



# **Ewing Halsell Middle School**

(Striving for Excellence Each and Every Day)

2016-2017

Student Handbook

Vinita Public Schools has an expectation that students will treat faculty, staff and other students with respect at all times.

### **EQUAL EDUCATIONAL OPPORTUNITY**

**Vinita Public Schools will foster an educational environment that provides equal educational opportunity for all students. Every pupil of Vinita Public Schools will be given equal opportunities regardless of race, color, gender, creed, disability, economic background, or national origin.**

### **ACCESS TO STUDENTS BY NON-SCHOOL PERSONNEL**

**Non-school personnel, immediately upon arrival at school site, shall check in with the school office. They shall provide identification and state the purpose of the visit. The principal will grant access under the conditions the visit may be made and whether permission from the parent/guardian is necessary.**

### **NOTICE TO STUDENTS AND PARENTS**

A recent change in state law requires local schools to inform students that they can expect no privacy rights concerning school lockers, desks or other school property.

The new law reads: "Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of school locker, 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."

School officials also have the authority to detain and search any student or property in the possession of the student when he/she is on school property, on the bus, or at school functions. This authority is given to school officials if they have reason to believe the student is in the possession of a dangerous weapon, drugs, alcoholic beverages, (beer, etc.) or stolen property.

### **LOCKERS:**

Students do not have personal lockers. Areas will be designated for students to place personal items such as coats and bags during the day, but lockers will NOT be available to any students. Please understand that any items brought to school are done so "at your own risk" and therefore, items of significant value, either monetarily or sentimental, should remain at home or in the possession of the student.

### **MARRING SCHOOL PROPERTY:**

Any student who defaces school property shall be compelled to reimburse the Vinita Board of Education for the amount necessary to replace or repair such property and will

be, in addition, subject to appropriate disciplinary action. This includes ANY writing on desks.

**GRADE CARDS**

There are two official grading periods, one at the end of each semester. Mid-semester progress reports will be sent to the parents of all students during the ninth week of each semester. Grade reports will be mailed at the end of each semester.

When a teacher issues an Incomplete (I) to a student in any particular grading period, that teacher will have ten school days from the date of the issuance of grade cards to turn in a make-up grade. At that time, the grade will be changed. If the (I) is not completed, the resulting grade will be an (F). If arrangements are made between teacher and student to carry an (I) beyond the ten days, the teacher is then responsible for informing the office when the grade will be issued. Upon issuance of the grades, the same precedent will be followed as listed above.

**GRADING SCALE**

Grade Points	Percentage
4	90-100    A
3	80-89     B
2	70-79     C
1	60-69     D
F = Not Passing	I = Incomplete

**VINITA PUBLIC SCHOOLS PROFICIENCY BASED PROMOTION**

- A. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
  - 1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion –referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
  - 2. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-103.6:
    - a. Social Studies
    - b. Language Arts
    - c. The Arts
    - d. Languages

- e. Mathematics
  - f. Science
3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration as selected by Vinita Public School District.
  4. The opportunity for proficiency assessment will be provided twice each school year.
  5. Qualifying students are those who are legally enrolled in the Vinita Public School District.
  6. Vinita Public School District may not require registration for the proficiency assessment more than one month in advance of the assessment date.

### **SEMESTER EXAMINATIONS**

Comprehensive or semester exams at the end of each semester will be given according to schedules posted before the exam dates. No exams will be given prior to exam date unless pre-arranged with middle school administration.

### **PRIVATE/HOME SCHOOL TESTING GRADES 1-8**

**Students in grades 1-8 from private schools accredited by the OSDE will be admitted into their corresponding grade level. Students who enroll from Private/Home Schools not accredited by the OSDE will be conditionally admitted into the corresponding grade level. A student must score at the “proficient” level to remain in the corresponding grade. If the student does not demonstrate the appropriate mastery, he/she will be placed in the previous grade level. The decision of placement will be made by the principal, counselor, and teachers at the building site.**

### **CHEATING POLICY**

Cheating will not be tolerated. Plagiarism will be defined in all classes where longer papers and research assignments are given. Plagiarism is considered cheating.

Cheating is defined as using unacceptable means to attain academic success. Cheating may include, but is not limited to the following: copying tests, copying computer assignments, copying homework or class work, obtaining verbal assistance or looking on another’s work during a test or using unauthorized test material.

The consequences for cheating are:

1. Zero credit on the academic project (test, homework, etc.)
2. Discipline according to the discipline scale.

## **DISCIPLINE (Board Policy FO)**

“The Teacher of a child attending a public school shall have the same rights as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher.” (Article VI, Section 114, School Laws of Oklahoma.)

The discipline scale and outcomes on pages 7 and 8 will guide disciplinary action. All final disciplinary action will be decided upon by the middle school administration according to board policy. Points on the discipline scale will accumulate from start to finish of current school year. Students who accumulate 90 discipline points in a school year may face long term suspension.

**The range of possible disciplinary outcomes are as follows:**

<b><u>Level Ten:</u></b>	Maximum suspension allowed by law. <b>Police intervention.</b>
<b><u>Level Nine:</u></b>	Long term to maximum suspension allowed by law: current and succeeding semesters. <b>Police intervention.</b>
<b><u>Level Eight:</u></b>	Short term suspension to long term suspension. Long term suspension is eleven (11) or more days. Possible <b>law enforcement involvement.</b>
<b><u>Level Seven:</u></b>	Short term suspension, three (3) to ten (10) days. Possible <b>law enforcement involvement.</b>
<b><u>Level Six:</u></b>	Assignment to ISS or Saturday detention / suspension on a sliding scale.
<b><u>Level Five:</u></b>	Assignment to ISS or Saturday detention on a sliding scale Depending on the severity and/or the number of times the offense has been committed. Short term suspension, three (3) to ten (10) days, depending on the severity and/or the number of times the offense has been committed.
<b><u>Level Four:</u></b>	Maximum hours of school detention <b>for each offense.</b> Minimum to Five (5) days of ISS or Saturday detention <b>for each offense.</b>
<b><u>Level Three:</u></b>	One (1) to three (3) school detentions assigned according to severity and/or the number of times the offense has been committed. Assignment to ISS (In-School Suspension) or Saturday detention. Minimum assignment to ISS is three (3) days.
<b><u>Level Two:</u></b>	After classroom management techniques, a minimum of one (1) school detention, after school or Saturday, may be assigned. Corporal punishment with parental consent may be used.
<b><u>Level One:</u></b>	Classroom management techniques: Teacher/ Student conference, parent contact, short time out, parent/teacher conference, teacher assigned

classroom detention, and other techniques. After school or Saturday detention is possible if violations persist.

**Level Ten**

Guns, arson,  
bomb threat, physical  
battery, intention to inflict pain  
or great bodily injury against  
school personnel and/or students.

***90 points***

**Level Nine**

Weapons, drugs, or substances portrayed to  
be drugs or paraphernalia. Violation of prescription/  
non-prescription medication  
policy. Assault with intent to inflict bodily injury,  
threatening behavior toward school employee (written, verbal, or  
physical), extortion, false fire alarms,  
possession of a caustic substance.

***75 points***

**Level Eight**

Fighting, hitting, kicking, pushing, or any other  
physical act used with the intention to inflict pain or  
cause bodily injury, whether initiated or in retaliation.  
Major theft or vandalism (with restitution). Major is  
anything over \$50.00 in value. In possession of or under the influence of alcohol.

***45 points***

**Level Seven**

Defiance of authority, indecent exposure, intimate acts,  
pornography, possession/use of fireworks.

***30 points***

**Level Six**

Harassment, intimidation, or threatening behavior toward another student,  
sexual/racial/handicap harassment, gambling, gross behavior, and disrespect  
or insubordination to a faculty member.

***25 points***

**Level Five**

Possession/use of tobacco or other tobacco products, matches, or lighters. Indecent material,  
Minor theft or vandalism (with restitution). Minor refers to anything under \$50.00 in value.

*20 points*

**Level Four**

Truancy, graffiti, false calls, forgery, plagiarism, falsifying records, computer/internet misconduct.

*15 points*

**Level Three**

Disorderly conduct, repeated dress code violations, cheating, disparaging remarks, possession/use of laser pens or pointers, cutting class, bullying, failure to identify oneself to a school official, inappropriate cafeteria behavior, profanity, vulgarity, jeopardizing the safety of others, leaving school grounds without permission, lying, misuse/waste of school materials, equipment, or property; repeated violation of school rules/policies, missing detention.

*10 points*

**Level Two**

Disruption of school, class, halls, or assemblies, inappropriate behavior or gestures, spitting, loitering, playing, possessing electronic devices such as cell phones that store music, videos, content, etc.; games, radios, digital storage devices, repeated tardies to class, ID violations, unauthorized sales, public display of affection.

*5 points*

**Level One**

Offenses that are not disruptive to the learning process: sleeping, eating, lack of class materials, not doing classwork, not dressing out for gym, violating dress code, caps and hats are to be left at home. A referral to the office will occur after the teacher has exhausted all classroom management steps.

*1-4 points (possible)*

### **In-School Suspension**

If a student's conduct dictates disciplinary action, every effort will be made to continue a student's attendance at Ewing Halsell Middle School. In serious cases of misconduct, in-school suspension may be assigned.

Students must also understand the following policies and procedures of ISS.

- Students who are serving ISS will be eligible for extracurricular events, but will not be allowed to attend practice while serving ISS.
- Students who chose to be suspended and not take advantage of ISS will not be allowed to make up assigned work and will be counted absent for those days under self-imposed suspension.

### **Student Drug Reinstatement Policy Ewing Halsell Middle School**

Students in violation of Vinita Public Schools drug policy will be subject to disciplinary action in accordance with appropriate policies. However, it is the goal of Vinita Public Schools to educate all of our students; with this in mind the following guidelines have been established to effectively deal with alcohol/drug possession and distribution.

#### **Drug Possession / distribution:**

- First offense: suspension for a period of 45 school days.
- Second offense: Maximum suspension allowed by law.

#### **Under the influence of alcohol/drugs at school or school event:**

- First offense: Suspension for a period of 10 school days followed by assignment to in-school suspension for 10 school days.
- Second offense: Maximum suspension allowed by law.

#### **Alternate Discipline Plan:**

- Student will be assigned in-school suspension in lieu of out of school suspension for a period of time stated above.
- Student will be required to take a drug test upon completing 50% of the assigned suspension and at the end of assigned suspension.
- Students who have a negative drug test will be allowed to return to classroom. However; students who fail either drug test will be assigned to out of school suspension relative to the time remaining in in-school suspension.
- Students will not be allowed to participate in extra curricular activities throughout the period they are assigned to in-school suspension.
- No inappropriate behavior will be tolerated during their assignment to in-school suspension. Such behavior will result in immediate reinstatement of out of school suspension.



- Students will not be allowed to converse with other students prior to or after the school day. Students must check in the front office immediately upon arrival. Students must enter and exit each day through the east doors.
- Students who have a subsequent violation of the drug policy will not be allowed the opportunity to participate in the alternate discipline plan.

## **PROCEDURES FOR SUSPENSION (Board Policy FOD)**

### Short-term Suspension:

1. **Notification**—the student and parent/guardian will be notified in writing as soon as a student has been suspended. The notification will include the terms of suspension and the reason for the suspension.
2. **Terms of Suspension**—all suspensions will be handled by an administrator. A suspension of 10 days or less will be considered a short-term suspension. A suspended student will not be on school property at any time and will not attend any activity, athletic event, practice, or performance as participant or spectator.
3. Work not completed will result in zero credit for any assignments or tests not completed during the suspension period.
4. **A Suspension Day is Monday-Friday, 7:30am – 4:00pm.**

### Long-term Suspension:

1. **Notification**—The student and parent/guardian will be notified in writing as soon as a student has been suspended. The notification will include the terms of suspension, reason for the suspension, and the educational plan.
2. **Terms of Suspension**—All suspensions will be handled by an administrator. A suspension of more than 10 days will be considered a Long-term suspension. Students on a long-term suspension will be placed on an educational plan for completing assignments in core academic subjects. A suspended student will not be on school property at any time and will not attend any activity, athletic event, practice, or performance as a participant or spectator.
3. **Educational Plan**—Within two school days of a long-term suspension, a student and parent/guardian will be provided a schedule of assignments to be completed daily or weekly by each classroom teacher for the core academic subjects of English, Mathematics, Science, and Social Studies. Textbooks, handouts, worksheets, and any other necessary supplies will also be provided. Completed assignments will be returned to the principal's office at a minimum of once per week, during the suspension period. Teachers and administrators will be available for conferences with the parent and/or guardian, but by appointment only.
4. **A Suspension Day is Monday-Friday, 7:30am – 4:00pm.**

## RIGHT OF APPEALS

### APPEALS PROCESS

#### Short Term Suspension (Up to 10 days)

- Appeal to building principal within 48 hours.
- Principal set up hearing at **district** level within 48 hours.
- Committee will be comprised of 3 **teachers from a different site.**
- Committee will hear from principal and parents.
- A decision will be given within 24 hours.
- The decision of the committee is final.
- A student **can** be placed in In-School Suspension until a decision is rendered.

#### Long Term Suspension (More than 10 days)

- Appeal to building principal within 48 hours.
- Principal set up hearing at **district** level within 48 hours.
- Committee will be comprised of 3 **teachers from a different site.**
- Committee will hear from principal and parents.
- A decision will be given within 24 hours.

If not satisfied with the building level committee decision:

- Appeal to superintendent within 48 hours.
- Superintendent will set up hearing at district level within 48 hours.
- Committee will be comprised of an adjacent administrator and 2 different site teachers.
- Committee will make a recommendation to the superintendent within 24 hours.
- Superintendent will render his decision within 24 hours.
- Superintendents decision is final.
- A student **can** be placed in In-School Suspension until a decision is rendered.

### DUE PROCESS FOR SHORT TERM SUSPENSIONS

Short term out of school suspensions are from 1 to 10 days. The length of the suspension will be determined by the severity of the violation and the discipline scale.

Before a principal assigns a student a short term suspension, the administrator will afford the student due process. The elements of due process are as follows:

1. The student will be given written notice of the charges, which state the rule, or regulation the student allegedly violated.
2. The student will be given a written explanation of the factual basis for the charge against him/her.
3. The student will be given the opportunity to present his side of the story to the principal. These requirements can be satisfied by discussion immediately after the alleged misconduct occurs in which the student is given the opportunity to explain his version of the facts as shown in writing what he is accused of doing, and what the factual basis of the accusations are. Required written notice shall be set forth on the Notice of Short Term Suspension form. A copy of the completed form should be given to the student at the time of the

suspension and a copy will be provided to the parents of the student by mail. Suspended students are not allowed on school campus during the time of the suspension.

Provided, any short term suspension prevents a student from taking final exams, graduating, or completing his/her course of study within the normal time, shall not be effective unless and until all due process hearing procedures for long term suspensions are met, unless it is determined by the administrator that the student's presence on campus endangers himself, others, or school property.

### **DUE PROCESS FOR LONG TERM SUSPENSIONS**

A long term suspension is any suspension that exceeds 10 school days. A long term suspension may extend to the remainder of the semester or to the end of the next succeeding trimesters.

During the appeals process, the student may remain in school (placement in ISS or homebound will be an option) until final disposition is rendered, unless it is determined by the administrator that the student's presence on campus endangers the student, others, or school property. Failure of the parent during the appeals process to stay within the specified time limits for requesting an appeal to the next level shall constitute a waiver of the right to further appeal.

A parent/guardian has a right to appeal to the building principal within two school days of the student's long term suspension. Upon notification by the parent /guardian to the building principal of their intent to appeal, the building principal will set up an appeal at the building level. Only after the building level appeal has taken place and only if differences cannot be resolved, will the next level of appeal be scheduled.

### **SEXUAL HARASSMENT**

Sexual harassment is defined as sexual advances, requests for sexual favor, and/or innuendoes, words or actions of a sexual nature directed toward any person and unwelcomed by the person to whom the conduct is directed and which would be offensive to a reasonable person. Any incident of sexual harassment should be reported to the school administration immediately. Sexual harassment will be treated as a major violation on the discipline scale.

### **BULLYING PREVENTION GUIDELINES** **(Board Policy FNCD)**

Statement of Philosophy:

Vinita Public Schools is committed to creating a safe, healthy, learning environment for all students that enhances personal safety and encourages respect, dignity and equality among

students. Vinita Public Schools is committed to creating and maintaining a learning environment that is free from bullying and harassment.

Bullying is aggressive behavior or intentional. Bullying can be physical, verbal, emotional or sexual. Bullying is carried out repeatedly over time. Bullying occurs within an interpersonal relationship characterized by an imbalance of power.

**Bullying on campus can have long-lasting results for many students.** These acts cause feelings of anxiety, fear, and shame in the students who are targets. They can interfere with concentration, inhibit full participation in class and interrupt academic and social learning. Witnesses and bystanders also experience similar feelings, as they know they could be the bully's next target.

Bullying can trigger tragically violent responses in some students with other risk factors as seen in schools across the nation.

Bullying can be the early warning sign for further anti-social, aggressive and increasingly violent behavior.

Examples of Prohibited Behavior: Name calling, racial slurs, pushing, crowding, or incidents concerning hitting, pinching, making fun of a person's body, telling mean jokes about someone, threatening to hurt someone, hand signals or gestures of a derogatory nature, hitting someone, taking things without permission.

**Bullying will not be tolerated.** This includes the areas of school facilities, premises, and non-school property if the student is at any school-sponsored, school-approved or school-related activity, event or function (i.e. field trips or competitive athletic events) where students are under the supervision of staff.

**Speak up when possible.** If possible, the target should tell the bully/harasser to stop. If comfortable in doing so, a target is first encouraged to confront the bully/harasser, telling them to stop because their actions are unwelcome.

Bystanders are also encouraged to speak up when possible, telling the bully or harasser to stop the conduct because it is disrespectful, unwelcome, hurtful, unfair, etc.

**Reporting.** Reporting bullying to school staff is encouraged. Anyone may report bullying and harassment. They may report it to any school staff member who will in turn report it to the site administrator who will deal with the situation.

**Tattling Vs. Reporting.** Vinita Public Schools defines tattling as telling an adult about another student's actions with the sole purpose of getting that student in trouble. Vinita Public Schools defines reporting as telling an adult about another student's actions with the purpose of getting help with a difficult situation (e.g. one that is threatening or hurtful).

**Confidentiality.** Vinita Public Schools staff will strive to maintain confidentiality on any student target or bystander who reports bullying. The school staff will also respect the confidentiality of the student accused of bullying. Any disclosure of reported information,

including the identity of a student, will be made only to individuals involved in the school's response to the incident.

**No Retaliation.** Vinita Public Schools will not tolerate retaliation for reporting bullying. School staff will discipline any student who retaliates against anyone who reports an incident, or against any person who testifies or assists in an investigation. Retaliation includes, but is not limited to: any form of intimidation, reprisal or harassment, whether physical or verbal.

**Student Accountability.** Vinita Public Schools expects students to demonstrate respectful behavior throughout campus, on the bus, and at all school-sponsored events. Students whose behavior is found to be in violation of this policy will be subject to appropriate sanctions.

### **GUN-FREE SCHOOL (Board Policy FNCGA)**

It is the policy of the Vinita Public School District to comply fully with the Gun-Free Schools Act.

1. Any student in the Vinita Public School District who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property including transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.
2. Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.
3. Such firearms or weapons will be confiscated and released only to proper legal authorities.
4. Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 or the Rehabilitation Act if any such students are determined to be in violation of this policy.

### **POSSESSION OF KNIVES**

Possession of knife, regardless of blade length, may result in automatic suspension.

### **GANG ACTIVITY (Board Policies FNCC, FNCD)**

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 that initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The 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 attributes 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 and expulsion.

The superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

### **GANG ACTIVITY (REGULATIONS)**

Gang Activities:

The board recognizes that the harm done by the presence and activities of gangs in the public schools exceed the immediate consequences of activities including violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of educational processes and school activities. Therefore, gangs and gang activities are prohibited in this school district.

1. Definition: for the purposes of these regulations, a “gang” is any group of two or more persons whose purposes include the encouragement, support, or commission of illegal acts or acts in violation of disciplinary rules of the school district.
2. Prohibitions: No student on or about school property or at any school-related activity shall:
  - A. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in or affiliation with any gang.
  - B. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang.
  - C. Engage in any act, in furtherance of the interests of any gang or gang activity, including, but not limited to:

1. Soliciting membership in or affiliation with any gang.
  2. Soliciting any person to pay for “protection,” or threatening any person, explicitly, with violence or with any other illegal or prohibited act.
  3. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property.
  4. Engaging in violence, extortion, or any other illegal act or other violation of school policy.
  5. Soliciting any person to engage in physical violence against any other person.
3. Application and Enforcement:
- A. In determining, as part of the application and enforcement of these regulations, whether acts, conduct, or activities are gang-related, school officials are encouraged to exercise judgment based upon current circumstances in their schools, neighborhoods, and community.
  - B. The removal of gang-related graffiti shall be a priority in maintenance of school property. All such graffiti on school property shall be removed or covered within 24 hours of its first appearance to school officials or as soon thereafter as possible, unless additional time is needed to obtain replacements for damaged items.
  - C. School officials should encourage private property owners to promptly remove or cover gang-related graffiti on private property in school neighborhoods.
  - D. School officials are to work closely with local law enforcement officials in controlling gang-related activities. Local law enforcement can provide school officials with information regarding gang activities in the area, including names and characteristics of local gangs.
  - E. The superintendent in consultation with the appropriate building principals should report instances of gang related criminal acts or acts of serious disruption to local law enforcement authorities for further actions.
4. Violations of Policy
- A. Students who violate school policy and these regulations shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.
5. Disciplinary Procedures
- A. When a staff member or contact person has reasonable, individualized suspicion that a student is in violation of school policy and these regulations, the student will be sent to the principal or the principal’s designee.
  - B. Upon determination of violation, the principal or designee will make a reasonable effort to notify the student’s parent or guardian as soon thereafter as possible. The student will be suspended until the parents attend a conference with the principal or designee to apply disciplinary procedures.
  - C. First Violation: Five days suspension from school and five days in-school suspension.
  - D. Second Violation: Ten days suspension from school and ten days in-school suspension.

- E. Third Violation: Suspension from school for the maximum term permitted by law.
6. Parents must be contacted and meet for a conference with the principal or designee.

#### Secret Societies:

The board of education has the power to regulate and control all secret letter organizations, social orders, societies, and fraternities within the schools under its jurisdiction. No function of any such organization may be carried on in any school, on any school grounds, or at any school-related function, and all students who are members of such organizations will be bound by the policies of the Oklahoma Secondary School Activities Association.

### ATTENDANCE

The following will serve as notification to our students and parents of the attendance policy adopted by Vinita Public Schools to minimize any confusion concerning attendance policies:

Students are allowed to be absent from school a total of nine days per semester. The only absences that will not count toward the nine days are absences that have been waived based upon a verification of a doctor's appointment or school activity. Parents should make every effort to have all doctors' notes available to the administration in ten working days.

To insure parent knowledge of their student's attendance record, notification of non-attendance will be sent on a student's 4<sup>th</sup> and 8<sup>th</sup> absences. Upon a student's 10<sup>th</sup> absence (without verification of a doctor) students will be referred to the District Attorney for juvenile proceedings.

Parents or guardians shall phone the principal's office (256-2402) and give the reason for the student's absence any time the student is absent. Parents should call the attendance secretary before 10:00 a.m. or as soon as possible. **FAILURE TO DO SO WITHIN TWO (2) DAYS WILL RESULT IN THE ABSENCE BEING RECORDED AS A TRUANCY. Doctor's notes should be turned in within 10 days of the absence.**

#### **Excessive Absenteeism:**

School Law state that if a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school resides. If the child is found to have these absences, the matter will be referred to the Craig county District Attorney's office. The district attorney's office can charge the offender with causing, aiding, abetting or encouraging the deprivation of a minor, under Title 21 Section 858.1. This offense could be fined up to \$500 for a first



offense and up to \$1000 for a second offense. Extreme cases could also incur up to one year of jail time as punishment.

### **Definitions:**

Absences at the secondary level are defined as being more than 15 minutes late to an assigned area or not being present for an assigned class/activity. Absences are documented on appropriate school records and accumulate toward the maximum allowable by the district. A student may not have more than nine absences in a semester to meet the minimum district requirements to pass. A student that is absent from a class 10 times in one semester will be placed in failing status for that course. If attendance after the 9-class limit has improved, (improvement will be determined by the Middle School Administration) and all class work has been satisfactorily completed and minimum criteria have been accomplished then the student will be taken out of failing status.

### **Attendance Procedures:**

All appointments should be made before or after school, on Saturdays, or on school holidays, unless this is impossible for some reason.

Parents are expected to schedule family vacations during school vacation periods.

If early dismissal is absolutely necessary, the student should bring a note from a parent stating the reason for the dismissal, exact time the student should be dismissed, the time the student should return to school and a telephone number where the parent can be reached. The student should present this note at the attendance office before 8:00 a.m. where a campus pass for early dismissal will be prepared upon administrative approval. The office personnel will present this pass to the teacher of the class from which the student will leave.

Students must check out whenever they leave school during the school day and check in when they return to the building.

Failure to sign out will result in a disciplinary action.

Students are only allowed to leave for lunch if a parent picks them up and checks them out properly.

A student who must leave school due to illness or other emergencies must check out through the attendance clerk in the office, the attendance clerk will contact the parent/guardian to grant permission for the student to leave school.

Only persons listed on the student's personal file may give a student permission to check out of school.

Students who leave school without going through the above procedures will be considered truant.

## **Truancy:**

Includes but is not limited to the following actions:

1. Not being present for all or any part of a school day without previous knowledge or consent of a parent or guardian.
2. Leaving campus during any part of a school day without receiving written permission from the office in advance of departure time.
3. Failing to return or remain in a designated area (i.e. classroom, counselor's office, administrator's office, library, gymnasium, etc.)
4. Failing to attend assigned classes or school sponsored activities whether or not the offending student is on the school campus.

Consequences for Truancy:

1. First Truancy—the student will make up the entire time truant in after school detention or Saturday school.
2. Second Truancy—3 days of In School Suspension
3. Third Truancy—3 days suspension with zero credit for all time missed
4. Fourth Truancy—5 days suspension with zero credit for all time missed.
5. Fifth Truancy—Recommended long term suspension.

## **Tardies:**

First Hour Tardies:

A student who is tardy to first hour must check in at the office to obtain an admit form before entering his/her first hour class. If they are tardy 15 minutes or more the student will be charged with an absence for that hour.) Students will be allowed three tardies each 9 weeks to first hour before disciplinary action is taken.

## **Tardies between classes:**

Students have sufficient time to change classes without being tardy. Students who are tardy three or more times to class will be given one hour detention for each offense. Also, according to the procedure manual, three tardies constitute an absence for that class.

## **Athletic/Activity Absences**

A student will be allowed to be absent from the classroom for a maximum of ten (10) days per school year to participate in activities sponsored by the school (OSSAA Administrator's Handbook, Section XXX). A student may make up all work missed without penalty while participating. The student must follow procedures for applying for an extension after his/her eighth (8<sup>th</sup> absence, or one (1) week in advance of a scheduled activity that exceeds the ten-day limit.) For specific details on activity absences see Board Policy JH-B pages 1-3.

## GENERAL INFORMATION

### **DRESS CODE-PERSONAL APPEARANCE**

Certain standards of dress and grooming habits are necessary to maintain an atmosphere conducive for a positive education experience. Every student should endeavor to come to school each day in clean, neat, and appropriate attire. Unique, bizarre, or extreme garb, hairstyles, or make-up are considered inappropriate. The school's responsibility is to provide the very best education for each student. Every student and every parent **should** help to achieve this goal.

Guidelines for appropriate dress are as follows:

1. All wearing apparel, including tattoos, that advertises products dealing with alcohol, tobacco, drugs, or suggestive slogans are unacceptable.
2. Skirts, shorts, and dresses must be moderate in length. Moderate length is to be interpreted as mid-thigh or below. NO cut-offs or biking shorts will be allowed.
3. No spaghetti, narrow strap tops, or low cut tops are permitted. No midriffs with skin showing will be allowed.
4. All hair is to be clean and should be kept out of the eyes. No extreme hair color or hair styles. It is recommended that all boys be clean-shaven; however, if beards and mustaches are worn, they should be neatly trimmed.
5. Shoes or sandals will be required. Laces must be tied to prevent serious accidents.
6. Hats, headbands, sun visors, or sunglasses are unacceptable wearing apparel in the school building. The administration reserves the right to remove and take all sunglasses and hats worn in the building.
7. Students should not wear clothing which presents a distraction to the educational process. Clothing or jewelry that represents gang symbols or signs shall be prohibited.
8. Baggy or oversized clothing that could be used to conceal contraband or weapons is prohibited. Pants must be on the waistline. Shorts must be at least long enough to reach fingertips when arms are hung from the shoulder.
9. Students who participate in extra-curricular activities and special classes must conform to additional rules set forth by the instructors, coaches, and sponsors.
10. To address special events or unusual conditions, building administrators will determine when special dress codes are in effect.
11. Clothing with rips, tears, or holes above the knee is unacceptable dress.
12. Piercings considered extreme and excessive by the administration will not be allowed.

Parents of students not conforming to regulations will be notified and appropriate action will be taken.

## **FOOD, DRINK, GUM**

Eating (lunches, snacks, candy, pop, etc.) is restricted to the areas defined under “Lunch Period.” Outside of the defined lunch period, eating is prohibited on campus at all times.

## **ELECTRONIC DEVICES**

**(Includes cell phones, I-Pods, I-Pads, MP3 Players, games or any other electronic device.)**

### Cell Phone Policy

The use of cell phones on campus is allowed before school, at lunch, and after school only. No phones should be on, or out, during the school day. Students who need to make calls should get permission to use office or classroom phones. Parents who need to contact their child/children who have cell phones should remind him/her to turn the phone OFF during school hours, and check for messages after school is dismissed. Camera phone use is not allowed. No camera use on campus is ever permitted without prior approval. This is a violation of privacy laws.

A student that violates the policy will have his/her phone confiscated and the parent will be contacted to pick-it-up. Continued student abuse of cell phone use will result in phone confiscation and suspension of cell phone privileges.

The same policy will be followed for pagers, headphones, and any other electronic devices.

The following procedures will be followed for violations of the above mentioned policy:

1. Parent notification and appropriate disciplinary action. (After school detention)
2. Parent must pick electronic device up and graduated disciplinary action. (Saturday school detention)
3. Electronic device confiscation with parent picking up device and further disciplinary action. (In-school suspension)
4. Electronic device confiscation with parent picking up device and suspension from school.

**\*\* Items brought to school are “at your own risk”, Vinita Public Schools is not responsible for theft, destruction, damage, or loss of any electronic device, including cell phones.**

## **STUDENT HEALTH**

1. The State of Oklahoma requires that all students be adequately immunized before attending school. Ewing Halsell Middle School will adhere to the Oklahoma State Law of insuring all students’ compliance with the current immunization statutes. Vinita has adopted the policy, as set forth in Oklahoma statutes, which allows for

exclusion of pupils from school attendance, who have not complied with the immunization laws.

2. Students who participate in athletics, including pom and cheerleading, must have an annual physical. The OSSAA physical form must be used. Each student must have an emergency health form with emergency numbers other than immediate family on file in the front office.
3. A student who becomes ill or injured during the school day must report to the front office. An illness/accident report will be filed. Students can be sent home only after parent/guardian permission is granted.
4. Students should practice good health habits which include, but not limited to: hand washing, covering coughs/sneezes, not sharing food or drink, and maintaining proper hygiene.
5. Medication: Any medication brought to school must be kept in the office. Students are not allowed to keep this on their person. If they need to take prescription medication at a certain time, they are to come to the office and get their medicine. We do not want any medication sent to the school in Ziploc bags, Kleenex, etc. Medicine should only be sent in medication bottles from the pharmacy. When you are having the prescription filled, ask your pharmacist to make a separate bottle for school with the student's name, Doctor's name, the name of the medication, and when the medication should be given. Self-administration of inhaled asthma medication must be authorized in writing by the parent and physician.

### **ACCIDENTS**

Students involved in any type of accident resulting in injury or property damage must report to the front office. A form will be completed and kept on file; parents will be notified when necessary.

### **LOST PROPERTY**

Lost or stolen property should be reported immediately to the front office. A form will be filled out on lost property and kept on file. Students/parents are encouraged to notify police in case of substantial loss that might be covered by insurance. Vinita High School will not be responsible for replacement of lost or stolen property, including personal data.

### **TELEPHONES**

Except for emergencies, the students will not be permitted to use the telephone during class nor will they be called to the telephone. Messages will not be delivered unless they are emergencies and the front office is notified by a parent or guardian. Telephones in the front office are not for student use.

### **SCHOOL BUILDING HOURS**

The school will open at 7:30 AM and close at 4:00 PM during the week.

Any unauthorized activity after dusk is prohibited.

## LUNCH PERIOD

During lunch periods, all students will eat in the cafeteria or other designated areas. Each student is responsible for cleaning the area where he/she has eaten. Failure to do so may result in clean-up duty. Areas not designated are parking lot, hallways, locker rooms, gym, and library.

## FIRE AND TORNADO DRILLS

By Oklahoma law, schools must hold two fire drills and two tornado drills each school year.

**FIRE DRILLS:** Instructions for fire drills are posted in each classroom. Drills will be held at various hours throughout the year; some are announced, others are not. Complete silence during fire drills is necessary. Once outside, student must move well away from the building to allow subsequent classes to exit safely and quickly.

**TORNADO DRILLS:** Instructions for tornado drills are posted in each classroom. Students are to follow directions given by instructors and are to remain quiet.

**INTRUDER DRILLS:** Students are to follow directions given by instructors and are to remain quiet.

**Disruptive activity during fire, tornado and intruder drills is considered serious and will be treated accordingly.**

## ASBESTOS

Notification of AHERA

The US Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies and defines procedures for managing, and schedules re-inspection of all asbestos present in the school.

The management plan may be reviewed at your child's school during normal working hours. We request individuals wishing to review our management plan to call the school and schedule an appointment.

## DANCES

A number of dances are sponsored throughout the year by various student organizations. Students are expected to adhere to reasonable standards of dress and conduct at these events. All dances are held for Ewing Halsell Middle School students only.

At all dances, admission will be denied after one hour starting time unless prior arrangements have been made with the administration. When a student leaves a dance, he/she is not allowed to return.

### **MAKE-UP WORK:**

If you are absent, it is your responsibility to check with each teacher regarding work or assignments you may have missed. **It is the responsibility of the students to check with the teacher regarding missed assignments.**

1. Make-up work, due to any excused absences, will be expected of you, whether the absence was school sponsored or otherwise. All work must be made up in order to progress uniformly in class.
2. If a student has an excused absence or absences, the student will be allowed a period of time that is equivalent to the number of days missed in order to complete any work missed.
3. If a student is absent two or more days, parents may request lesson assignments by contacting the school secretary before 10:00 A.M. Parents may then pick up the assignments at the end of the school day.

### **LIBRARY**

Library hours are from 7:55 AM to 3:00 PM each school day. Our library media center is here to serve all students and staff. In order to do this more effectively, some simple rules need to be followed. The main purpose for using the library is to study; thus quiet time must be observed.

1. Nothing may be taken from the library without checking it out properly with the scanner at the library checkout desk.
2. The student is responsible for all materials checked out to him/her.
3. Books may be checked out for two weeks and renewed before that date due to avoid a fine.
4. Book fines are five cents a day. A “fine day” includes only those days in which the library has been open.
5. Students must pay for lost or stolen articles in their possession.
6. Teachers may schedule priority class time during which the library will be closed to other students.
7. Students who are passing from another class must bring a pass from their teacher to be signed in/out of the library.
8. Computers are to be used for research and class assignments only.

### **INTERNET USE AT EWING HALSELL MIDDLE SCHOOL**

Internet use at Ewing Halsell Middle School is designed for educational purposes only. The Vinita Public School System has taken precautions, including an internet filter, to eliminate controversial material. Even with a filter not all-controversial material can be screened. A student accessing controversial material will be held accountable and subject to disciplinary actions. A school computer internet agreement is included in the enrollment process at

Ewing Halsell Middle School. Parents and students are encouraged to read this agreement and will be asked to sign off on it to acknowledge their awareness of its content.

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

Section 1111 (6) (A)—Qualifications.—At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in 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 the State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by professionals and, if so, their qualifications.

According to the Act the information listed above must only be provided to parents who request the information. The LEA/school must notify parents that they have the right to request the information.

Section 1111 (6) (B) – Additional Information. – In addition to the information that parents may request under subparagraph (A), a school that receives funds under this 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.
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.

The Act also requires that this information be provided to parents, to extent practicable, in an understandable format and in a language that parents can understand.

### **FEDERAL FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT**

Vinita Public Schools Compliance with Family Education and Privacy Act of 1974

#### **Directory Information**

The privacy Act requires the district to notify parents of information regarding their child that the district will release to colleges, newspapers, yearbook companies, athletic booster clubs, etc. It is not the intent of the district to publish a directory with listed information.



The law refers to these items as directory information. This notice is an opportunity for parents to review the list and indicate any items they do not want included. The district will not include directory information on the district web site without a separate permission slip signed by the parent.

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information unless directed otherwise by the parent:

1. The student's name.
2. The name of the student's parents.
3. The student's date of birth.
4. The student's class designation (i.e. first grade, tenth grade)
5. The student's extracurricular participation.
6. The student's achievement awards or honors.
7. The student's weight and height if a member of an athletic team.
8. The student's photograph.
9. The school or school district the student attended before the student enrolled in this school district.

As a parent, you have the right to refuse that any or all of the items not considered directory information. After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all the items that they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction or the student's parent or the eligible student.

## **IMPORTANT INFORMATION FOR PARENTS ABOUT MENINGOCOCCAL DISEASE AND VACCINES**

### **What is meningococcal disease?**

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitides*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

### **How is the disease spread?**

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

### **Is meningococcal disease dangerous?**

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

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

Headache	Extreme Tiredness
Fever	Vomiting
Chills	Sensitivity to Light
Stiff Neck	Rash of small purplish black-red dots

### **Is this vaccine required to attend school in Oklahoma?**

This vaccine is not required to attend kindergarten through the 12<sup>th</sup> grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

### **Where can I get more information?**

For more information contact your healthcare provider or local county health department or visit these Web sites:

National Meningitis Association at [www.nmaus.org](http://www.nmaus.org)

Immunization Action Coalition at <http://www.vaccineinformation.org/menin/index.asp>

Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at <http://www.vaccinesafety.edu/cc-mening.htm>

## **Meningococcal Meningitis - Know the Facts**

<http://www.cdc.gov/meningococcal/>

### **HELP FIND HANDICAPPED CHILDREN**

Any parent that resides in the Vinita School District and who suspects their child to be handicapped and that child is not presently involved in school should contact the Office of the Superintendent of Schools. The Bureau of Education for the Handicapped under Public Law 94-142 and P.L. 101-476 provides that Public school shall be responsible for the education of handicapped children age 0-21, regardless of the handicapping condition. The child is considered handicapped if physically, emotionally, and/or intellectually impaired to such an extent that without the aid of special facilities, car, and methods, may not be able to function in a manner similar to that of other children not so impaired. Vinita Public Schools would appreciate contact from parents, patrons and any persons who has knowledge of any child who needs this kind of help. If you know of a handicapped Child (age birth to 21 years) not receiving a free public education, please call 918-256-6778 or write

to Mrs. Theresa Martins, Special Services Coordinator, Vinita Public Schools, 114 S. Scrapper, Vinita OK, 74301.