on campus parking privileges and notification to the police. Student drivers will park on the SOUTH end of the high school building on the NORTH side of the street only. Student drivers attending Kiamichi Technology Center are not allowed to drive to the campus in Atoka. Students needing to obtain a drivers license need to come by the high school office to obtain a completed proof of enrollment/reading proficiency form. If it is found that a student does not meet the reading proficiency requirements, a reading test will b administered by the counselor. Reading tests will be administered once every 9 weeks.

### **DRESS REGULATIONS**

Students at Caney High School are expected to dress appropriately for the school setting. Clothing, accessories or hair styles that in the judgment of the building administrator create a foreseeable disruption to the educational environment or creates a risk of health or safety to any person are prohibited at school or any school related activity.

1. Shorts will be permitted to be worn at school providing they are acceptable in length. Students wearing shorts that are determined to be unacceptable will be asked to change or sent home.
2. All skirts and dresses will be permitted to be worn at school provided they are acceptable in length, as determined by the building administrator.
3. All apparel worn by students which directly or indirectly pictures, mentions, or insinuates alcohol, tobacco, drugs, sex, profanity, gang symbols or expressions, or displays words, pictures, and/or drawings considered to be offensive to teachers or other students will not be permitted on campus during school hours or at school functions.
4. All shirts and blouses must be long enough to keep the midriff from showing
5. No head gear may be worn in the building without prior approval from the building administrator. Exemptions may be made for special occasions and promotions. Headgear includes but is not limited to: hats, caps, hoods, visors, bandanas, toboggans, etc.
6. All shirts must have sleeves that cover the cap of the shoulder. Shirts with the sleeves cut out, muscle shirts, tank tops, tank style dresses, and spaghetti strap tops and dresses will not be permitted. No see-through, mesh-type, or revealing (low cut) shirts, blouses or dresses are permitted.

7. No undergarments may be worn as outerwear. For the purpose of this rule, garments made of spandex shall be considered undergarments and shall be worn as such.
8. No chains that could be used as a weapon.
9. No “sagging”. Sagging is defined as wearing pants lower than intended allowing undergarments to be visible.
10. Visible body piercing will be limited to the ear. Any adornment that is a distraction to others or presents a safety concern is not allowed.
11. No fluorescent hair of any kind, whether temporary or permanent, is allowed at school or school sponsored activities.
12. Students whose extreme appearance create a distraction from or interferes with the orderly process of the instructional program will be subject to suspension until corrections are made.

**FINAL AUTHORITY ON ANY DRESS CODE MATTER OR POLICY RESTS AT THE DISCRETION OF THE BUILDING ADMINISTRATOR.**

### **GENERAL STUDENT INFORMATION**

**All students at Caney Public Schools are expected to abide by the rules and regulations set forth in this handbook including but not limited to an expectation to perform assigned classroom duties and activities.**

#### **Grievance Procedure for Students and Parents**

Caney Board of Education believes that the school district can operate most efficiently and can deal most effectively with individual situations or problems if they are resolved at the lowest level of administration possible.

Therefore, (1) if the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the building administrator. (2) If the issue involves another student or other school personnel, the parties will address the issue with the building administrator. (3) If the issue is not resolved, the parties will bring the issue before the superintendent. (4) If the issue is not resolved, the parties may file for a hearing with the board of education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

#### **Announcements**

All materials for distribution or display on Caney School property must be approved by the building administrator. Petitions may not be circulated without the approval of the superintendent. All messages to students must be delivered to the office. The student will be given the message at the earliest opportunity least disruptive to the educational setting.

## **Telephone Use at School**

Students may only use the school telephone with permission of the building administrator or his/her designee for necessary, school-related business. Phone messages will be delivered to the students at an appropriate time.

## **Library**

Library procedures and policy are under the direction of the librarian. Fees and/or fines will be assessed for damaged, lost, and overdue books and materials. Students may be liable for destroying or failure to return library materials. (21.O.S.-1739) All library books will be checkout to students for a period of two (2) weeks. The fine for overdue books will be 5 cents per day until the book is returned or restitution is made for its loss.

## **Breakfast/Lunch**

Caney School District uses a meal accounting system in the school cafeteria. Each student is assigned a meal number. Lunch money is deposited in the student's account. Each time the student eats, the meal is deducted from his/her account. Prepayment is preferred. In the case of charges, no student may exceed \$20.00. The school has the option to deny further charges/services. It is our desire that no student goes hungry or undernourished. If it becomes impossible for parents to pay a student's meals, the parent/guardian should contact the superintendent. When it is determined that a necessity exists, proper arrangements can be made.

All students pay the lunchroom manager for meals. Meals may be purchased at time of service.

***Each family is encouraged to complete and return the Free and Reduced Lunch form to the school.***

## **Schedule Changes**

No changes in class schedules will be permitted after the Friday of the first full week of each semester without express consent of the building administrator and teachers involved. This includes students who are attending classes at the Kiamichi Technology Center in Atoka. Schedule changes will be allowed only in the case of meeting graduation requirements, athletic participation, or conflicting situations. Failure in a class is not reason to change in schedule.

## **Medication**

The school does not provide medication (prescription or non-prescription) of any type. Medication, provided by the student or Parent/Guardian of the student shall only be dispensed to a student with written parent/guardian permission and written dispensing instructions. Medications will only be kept in the office. The board of education of Caney schools permits students to self-administer inhaled asthma medication in accordance with directed orders by a physician. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label. "Self-administered" means a student's use of medication pursuant to prescription or written directions from a physician. Permission is granted for self-administered asthma medication for only the school year in which the prescription for the medication is prescribed by the physician.

## **Lockers**

Lockers are the property of the Caney Public Schools. They are furnished as a convenience for the

student and are expected to be kept clean and neat at all times. School officials have the right to inspect the lockers at any time. These inspections will be unannounced. Once a student is assigned a locker, the student is not to change or occupy a locker not assigned to him/her. Pursuant to state law (Section 24-102 Title 70), schools shall inform pupils that they have no reasonable expectation of privacy right towards school officials in school lockers, desks, or other school property. The law reads: “pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search”

### **Wireless Communication Devices**

No student may use any wireless telecommunication device in his/her possession during regular school hours. If the device is **audible** or **visible**, it will be confiscated and taken to the building administrator’s office and the student may pick it up at the end of the day. If there is a second offense, the device will be confiscated and taken to the office and will result in 3 days noon detention and a parent must pick up the device. **Subsequent offense may result in ISD, OSS, or other disciplinary action.**

### **Sexual Harassment**

It is the policy of the Caney School Board to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the staff to harass another member or a student, or for a student to harass another student or teacher through conduct or communications of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct or sexual nature. If you feel you have been sexually harassed, it should be reported immediately to the building administrator.

### **Search and Seizure**

Student searches may be made based on a reasonable suspicion of a violation of school rules and /or state or federal law by a student. The search will be made pursuant to the reasonableness, under all circumstances, of the search. The search of the student will be justified at its inception, based on reasonable suspicion and reasonable in scope in light of the age and sex of the student and the nature of the infraction. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing.

### **Cheating/Plagiarism**

A grade of zero (0) will be given for all work resulting from cheating/plagiarism by a student and any student who assists that student to cheat. A student who has found to have cheated on academic work (e.g. test, homework, quiz, etc.) or plagiarized shall not be eligible for academic honors (e.g Honor roll, NHS, Valedictorian, etc.)

**1<sup>st</sup> OFFENSE:** Lunch detention or ISD.(In school detention)

**SUBSEQUENT OFFENSES:** ISD OR OSS (Out-of-school suspension)

### **Class Trips, Class Sponsors and Fundraisers**

Senior trips are considered extra-curricular and are subject to the rules of eligibility. There will be no overnight senior trips. The Junior and Senior class will have 2 sponsors each and the Sophomore and Freshmen class will have 1 sponsor each.

The senior class will be allowed to have 2 fundraisers and the junior class will be allowed to have 2 fundraisers. Sophomore and freshmen classes will be allowed no fundraisers.

Caney School has adopted the following policy concerning fund raising for organizations within our school.

1. All fundraisers must be approved by the building administrator, superintendent and board of education before they begin.
2. Each request must give the nature of the fundraiser, approximate length, and what the funds will be used for.
3. Fundraisers will be limited to
  - a. Freshmen 0
  - b. Sophomores 0
  - c. Juniors 2 (1 of their choice and the operation of the concession stand and clean-up after all home high school and junior high basketball games.)
  - d. Seniors: 2 of their choice.
  - e. Organizations (FFA, FCCLA, FCA, NHS, BPA, etc.) may request 1 fundraiser per year.
  - f. The yearbook staff will sell advertisement space to area businesses. This will be done during 2 school days and a sponsor must accompany the students. Any other sales of advertisements must be done on days that school is not in session.
  - g. No student may miss class time for fundraising activities, other than the yearbook staff.

### **Misinformation**

Willfully giving misinformation by commission (lying), or omission (misinformation by remaining silent) is prohibited at school or on any school function.

**1<sup>st</sup> OFFENSE:** Lunch detention/noon campusing or ISD per the circumstances.

**SUBSEQUENT OFFENSES:** ISD or out-of-school suspension.

### **Gambling**

Gambling and gambling devices (e.g. cards, dice, internet, etc.) are prohibited at school and all school-related functions.

**1<sup>st</sup> OFFENSE:** In-school detention or out-of-school suspension per the circumstances.

**SUBSEQUENT OFFENSES:** out-of-school suspension

### **Harassment (Bullying)**

Harassment includes, but is not limited to: Offensive teasing, unconsented communications with another student, taunting, slanderous remarks regarding another student, including bullying by electronic communication, e-mail, cell phones, social networking, etc.

**1<sup>st</sup> OFFENSE:** Lunch detention/noon campusing or ISD per the circumstances.

**SUBSEQUENT OFFENSES:** ISD or up to 10 days out-of-school suspension per the circumstances.

### **Extortion**

The taking of money/property by anyone who uses threats, or other illegal use of fear or coercion in order to obtain the money/property, and whose conduct falls short of the threat to personal safety required for robbery.

**1<sup>st</sup> OFFENSE:** Lunch detention/noon campusing, or out-of-school suspension.

**SUBSEQUENT OFFENSES:** ISD or out-of-school suspension per circumstance.

### **Insubordination**

A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of the personnel without just cause as determined by the building administrator, shall be subject to the following discipline:

**1<sup>st</sup> OFFENSE:** Lunch detention/noon campusing or ISD per the circumstances.

**SUBSEQUENT OFFENSES:** ISD or out-of-school suspension per the circumstances.

### **Vandalism/Destruction of School Property or the Property of Others at School**

**1<sup>st</sup> OFFENSE:** Restitution, lunch detention/noon campusing, ISD, or out-of-school suspension per the circumstances.

**SUBSEQUENT OFFENSES:** Restitution, ISD, out-of school suspension per the circumstances.

### **Theft**

**1<sup>st</sup> OFFENSE:** Return of the property may be made to the parents/guardians of the student, ISD or out-of-school suspension per the circumstances.

**SUBSEQUENT OFFENSES:** Return of the property, restitution for the property and out-of-school suspension per the circumstances.

### **Obscenity/Profanity**

Obscene materials including, but not limited to: illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes CD's, videos, etc.) which are commercially or student produced are prohibited. Profanity including but not limited to: gestures, symbols, verbal, written, etc. is also prohibited.

### **Tobacco and Tobacco Products**

Possession of tobacco or tobacco related products by students are prohibited at school or school sponsored activities pursuant to Oklahoma Law 921 O.S. Section 21-1241, 1242) Prohibited tobacco products and paraphernalia include, but is not limited to: cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers and packages, etc. Any minor in possession of the above materials being asked by a police officer or teacher where and from whom such material were obtained; who shall refuse to furnish such information shall be guilty of misdemeanor.

**1<sup>st</sup> OFFENSE:** Confiscation of tobacco products and lunch detention/noon campusing, or ISD per the circumstances.

**SUBSEQUENT OFFENSES:** confiscation of tobacco products and ISD or out-of-school suspension per the circumstances.

### **Alcohol/Chemical Abuse**

Attending classes alert and ready to learn is a prime responsibility of students in Caney High School. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the building administrator's office after demonstrating one or more of the following behaviors: sleeping in class, drowsy, or listless, slurred speech, poor general health (red eyes, flushed skin, etc.) odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol, or tobacco use, fighting, possession of an illegal drug, alcohol, or tobacco.

A trained employee of Caney School may check the neurological function of the student by means of a simple examination of the papillary reflexes and muscle function of the eye. This procedure is frequently used in our athletic programs to determine if the brain functions have been impaired by injury, illness or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/guardian will be contacted immediately. The above behaviors as well as the neurological examination may be sufficient probable cause to search a student (clothes, locker, vehicle, book bag, etc.) for illegal drugs, drug paraphernalia, weapons, or other contraband.

Rules for students regarding drugs and alcohol under the Drug-Free School and Communities Act Amendments of 1989:

A. Controlled Dangerous Substances, Illicit Drugs, Mood-Altering Substances, Alcoholic Beverages and Low-Point Beer:

1. Use of illicit drugs and mood-altering substances and unlawful possession and use of alcoholic beverages, low-point beer and controlled dangerous substances is wrong and harmful.
2. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or p-possess or being in the chain of sale or distribution of alcoholic beverages, low-point beer (e.g. 3.2 beer), controlled dangerous substances, illicit drugs or other mood-altering substances at school, while in school vehicles, or at any school-sponsored event, including school-sponsored trips from the time the student leaves campus until he or she returns with the sponsor.
3. "illegal 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 and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
4. For purposes of this rule, the School district adopts the state law definitions of "controlled dangerous substances," "alcoholic beverages," and "low-point-beer".
5. Violation of this rule will result in imposition of disciplinary measures, which may include suspension out of school for the remainder of the current semester and the following semester.
6. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

The Cane Public Schools will provide a program of drug and alcohol prevention and education for our students. One element of the program will be the use of trained dogs to examine lockers, cars, and personal effects of the student body. The dogs will be used periodically without notice during the school year.

A student found possessing, distributing or using alcohol or drugs or other contraband at school or school sponsored activity will receive:

**1<sup>st</sup> OFFENSE:** Out-of-school suspension for up to 10 school days.

**SUBSEQUENT OFFENSES:** Out-of-school suspension for the remainder of the semester and the following semester. Re-entry in Caney school may be contingent on appropriate counseling and/or parental intervention.

### **Assault and Battery**

**Assault:** Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Assault includes verbal threats.

**1<sup>st</sup> OFFENSE:** In-school detention or out-of-school suspension up to 10 days per circumstance.

**SUBSEQUENT OFFENSES:** out-of-school suspension for a period of time appropriate for the offense. Report to authorities on first or subsequent offenses when appropriate.

**Battery:** Offensive, unconsented touching of another's person. Battery includes fighting and throwing objects.

**1<sup>st</sup> and SUBSEQUENT OFFENSES:** Out-of-school suspension commensurate with the offense including the current and subsequent semester. Report to authorities when appropriate.

### **Assault on a School Employee**

A school employee shall mean any duly appointed person, employee by or employees of a firm contracting with the Caney School system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, batter, or aggravated battery upon the persons of a school employee is punishable by imprisonment and /or fine pursuant to 70 O.S. Sections 9-113.

## **Weapons**

The possession or use of any weapon during the time a student is in attendance in Caney Public Schools, or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited. A weapon includes, but is not limited to: guns, rifles, pistols, shotguns, daggers, knives (excluding normal folding pocket knives with a blade length of 3 inches or less), razors clubs, slap jacks, nigh sticks; any device which throws, discharges or fires objects, bullets or shells; explosive and incendiary devices; hand chains; artificial knuckles; or any other object that can reasonably be considered a weapon or dangerous instrument. Also prohibited are any facsimile or counterfeit weapons resembling a weapon.

Exempt from this policy are any instruments and devices that may be considered a weapon under this policy but are specifically authorized (prior to be brought to school by school personnel for use in an approved curricular or extra-curricular activity and are used in the appropriate manner. Any student, who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy.

A student who violates this weapon policy will be subject to: Out of school suspension for **one calendar year** per circumstances.

## **Cafeteria Policy**

Students will be permitted to charge meals in the cafeteria. A statement of each child's account balance will be mailed to the parent/guardian at the end of each month. Account balances for charges in the cafeteria will not exceed \$20.00 per child. Each family is encouraged to complete and return the Free and Reduced Lunch form to the school.

## **Field Trips**

Field trips may be taken with the building administrator's permission. These trips may be educational or be used as a reward for good behavior or exemplary attendance. Students who have been discipline problems, may be prohibited from attending field trips. Any students attending a field trip that is not for their class or organization will not be allowed to ride on the school provided transportation. Scholastic eligibility rules apply to field trips.

## **Head Lice**

Any student with head lice or nits will be prohibited from attending Caney High School. In order to return to school, the student must be accompanied by a parent/guardian and present certification from the county health department or health professional or provide other documentation that the student is free from head lice and all nits.

## **Adverse Weather**

Tornado/Fire Procedure: The student will follow the procedures that are posted in each classroom.

In the case of severe weather during school hours, the student will not be allowed to leave campus unless accompanied by his/her parent or without permission from the building administrator.

There may be times when school will be dismissed because of adverse weather conditions. This decision should be made by approximately 6:30 a.m. School closing announcements will be made on TV Channels 10 (KTEN) and 12 (KXII) and will be broadcast on radio stations KLBC (Durant) and KHKC (Atoka).

## **Parent Conferences**

Parents are encouraged to visit with any staff member regarding a problem or to check on the progress of their child. Communication is vital to the educational process. Teachers have a small amount

of time each day available for conferences. Please call the office to arrange a time to visit. Parents are strongly encouraged to visit their child's teachers during scheduled Parent/Teacher conferences during the school year. Please consult the school calendar for dates.

### **Withdrawal Procedure**

Authorization for withdrawal must be made in person or by telephone by the parent or guardian to the building administrator's office. The student should obtain a withdrawal form from the secretary and have it signed by his/her teachers, the librarian, and any coach that the student may have had. Withdrawal forms shall be returned to the building administrator's office for final clearance.

### **Visitors**

All visitors must check in at the office. Parents are always welcome in our school and are urged to attend all school activities, athletic events, and other school functions. Students not enrolled in Caney Schools will not be allowed on campus without approval from the building administrator.

### **SCHOOL BUS REGULATIONS**

The school laws of Oklahoma stipulate that transportation by bus be furnished by the school district but that the district is not required to do so. Therefore, by law, it is a privilege to ride the school bus and not a right to do so. This privilege of pupils is conditioned on their good behavior and observances of all bus rules and regulations.

It is the responsibility of the driver to enforce these rules and ensure the safety of all the students on the bus. If any student violates the rules of riding the bus, it will be the duty of the driver to report any infraction to the building administrator for proper disciplinary action. The building administrator will have the authority to forbid any pupil from riding the bus. In the event that any student is suspended from the bus for any time period, written notification will be sent to the parent/guardian.

- A. Previous to loading: (at home or at school)
  - 1. Be on time to designated school bus stop.
  - 2. Stay off road while waiting for the bus
  - 3. Wait until the bus comes to a complete stop before entering or exiting.
  - 4. Be careful approaching the bus stop.
- B. While on the bus:
  - 1. Keep all body parts inside the bus.
  - 2. Remove all trash from the bus upon departure.
  - 3. Bus riders must remain in seats at all times while the bus is in motion
  - 4. No excessive noise will be permitted on the bus
  - 5. Keep center aisle clean
  - 6. Damage to bus, either intentional or by accident, could result in loss of riding privileges and possible restitution for damages.
  - 7. Students should not throw any material out of the window.
  - 8. No can or bottled drinks will be allowed on the bus
  - 9. All students must remain on the bus until they reach their respective stop.
  - 10. In case of road emergency, children are to do exactly what the driver instructs.
- C. After leaving the bus:
  - 1. When crossing the road, do so at least 10 feet in front of the bus, stop, check traffic, wait for driver signal to cross the road
  - 2. Student's living on the right side of the road should immediately leave the roadway.
  - 3. The driver will not discharge riders at places other than the regular bus stop, except by

proper authorization from the parent/guardian or school official.

These bus rider rules also apply to students who are riding school provided transportation to and from extra-curricular activities.

### **INTERNET POLICY**

Internet access is available to students and teachers in the Caney Public Schools. In order to prevent misuse and abuse of the access, certain terms and conditions must be complied with for the protection of the school system and user as well.

1. Conduct and behavior while “online” is the same as expected in the classroom.
2. Access is a privilege, not a right. Inappropriate use could terminate user privileges.
3. Access for the purposes of commercial, political, or advertising gain is not permitted.
4. Any exchange or defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal information is not permitted.
5. Any physical or electronic tampering with the system, or any of its related software, is strictly prohibited.
6. All copyright laws must be respected and obeyed.
7. The use of another person’s password or the misrepresentation of one’s self, while using any information system is not permitted.
8. Accessing e-mail (except for supervised instructional purposes), participating in chat rooms, interfering or bypassing security systems will not be permitted by students.
9. Any student who detects a security problem on any computer at Caney School must notify the proper personnel to correct the problem. Demonstration of this problem to other students could result in the loss of computer privileges.
10. The school system assumes no liability, nor makes any warranty concerning the information the user may or may not be able to receive.

### **NO CHILD LEFT BEHIND ACT OF 2001** **PARENTS RIGHT TO KNOW**

- A. **QUALIFICATIONS-** At the beginning of each school year, a local education agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that parents may request, and the school agency will provide the parents on request (and in a timely manner), information regarding the professional. Qualifications of the student’s classroom teachers including, at a minimum, the following:
1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
  3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification of the degree.
  4. Whether the child is provided services by a paraprofessional and, if so, their qualifications
- B. **ADDITIONAL INFORMATION-** In addition to the information that parents may request under subparagraph (A), a school that receives funds under the part shall provide to each individual parent-
1. Information on the level of achievement of the parent’s child in each of the state academic assessments as requested under this part; and
  2. Timely notice that the parent’s child has been assigned, or has been taught for 4 or

more consecutive weeks by a teacher who is not highly qualified.

- C. **FORMAT-** The notice and information provide to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand
- D. **PRIVACY-**Information collected under this section shall be collected and disseminated in a manner that protects the privacy of the individual.
- E. **TECHNICAL ASSISTANCE-**The secretary shall provide a State Educational Agency, at the agencies' request, technical assistance in meeting the requirements of this section, including the provision of advice by experts in the development of high-quality academic assessments, the setting of state standards, the development of measures of adequate yearly progress that are valid, reliable, and other relevant areas.
- F. **VOLUNTARY PARTNERSHIPS-**A state may enter into a voluntary partnership with another state to develop and implement the academic assessments and standards required under this section.
- G. **CONSTRUCTION-**Nothing in this part shall be construed to prescribe the use of the academic assessments described in this part for student promotion or graduation purposes.
- H. **SPECIAL RULE WITH RESPECT TO BUREAU-FUNDED SCHOOLS-** in determining the assessments to be used by each operated or funded by IA school receiving funds under this part, the following shall apply:
  - 1. Each such school that is accredited by the state in which it is operating shall use the assessments the state has developed and implemented to meet the requirements of this section, or such other appropriate assessment as approved by the Secretary of the Interior.
  - 2. Each such school that is accredited by a regional accrediting organization shall adopt an appropriate assessment, in consultation with and with the approval of the Secretary of the Interior and consistent with assessments adopted by other schools in the same state or region, that meets the requirements of this section.
  - 3. Each such school that is accredited by a tribal accrediting agency or tribal division of education shall use as assessment developed by such agency or division, except that the Secretary of the Interior shall ensure that such assessment meets the requirements of this section.

### **ANNUAL NOTICE FOR PARENTS, TEACHERS, AND EMPLOYEES**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located in the superintendent's office. Call in advance to schedule an appointment to views the plan

Caney School annually notifies all parents, teachers, and other employees by posting this notice. Additionally, information regarding asbestos related activities planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/or newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.