

Skiatook High School Student Handbook

Skiatook Public Schools Vision Statement

Excellence in Action

Skiatook Public Schools Mission Statement

The mission of Skiatook Public Schools is to provide a safe, positive, and enriched learning environment where students, staff, and parents are challenged by high expectations, dedicated to helping all students succeed, and committed to working together to foster a district of excellence.

Skiatook High School Mission Statement

Our mission is to create an environment in which students can acquire the skills and develop the attitudes necessary to become lifelong learners and productive, responsible citizens.

Skiatook High School Administration

Jenny McElyea, Principal
BJ McBride, Assistant Principal
Kristi Vrska, Assistant Principal

Underlined text represents additions to SHS Handbook.

Useful Phone Numbers

Administration	Education Service Center Rick Thomas, Superintendent Melissa Bush, Assistant Superintendent Mike Earp, Director of Operations and Transportation Vicki Hampton, Director of Special Programs	918- 396-1792
Grades 9-12	High School Jenny McElyea, Principal BJ McBride, Assistant Principal Kristi Vrska, Assistant Principal Sally Randolph, Counselor A-J Kyle Martin, Counselor K-Z	918-396-1790
Grades 6-8	Newman Middle School Derek Scheihing, Principal Sherrie Redding, Assistant Principal	918-396-2307
Grades 4-5	Skiatook Intermediate Elementary Tim Buck, Principal	918-396-5745
Grade 2-3	Skiatook Elementary Christy White, Principal	918-396-5737
Grades PK-1	Marrs Elementary Steve Mason, Principal Amy Schuler, Assistant Principal	918-396-2295
Skiatook Daycare	Jech Early Childhood Center Shannon Harrison, Director	918-396-5730

Website: For more information on school events or digital copy of this handbook, visit www.skiatookschools.org.

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SKIATOOK HIGH SCHOOL GENERAL INFORMATION

Academic Honor Code

Skiatook High School has an established academic honor code to protect the integrity of our coursework and encourage our students to be diligent in their studies. In order to adhere to the academic honor code, students should avoid the following actions:

- Giving or receiving aid on individual examinations
- Giving or receiving aid on class work to be used by the teacher as the basis of grading
- Collaborating on work to be used as an individual grade by a teacher
- Representing another student's work as one's own
- Using electronic devices to share answers or test documents
- Accessing teacher files, manuals, or answer keys for use in completing assignments
- Accessing teacher gradebooks to edit or alter grades
- Plagiarizing which includes but is not limited to direct quotes, summarizing, and organizing of written work. Failure to cite sources can be considered as plagiarism.

Violations of the Academic Honor Code may be addressed with consequences such as zeros on assignments, loss of classroom privileges, failure of the course, detention, or office assigned discipline.

ACT Testing

Skiatook High School is a national test date site. The ACT is offered multiple times a year on specific Saturdays. Registration costs vary and can be found on the ACT website. We recommend that students take the ACT by the first semester of their junior year. The ACT can be taken as many times as needed. Colleges usually need your highest score by November of your senior year for consideration for admission and scholarships. Test registration must be completed through ACT either online at www.actstudent.org or with a registration packet. Fee waivers are available for juniors and seniors who are on free or reduced priced lunch or may qualify utilizing Johnson O'Malley funding.

ACT policies and procedures can be found in their entirety at www.act.org

Advanced Placement Exams

AP exams are administered in May according to the exam schedule set by the College Board. The exam schedule is unable to be changed. AP Fees must be paid before a test will be ordered for the student. AP Fees vary from year to year. Some students may qualify for fee reductions or waivers due to free/reduced lunch status, taking 2 or more exams, or state level agreements with the College Board. Students are responsible for notifying teachers and AP test coordinator of intentions to take AP exams by set deadlines.

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Should an AP student decide not to take the AP Examination, the course will be transcribed as an Honors level course using the Honors grade point scale for the 2nd semester only.

AP exam policies and procedures can be found in their entirety at <https://apcentral.collegeboard.org>

Athletics

Skiatook High School offers multiple opportunities for our students to compete in interscholastic athletics. All students must understand that it is a privilege, not a right, to participate in athletics. Any student who wishes to participate in athletics is required to present several artifacts and participate in a drug test before they will be allowed to compete. These include:

- Athletic Enrollment Approval by Coach
- A physical performed by a doctor
- Drug Contract
- \$25 participation fee
- Parent Guidelines Form

All forms can be found on the Rank One website at rankonesport.com. You will click to fill out electronic forms and find the district.

Skiatook High School offers athletes the opportunity of having a physical performed each spring on campus. Through the efforts of our Athletic Trainer and Eastern Oklahoma Orthopedic Center, physicals are offered during the second week of May each year.

Any student that is required to have a drug test is given the opportunity to have the test done on campus. The drug test is offered on one night during the first week of August each year for \$10. Drug tests must be taken through Skiatook Public School's provider, which is DATL. Drug tests taken through other companies are not acceptable.

Athletes must maintain passing grades in all classes to be eligible to compete. Any student enrolled in athletics whose name appears on at least 80% of the eligibility reports per semester, may be removed from athletics during the following semester, unless they earn a passing grade in the course.

Athletes or student competitors who are randomly tested through the athletic policy are subject to the guidelines provided in the district Athletic/Extracurricular Drug Contract. However, if an athlete or student competitor violates school rules during school or at a school-related event, in regards to use, possession, or under the influence of alcohol or illegal chemical substances, he/she is also subject to Reasonable Suspicion Testing or disciplinary actions normally exercised for violation of the district's Drug Free Policy. Any student who violates the district's Drug Free Policy or refuses to take an alcohol or drug test when so required under the provisions of this policy shall be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

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Attendance Policy

According to the state law on school attendance (70-10-105), it is unlawful for a parent of a child age 5 to 18 to neglect or refuse to cause or compel such a child to attend some school and comply with its rules. Failure to do so can result in court action. It is also unlawful for a child over age 16 and under the age of 18 to refuse to attend some school and comply with its rules unless he/she has completed 4 years of high school or has signed an attendance waiver. Such waivers are only granted in extreme cases.

Consistent daily attendance is essential to success in school. Poor attendance habits create problems at school, at home, as well as in future employment opportunities. Therefore, as established by local board policy, students entering the school system during a semester will be required to provide an attendance record from their previous school to be applied to this policy.

Student Absences

School law (70-1 0-1 06) also states that (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of school absence, and (3) unless so notified the school shall "attempt" to notify the parent of the absence.

A student may not miss more than 10 days of school per semester per class and still receive credit for that class. On the eleventh absence in a period, the student will receive a failing grade in that class. The only absence that will not count toward the student's overall absence total are school sponsored activities.

All absences should be verified by parent contact on the day(s) of absence. Absences can be verified by calling 918-396-1790, ext 2402. Parents can call anytime and are encouraged to leave a voicemail if necessary. If a parent/guardian does not call within 24 hours of the absence, the absence is considered unexplained and discipline, such as after school detention, may be assigned to the student.

Parents and students can expect to be notified of absences through the following actions:

- School Messenger phone calls
- Attendance conferences with assistant principal as needed
- Letters of notification at 4 absences
- Letters requesting a conference at 6 absences
- Certified letter for notice of excessive absences and referral to attend Osage County Truancy Board
- Notification to the district attorney's office for violation of Compulsory Education Law

Absence Codes

The following absences will count toward the 10 absences allowed each semester:

AE-Explained absences

Absences are coded as explained absences once a parent/guardian contacts the school to approve the absence for their student. Parents must contact the attendance office within 24 hours of the absence. School work requests will only be granted if the student will be out for three or more days due to illness.

AU-Unexplained Absences

Unexplained absences are those not documented by proper information regarding the student or those absences in which a parent or guardian does not contact the attendance office. Excessive absences or failure to comply with the proper procedure can result in a referral to the county truancy board. Absences due to unexplained absences are defined as an absence from school, a class or an assigned area without the permission of the school or a parent/guardian. A student may not be permitted to make up assignments or tests due to an unexplained absence related to truancy. Detentions, In School Placement, or Out-of-School suspension may be assigned as a disciplinary action for unexplained absences.

The following absences will not count toward the 10 absences allowed each semester:

EA-Activity absence:

Activity absences are documented through the attendance office and pertain to school-sponsored activities, such as field trips, competitions, and sporting events. The maximum number of days for activity absences is ten per year.

Attendance Appeals Procedure

Students missing more than 10 days per semester must submit an attendance appeal form before credits can be restored. All absences after the 10th absence must be explained as defined in sections A-G of the appeal procedure. Documentation for missed days, such as medical notes or court documentation, must be submitted to the Attendance Appeals Committee for review. The Attendance Appeals Committee determines whether absences will be excused based on the District Attendance Policy. The decision of the Attendance Appeals Committee is final. This policy states that absences from school may be excused for the following reasons:

- A. **Personal illness** – When attendance in school would endanger the health of others - verified by a note from a doctor, dentist of the health department.
- B. **Death or serious illness** – In the immediate family, verified by parents. Immediate family is defined as parent, sister, brother, grandparent, or other relative residing in the home.

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C. **Recognized religious holidays** – Observed by their faith, verified by parents and/or church officials. Church officials should give advance notice to the school's administration prior to the religious event.

D. **Legal/court appearance** – When mandated by order of government agencies, including pre-induction physical examinations for service in the armed forces.

E. **Hazardous conditions** – When conditions render attendance impossible or hazardous to student health or safety.

F. **Voting** – When a student is registering to vote or voting in a public election (limited to one day).

G. **Administrative approval** – Verified by principal. A written request must be made to an administrator prior to an absence for administrative absences to be granted.

All attendance appeals must be made in writing within five (5) calendar days of the end of the semester. The Attendance Appeals Committee will consist of administrators, school counselors, and a school nurse.

Attendance Policy Overview

Regular attendance is a major contributing factor to success in school. Irregular attendance is the chief cause for failures and subsequent withdrawal from school. During school hours a student is expected to be in class at all times. A student must have a written pass for any exceptions.

- Students who miss 10 minutes or more of a class will be considered absent.
- Perfect attendance certificates are awarded to a student who has maintained perfect attendance in all classes during the current school year.
- Students absent in excess of 10 days in a given class will not earn credit for that class for the semester.
- Students must be in attendance at least half a school day to be allowed to participate in activities which take place after regular school hours.
- To participate in school activities that take place during the school day, students must attend all classes before the activity begins.
- If a student does not meet attendance requirements to participate in activities, administration may make exceptions for an emergency situation such as a funeral for an immediate family member.
- Senior Skip Days are not considered school sponsored events and will be counted as an unexplained absence.
- All absences, excluding school activity absences, affect days missed in relation to the semester test exemption policy.

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Bell Schedule

Regular Bell Schedule

7:55	Students report to class	
8:00-8:46	1st Period	46 minutes
8:51-9:37	2nd Period	46 minutes
9:42-10:28	3rd Period	46 minutes
10:28-10:53	1st Lunch	25 minutes
10:58-11:44	4th Period	46 minutes
10:33-11:19	4th Period	46 minutes
11:19-11:44	2nd Lunch	25 minutes
11:48-12:35	5th Period	46 minutes
12:39-1:09	GRIT	30 min
1:14-2:00	6th Period	46 minutes
2:04-2:50	7th Period	46 minutes

Campus Hours

Skiatook High School campus opens at 7:30 am and closes at 3:30 pm. Students should not be on campus outside of these hours unless they arrive on a school bus or are attending a school event under supervision of school staff. Students are not permitted to enter the hallways until the first bell rings or unless they are reporting to a school activity.

Class Fees

In an effort to reduce the number of fundraisers at the high school, the school board approved the use of class fees during the August 13, 2012 board meeting. Class fees will be collected by the office staff and used for class events such as but not limited to homecoming festivities, class events, prom and graduation. The class fee requirement includes the following:

- All students in grades 9-12 will be required to pay a \$25.00 class fee each new school year.
- Ideally, class fees should be paid at the beginning of each school year to allow proper

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financial planning for activities.

- Opportunities to pay class fees will be provided during the first of the year events and during office hours.
- Any student who does not have class fees updated by the end of the year will be placed on the debt list.
- Any senior who has one or more years of unpaid class fees or any other school debts may not be allowed to participate in senior activities unless the debt is paid in full.

Closed Campus

Skiatook High School campus is closed from the time a student arrives at school until school is dismissed. Once a student has arrived on school property, they may not leave campus or remain in restricted areas such as the parking lot, hallways, or other unsupervised spaces. Any student in restricted areas without permission will be in violation of the Closed Campus policy. School consequences may be assigned for violation of this policy.

Taking students off campus for lunch is strongly discouraged. Parents and legal guardians are welcome to eat lunch at school with the student and will be allowed to do so after checking in at the attendance office. Visitors other than authorized parents/guardians are not allowed. Due to time constraints, we will not accept deliveries of outside food or drink during the school day. Students returning from concurrent enrollment or Tulsa Tech are not allowed to bring outside food or drink to other students. Gold Card students or students traveling to or from concurrent or Tulsa Technology classes are the only exception to the closed campus policy.

Co-Curricular Activities

Skiatook High School offers numerous opportunities for students to be involved in co-curricular activities through various classes. Any student who is involved in one of these activities must maintain passing grades in all of their classes if they wish to be able to participate in an activity. In addition, any student who is involved in an activity that is sponsored by the Oklahoma Secondary Schools Activities Association (OSSAA) will be required to take a drug test before the school year begins. Drug tests must be taken through Skiatook Public School's provider which is DATL. Drug tests taken through other companies are not acceptable. OSSAA sponsored activities include:

- Band
- Choir
- Debate
- Competitive Drama
- Academic Team
- FFA/Agriculture Education

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Co-Curricular Activities and Athletic Random Drug Testing Program.

Drug testing for student participants will be based on a random selection. Skiatook Public Schools will determine a number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs. Random drug tests are administered by DATL staff.

College Visits

We encourage our students to visit and explore college or career tech campuses as they plan for their postsecondary transition. To support their planning, Juniors and Seniors are allowed three (3) individual college visit absences per school year. To use a college visit, students must provide documentation of their visit on the college letterhead with a representative signature. Students who participate in Skiatook High School sponsored visits or preview days will be charged a school activity absence instead of a college visit day.

Concurrent Enrollment

Concurrent enrollment allows qualified high school juniors and seniors to take up to 2 college courses per semester for college credit while completing high school requirements for graduation.

In order to enroll in a college course, high school students must be proficient in the area in which they wish to enroll. Proficiency is determined by ACT subject scores:

<u>ACT Subject Test</u>	<u>Pre-ACT/ACT Score</u>	<u>Course Eligibility</u>
English	19	Eligible to enroll in any ENGL course
Science	19	Eligible to enroll in any science reasoning course
Math	19*	Eligibility dependent on math course selected
Reading	19	Eligible to enroll in any other collegiate course

PSAT NMSQT scores may also be used for concurrent enrollment. A student must earn a score of 510 in the reading/writing areas to enroll concurrently.

Students are responsible for registration, fees, books, and transportation. Concurrent enrollment courses shall not be scheduled to conflict with the student's schedule at Skiatook High School.

Steps required for Concurrent Enrollment

1. Take the PSAT, Pre ACT, or ACT and achieve scores necessary for enrollment
2. Meet with your high school counselor to discuss eligibility for concurrent enrollment
3. Complete required forms with your high school counselor

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4. Obtain signatures from principal and parent on the form
5. Take form and official transcript to TCC for face-to-face enrollment
6. Enroll and pay fees
7. Return proof of enrollment and SHS Concurrent Enrollment agreement signed by student and parent/guardian to your high school counselor
8. By Wednesday of each week, turn in a weekly required grade check for eligibility purposes

Correspondence Courses

Correspondence courses may only be taken for credit when approved by the principal or superintendent.

Cardiopulmonary Resuscitation (CPR)

Effective school year 2015-2016, House Bill 1378 CPR Training ACT requires all students in public schools, between ninth grade and graduation, shall receive instruction in cardiopulmonary resuscitation (CPR) and instructional awareness of the purpose of the automated external defibrillator (AED). Skiatook High School will use an approved instructional program and ensure that every student receives hands-on practice to support cognitive learning. A parent may request in writing that their student not be included in the instruction if they so desire.

Credits per Course

Credit for a subject is granted after a student has satisfactorily completed the course requirements and has satisfied any obligations related to the instructional program. A one semester course contains .5 units toward graduation. Two semester courses contain 1 unit toward graduation.

Daily Announcements

Daily announcements will include the Pledge of Allegiance and a moment of silence to pray, meditate, or reflect. Announcements will also be shared with students via student school email addresses and Google Classroom.

Eligibility

Grades for eligibility are exported from Wengage Online GradeBook at 10:00 AM on the last day of each school week. Students who attend courses through concurrent enrollment or at Tulsa Technology Center are required to submit an instructor signed weekly grade check slip or official printed grades to the counseling office for verification of academic progress in those courses. Grade checks are due each Wednesday by 3:00. The first week a student has a failing grade in any class, they are on probation. Two consecutive weeks of a failing grade in any class results in ineligibility status for the student.

Students who are ineligible will not be permitted to represent Skiatook High School in any capacity including but not limited to OSSAA competitive events, school sponsored events, field

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trips, or homecoming festivities. Students who are ineligible in classes at Skiatook High School will not be allowed to participate in field trips through Tulsa Technology Center. Tulsa Technology Center permission slips will not be signed if a student is failing a Skiatook High School course.

In addition to academic requirements, students must also meet the following criteria to be considered eligible for activities:

- Be a resident of Skiatook School District or satisfy the transfer rule.
- Not be under any school assigned disciplinary action.
- Students must be in attendance at least half a school day to participate in activities which take place after regular school hours.
- To participate in school activities that take place during the school day, students must attend all classes before the activity begins. Students who appear on at least 80% of the eligibility reports during a semester, may be removed from athletics during the following semester unless the student passes the course.

Emergency Drills

Drills for fire, tornado, and security violations will be conducted on a regular basis and according to state law. Students should read the rules and regulations for fire and severe weather drills posted in each classroom. Students intentionally breaking rules or regulations during emergency drills may receive disciplinary action.

Fundraising

School or non-school fundraising activities of any kind will not be permitted on campus without prior administrative approval.

Gold Card Membership Incentive

Oklahoma State Law requires high school students to take an ACT test and a stand alone Science test as part of the Oklahoma State Testing Program. In addition, students are required to take a state assessment in U.S. History during high school. To qualify as a Gold Card member students must meet the following requirements:

- Classified as a Senior
- Achieve a score of 300 or higher or proficient/advanced level in ELA and Math subject area on the state mandated April ACT
- Achieve proficient or higher level in the state Science **or** US History Grade 11 assessment

Gold Card members will be given the following privileges:

- Off-campus lunch privileges every day

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- 3 free-tardy excuses per year
- One extra hour absence used toward exemption status for final exams
- Special cord to wear at graduation for Gold Card member recognition

Qualifying students will be required to have a parent signed permission form on file in the attendance office in order to participate in off-campus privileges. Gold card privileges cannot be used until a student is in possession of their Gold Card. If off campus lunch privileges are abused, Gold Card Membership can be revoked.

Grades

All teachers use the following point system for grading:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Grades are recorded as a cumulative total for the semester. Student progress can be monitored through the Wengage online gradebook, Google Classroom, or a parent may contact the teacher. Wengage passwords can be obtained through the high school attendance office.

Grade Determination

The number of credits completed by a student determines their grade classification. A student's grade determination will be set at the beginning of the fall semester and updated at the beginning of spring semester as needed.

Sophomore	6 credits
Junior	12 1/2 credits
Senior	18 credits

Graduation Ceremonies Eligibility

In order to participate in graduation ceremonies, a senior must have completed all required graduation plan credit requirements.

Graduation Commencement Dress Code

- School dress code must be followed
- Dresses and skirts must meet school dress code
- Slacks, dress pants, and dress shoes must be of dark color, preferably black or gray
- If wearing a dress shirt, ties are preferred
- No jeans
- No shorts

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- No tennis shoes
- No t-shirts
- Must wear school-approved cap and gown
- Students are not allowed to decorate graduation caps
- School approved medallions, honor stoles, and honor cords are allowed
- Tribal medallions, insignia, or honor medallions are allowed
- Permission must be sought and granted for any other modifications from graduation commencement dress code.

A senior in violation of the dress code will be removed and not allowed to participate in the graduation ceremony. If a student needs assistance meeting any of the dress code requirements, the student should contact class sponsors or site principal as soon as possible.

Graduate Honors Program

Skiatook High School students who meet the following criteria will be classified and recognized as Graduates with Honors at their graduation ceremony:

- Minimum of 3.5 weighted GPA
- No grade lower than a "C" on high school transcript
- Minimum Composite Score of ~~20~~ 21 on ACT
- Completion of 3 Honors, Pre-AP, and/or other 4.5 GPA weighted classes.
- Minimum accumulation of 5 points in the Advanced Coursework Point System as explained below:
 - Completion of Advanced Placement full year course including corresponding AP exam = 2 Points
 - Completion of Concurrent Enrollment semester course = 1 Point

Graduation Plans

Skiatook High School offers two established graduation plans. The College Prep/Work Ready plan prepares students to transition to college or other continuing education settings as well as be workforce ready. The Core Curriculum Graduation Plan prepares students for other opportunities after high school. Each plan contains specific credit requirements as set by the Oklahoma State Department of Education. If successfully completed, both plans result in the issuing of a standard Skiatook High School diploma.

25 credits are needed to be eligible for a diploma. Career Tech and concurrent students are allowed to graduate with 24 credits for one year of program completion and 23 credits for two years of program completion.

A student is automatically placed on the College Prep Graduation curriculum unless the student opts for the Core Curriculum Program instead. If so, a parent or guardian must sign a letter with a school counselor agreeing to the curriculum change. Students placed on the Core Curriculum Graduation Program, however, do not qualify for the Oklahoma Promise (~~OHLAP~~) Scholarship

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opportunity.

It is suggested that students meet with the school counselor on a regular basis to discuss requirements for coursework and completion of graduation requirements. Credit checks are completed by school counselors at the end of each semester to monitor a student's progress towards meeting graduation requirements.

GRIT Time

GRIT stands for Growth Requires Intense Teamwork. Students who are in need of remediation, enrichment, or other types of academic assistance will be identified by their teachers and required to attend GRIT sessions. Missing GRIT time could affect a student's success and should be attended on a regular basis. Students who intentionally miss GRIT time sessions may be assigned tutoring outside of school time, detention, or other office assigned discipline.

Homecoming and Prom Dress Code

The following guidelines apply to Prom and Homecoming attire, including both those worn in homecoming pep assemblies and official homecoming ceremony. Further explanation of this dress code is available on the Skiatook Public Schools website. Students out of dress code risk not being allowed to participate in Homecoming and Prom events. Prom ticket refunds will not be issued to students refused admittance to the prom due to dress code violations.

- Formal wear is preferred for homecoming and prom events.
- Shirts must be worn with suit or tuxedo jackets.
- Dress necklines must not be lower than five inches from the base of the neck.
- Dresses may be backless but cannot be cut below the navel.
- Two piece dresses are allowed as long as midriff exposure is no more than three inches.
- Any fabric added to a dress in an attempt to meet dress code must be solid, not see through. Fabric must be permanently attached to the dress.
- No pinning will be allowed as an alteration for a dress if without the pin the dress does not meet dress code.
- Dresses may not have a slit that exceeds six inches from the knee.
- Dresses may not be any shorter than six inches above the knee.
- No cover-ups will be allowed over dresses that do not meet dress code.

Honor Roll

The purpose of the Honor Roll is to recognize students who excel in academics. Two honor rolls are published at the end of each semester:

- Superintendent's Honor Roll: recognizes students earning all A's

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- Principal's Honor Roll: recognizes students earning A's and B's

Honor Societies

The Skiatook Public School system is committed to academic excellence. Every attempt is made to reward outstanding academic performance. The following honor societies are one way that academic success is acknowledged.

National Honor Society

Students may become members of the National Honor Society after the first semester of their sophomore year if they meet the requirements of membership. These students should have a cumulative minimum 3.5 GPA based on a 4.0 scale, inclusive of the 9th grade year. The student must be taking specified classes and must complete the NHS required paperwork in a timely manner. Leadership, scholarship, character, and service are all considered in the selection of NHS members. The final decision regarding membership of qualified candidates is determined by a majority vote of the faculty council. Membership in the National Honor Society is a privilege and not a right.

Oklahoma High School Honor Society

A student in grades 10-12 whose grade point average is in the top ten percent of the total enrollment may be eligible for this honor. The grades used for determining a student's grade average are the semester grades of the second semester of the preceding year and the first semester of the current year.

Lockers

Students will be assigned a locker upon request. Lockers are school property; therefore, a student has no right to privacy in the contents of the locker.

Locker rules are the following:

- Lockers are not to be banged or kicked. The student will pay for damages beyond normal wear and tear.
- Signs and stickers should not be put on lockers, inside or outside, without permission from the principal.
- Students are strongly encouraged to purchase personal locks for school lockers. The school will not be responsible to search for stolen or lost items. When a student places a lock on his/her locker, he/she must provide the register's office with the combination or a copy of the key.

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- Students should not share lockers. Each student is responsible for the contents of the locker.

Make-up Work due to Explained Absences

A student with explained absences has the same number of days to make up work as the number of days absent. Assignments due on the date of the absence are due upon return to school. Receiving assignments and make-up tests is at the discretion of the teacher and may be administered before school, during the lunch period, or after school upon the student's return by arrangement with the teacher. A long-term class project assigned previously must be turned in on or before the due date.

Parents can request work for ill students on the 3rd day of absence. Teachers should be given 24 hours' notice and work can be picked up in the attendance office. Any exceptions must be approved by the site principal.

Middle School Courses Taken for High School Credit

Middle school courses taken for high school credit are given as percentage grades, will be recorded on the student's high school transcript, and are not weighted.

NCAA Eligibility Center

Any student considering playing college athletics must register with the NCAA Eligibility Center. It is recommended that students sign up by the end of their sophomore year. Registration fees do apply. Complete details can be found at https://web1.ncaa.org/eligibilitycenter/student/index_student.html

Oklahoma's Promise

Skiatook Schools complies with S.B.156, which calls for Oklahoma's Promise designated to provide access to post-secondary education opportunities for students with financial need who have demonstrated a commitment to academic success in high school. Eligible students must apply before the end of their sophomore year in order to qualify. Students can register for the program at <http://www.okhighered.org/okpromise> or obtain a paper application in the high school counseling office. In addition to specific course requirements and grade point average, students must refrain from substance abuse during high school.

Online Course Offerings

Skiatook High School offers students the option of enrolling in supplemental online classes. An application must be completed and returned along with the \$150 enrollment fee. Students who enroll in supplemental online classes are required to complete the same number of hours of instruction as in a traditional course and must take all quizzes and tests in a controlled setting on-site. Skiatook Public Schools currently uses Edgenuity, an online curriculum supported by

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certified teachers. Edgenuity classes do not qualify as courses accepted by the NCAA Eligibility Center.

Passes

A student is not allowed to leave during class without teacher permission and only if absolutely necessary. If a student receives permission from a teacher to leave class, the following stipulations apply:

- Student must obtain a hall pass from the teacher
- Student can only go to the area to which they have permission
- Student should return quickly to class

Personal Financial Literacy

Per state mandate, students must complete personal financial literacy standards before graduation. Skiatook High School offers personal financial literacy as a semester course or an online version can be used when a scheduling conflict arises.

Proficiency Examinations and Guidelines

Skiatook Public Schools utilizes Edgenuity Semester Prescriptive Tests to determine proficiency. The High School Counseling Office will facilitate the proficiency testing. Students must register to test in the High School Counseling Office prior to the administration of the test. Students can only test one time per subject on the testing day. The testing environment is a secure area where unapproved electronic devices are not allowed. Accessing unapproved electronic devices may result in automatic failure of the test.

Proficiency Examination Scores can be applied to a student's transcript under the following policies:

1) Proficiency-based Promotion Testing Program

Skiatook Public Schools uses the Proficiency-based Promotion Testing Program for grade/subject advancement. To test out of a course in advance, the score on the proficiency exam must be 90% or above. Students determined proficient will be given a Pass (P) on the official transcript. ~~Students cannot test out of English IV.~~

2) Enrollment of Students from Non-Accredited Private Schools and Home School Environments

Skiatook Public Schools policy requires that the achievement level of a student transferring from non-accredited private schools or homeschool environments be placed at the appropriate grade level based on evaluation. A student seeking admission from a non-accredited private school or home school should contact Skiatook Public Schools three weeks before enrollment to schedule an

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evaluation. An evaluation will be scheduled at the principal's discretion after receipt of required school records. A student is required to score 70% or above on the proficiency exam in order to earn high school credit. The student will receive the corresponding letter grade from the proficiency exam on the official transcript.

3) Proficiency-based Testing for Credit Recovery

A student seeking to recover credit for a failed class must score at least 60% on a proficiency exam. The student recovering the credit will have a Pass (P) placed on the official transcript. The original failing grade will remain on the student's transcript and be figured into the student's grade point average.

Proficiency Testing Dates

Students can complete a proficiency examination on the three (3) testing dates below:

- 1) Five (5) business days prior to the first day of school.
- 2) Five (5) school days after the first day of the second semester.
- 3) Five (5) business days after the last day of school.

If required, students may be administered proficiency tests upon enrollment from a non-accredited school to determine course placement.

Progress Reports

Progress reports for all students are provided to students every six weeks. Dates for progress reports can be found listed on the calendar in the student handbook. Grades are also available in the Wengage portal.

Prom Guests

Skiatook High School does allow students to bring guests who are not enrolled at Skiatook High School. In order to protect the integrity of the event, guests must complete a guest form and acquire site principal approval before attending the event. Guest forms can be obtained from junior class sponsors. Guests must meet the below criteria to be approved:

- Prom guests who are not currently Skiatook High School students must be at least high school age but no older than 20 years of age.
- If enrolled in another school district, guests must be in good standing in regards to attendance and discipline to be approved. Signature from the school administrator is required on guest form.
- If guests most recently attended Skiatook High School, they must have withdrawn or exited in good standing in regards to attendance and discipline to be approved.
- Guests who do not currently attend school must obtain a parent/guardian signature on guest form to attend.
- Prom guests who are not currently Skiatook High School students must show identification

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to enter.

- Prom guests must enter prom with current Skiatook High School students of which they are a guest.
- Completed guest forms must be signed and approved by the site principal before purchasing tickets from junior class sponsors.

Prom Ticket Sales

Junior class sponsors will coordinate the sale of prom tickets each year. Tickets can only be purchased by Skiatook High School junior and senior students. All Skiatook High School students attending prom must be current on class fees to purchase a ticket.

- Prom tickets will be initially priced at \$30.00 until February 1st.
- After February 1st, prom tickets will increase to \$60.
- Due to the nature of vendor deadlines and additional charges for late orders, prom tickets purchased the week of prom will be \$100.
- Guest tickets will remain at the original \$30 price for the duration of prom ticket sales.

Reading Proficiency Test

A student attempting to obtain an Oklahoma driver's permit must score basic or above on the Oklahoma State Testing Program 8th grade reading test. Reading proficiency tests are offered to students who need to retest. The Reading proficiency tests are offered four times per school year. Registration for the test can be completed in the high school counseling office.

Requests for School Documents

It is recommended that a 24-hour notice be given to receive school records such as a transcript or driver's license letter in order to keep your wait time to a minimum; however, every effort will be made to accommodate the request as soon as possible. The requests can be made by visiting the counseling office or calling 918-396-1790, ext 2407.

Schedule Changes

Once courses are selected, adjustments will be made on a limited basis and are final after two weeks of the new semester. The principal's approval is required for any change.

Schedules may be adjusted if any of the following criteria applies and space is available:

- Incomplete schedule or error
- Prerequisite for course has not been completed
- Course is out of sequence
- Acceptance to special program such as Tulsa Technology Center
- Enrollment in a more challenging course

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- Change in graduation plan

Schedules will not be adjusted for the following conditions:

- Preference for a different teacher
- Preference for a different period, lunch period, or semester
- Preference to be with friends in class
- ~~Change of mind about taking the course~~
- Failing or poor grades in course

School Counseling Services

School Counseling services are available for every student. These services include but are not limited to:

- Post Secondary Planning
- Career information
- Interpretation of Test Scores
- Academic Assistance
- Student Advocacy
- Individual counseling
- ICAP development and guidance

Students and parents are encouraged to meet with school counselors for assistance. Appointments with school counselors can be made by calling the Skiatook High School Counseling office.

Science Credit through Agricultural Education Courses

One unit of science, *with the exception of a lab science*, may be waived for four consecutive years of Agriculture courses. A student must take the following classes within the Agriculture Science department to qualify.

9th	Agriculture I
10th	Agriculture II
11th	Agriculture III
12th	Agriculture IV

Semester Tests

The semester test schedule is announced approximately one month prior to the tests. Semester tests are usually given on the last two days of each semester. Teachers are required to administer semester tests.

- Semester tests are mandatory unless exemption status has been granted.
- No semester exam will be given early.

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- If a student is absent on a semester test day, they must make arrangements with individual teachers to make up that test. Exams will be made up before or after regular school hours.

Semester Test Exemption Policy

Skiatook High School students have the opportunity to earn exemption status from semester tests. All students will take semester tests at the end of the fall semester. Exemption status will only be offered for the spring semester.

Exemptions for final exams are based on attendance, grades, and discipline records. All explained and unexplained absences count towards semester test exemption status. Activity absences are the only absences that will not affect semester test exemption status.

Students must meet the following criteria to qualify for exemption status:

- A student must have an “A” average with no more than 5 absences per semester or a “B” average with no more than 4 absences per semester.
- Students who have been suspended out of school at any time during the school year will not qualify to be exempt.
- Students who have been assigned In-School Placement at any time during the school year will not qualify to be exempt.

To confirm exemption status, students must have completed the following steps:

- Using the provided exemption form, students must obtain signatures from teachers.
- Obtain parent signature on the exemption form.
- Provide exemption form to administrators for official check of grades, attendance, and discipline record. Administrators will designate a time during the school day for students to complete this checkpoint.
- If criteria is met, students will be issued exemption status.
- Students are not considered exempt and will be required to take semester tests if they do not complete this process.

If an exempt student chooses to attend school on semester exam day, they must attend assigned classes. Students who are disruptive on test days may lose exemption status.

Classes will not be interrupted during testing by school staff. Students will not be called out of class to leave once the testing period begins.

Senior Assembly

Seniors are awarded and recognized for achievements and scholarships during senior assembly. Students are highly encouraged to notify their school counselor of any scholarship awards, Career Tech honors, or community awards they have received. All students will be recognized for the honor roll during the Skiatook Public Schools Support Foundation awards assembly conducted

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each spring to acknowledge achievements.

Senior Rings

Sophomores may order senior rings. Class rings may be purchased through any vendor.

State Mandated Grade Level Assessments

Per state law, all Junior students are required to take an ACT test during the stated designated spring testing window. Junior students are also required to take a Grade 11 Science and US History test.

Student Parking Regulations

Skiatook High School students are required to purchase and display a parking permit on any vehicle that will be parked in school maintained parking lots. The guidelines below must be followed in regards to student parking privileges:

- Students will be issued parking decals at a cost of \$10.00
- If needed, students can purchase a replacement parking decal for \$5.00
- A parking permit must be displayed on the vehicle's windshield.
- Parking is strictly limited to the student parking area on the east side of campus.
- A student must be licensed and insured to operate a vehicle on school grounds. The school is not responsible for the automobile or its' contents.
- A student may not loiter in a parking area or in a vehicle before or after school.
- A student may not return to a vehicle during the school day without permission from an administrator.
- The speed limit is 15 mph in the school parking lot.
- Students should not move vehicles during the school day for any reason without permission.
- A student must park in a parking space
- Students may not drive in the bus lane.
- Students who violate parking regulations may receive a parking lot violation which includes the following options:

Parking violation—\$10 or 10 days off campus

Improper driving—\$20 or 20 days off campus

No Parking Permit—\$10 + permit purchase

Continued driving or parking violations could result in removal of on campus driving privileges and/or law enforcement involvement.

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Student Purchases

No student will purchase any item on behalf of the school or school organization without the sponsor's permission. The sponsor approves and is responsible for all purchases.

Tardy Policy

TU is used to code unexplained tardies. A student is considered tardy to class if he/she is not seated in his/her chair when the bell begins to ring. A student is absent if they arrive to class later than 10 minutes after the bell rings. A student who receives a tardy report will receive disciplinary action which may include detentions or In-School Suspension or Out of School Suspension.

The following penalties will be administered for tardiness received in excess of four total per student (not per class period) per nine weeks.

Possible Disciplinary Actions:

5th Tardy	2 detention sessions
6th Tardy	4 detention sessions
7th Tardy	1 day In-School Placement
8th Tardy	3 days In-School Placement
9th Tardy	5 days In-School Placement
10th Tardy	Out-of-School Suspension (1 day and increased for each succeeding tardy infraction)

Tardies in excess of 10 will be dealt with on an individual basis with severity including extended suspension day(s).

Textbooks

Textbooks are the property of the school and are loaned to students. Students are responsible for paying for lost or damaged textbooks.

Tutoring

Tutoring is available in most subjects offered at Skiatook High School. A yearly tutoring schedule is provided based on teacher availability. Students are encouraged to ask teachers for tutoring offerings.

Weighted Grading System

The weighted grading system acts as a reward and is the determining factor in the selection of valedictorian and salutatorian. Additionally, the weighted grading system is designed to improve test scores and motivate students to take challenging courses. The weighted classes may require

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prerequisite classes, teacher approval, grade performance at the class or course level, and testing. A student choosing to take weighted classes would benefit from a five-year planned curriculum.

Due to the heavier workload required for the successful completion of Honors and Advanced Placement courses, the district has weighted the grade point scale as follows:

Honors	Concurrent College Courses	Advanced Placement
A=4.5	A=4.5	A=5.0
B=3.5	B=3.5	B=4.0
C=2.5	C=2.5	C=3.0

Weighted classes are:

4.5 point classes

Algebra III
Anatomy/Physiology
Chemistry
Pre AP Geography
Pre AP Biology
Pre AP Geometry
Physics
Microbiology
Pre AP OK History
Pre AP Algebra II
Pre-AP English I
Pre-AP Art
Pre-AP English II
Pre-Calculus

**5 point classes*

AP Calculus
AP Biology
AP Chemistry
AP Government
AP Language and Composition
AP Literature and Composition
AP Psychology
AP Statistics
AP World History
AP US History
AP Art
* Requires taking the AP Exam

Wengage Online Gradebook

SHS uses an online grading program which may be accessed by the legal parent/guardian of the student. This system requires a password which can be obtained by contacting Skiatook High School.

Valedictorian and Salutatorian

Valedictorian is the student earning the highest grade point average and salutatorian is the student earning the second highest grade point average calculated at the end of the fall semester of the senior year, computed to the nearest thousandth using grades earned in all academic subjects taken for high school credit. Only grades earned from accredited schools are used in computing GPA. In the case of a tie, co-valedictorians or co-salutatorians are selected. In order to be eligible, a student must have completed the second semester of junior year and first semester of senior year at Skiatook High School.

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A student must follow the following guidelines in order to be eligible to be considered for valedictorian or salutatorian:

- 4 years of English
- 4 upper level Science courses
- 4 years of upper level Math, with at least one of the following:

Pre Calculus

AP Calculus

AP Statistics

Algebra III

College Algebra or higher

- ~~3-5 3.0 Social studies courses as mandated by the Oklahoma State Department of Education.~~

Visitors

All visitors must report to the attendance office upon arrival and wear a visitor's badge while in the building. Children are not permitted because of distractions to normal school routine. Parents may observe during instructional time with written permission of administration.

DISCIPLINE

Discipline Policy Overview

The school's primary goal is to educate, not discipline. However, when the behavior of a student conflicts with the rights of others or interferes with the educational process, corrective actions by the school are necessary for the student and the school.

The goal of the disciplinary policy is to correct the misconduct of the student and to promote adherence by that student and by other students to the policies and regulations of the school district.

Skiatook Public Schools, in order to provide quality education for all students, does not tolerate disruptive acts that interfere with the tranquility of the school, endanger students, or damage school property. A student is under the supervision of, and accountable to, school personnel. This supervision is in effect during regular school day, school activities, and transportation of students.

Activity Trip Rules

A student away from the school campus under school supervision on activity trips will be supervised according to the following guidelines. A student will:

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- Be supervised under all circumstances.
- Remain in the area designated by the sponsor.
- Sit with other students when not performing or participating.
- Follow the Skiatook Conduct Code and Dress Code set forth in the student handbook.
- Follow team conduct code and all directives set forth by coach or sponsor.
- Follow the curfew set by the sponsor.
- Obey Skiatook Public School's policy on Drug Free Schools which includes but is not limited to the requirement that students refrain from the possession or use of alcoholic beverages and controlled dangerous substances.
- Ride the transportation provided by the school unless otherwise allowed by the activity sponsor or coach. Parents or legal guardians must request in writing permission for alternate transportation.

A student who refuses to cooperate with a sponsor enforcing these rules will be sent home immediately after the parent/legal guardian has been contacted. Any costs associated with the removal of transportation privileges of the student is the responsibility of the parent/legal guardian.

Students can only ride home from events with parents or guardians. Parents or guardians must sign students out from activity with designated sponsors or coaches.

Athletes and student competitors should also remember that they must maintain passing grades in all of their classes to be eligible to compete. Any student enrolled in athletics whose name appears on at least 80% of the ineligible reports run during a semester, will be removed from athletics during the following semester.

Athletes or student competitors who are randomly tested through the athletic policy are subject to the guidelines provided in the district *Athletic/ExtraCurricular Drug Contract*. However, if an athlete or student competitor violates school rules during school or at a school-related event, in regards to use, possession, or under the influence of alcohol or illegal chemical substances, he/she is also subject to *Reasonable Suspicion Testing* or disciplinary actions normally exercised for violation of the district's *Drug Free Policy*. Any student who violates the district's Drug Free Policy or refuses to take an alcohol or drug test when so required under the provisions of this policy shall be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

Bus Discipline Procedures

1. Upon receiving the first substantiated discipline referral, the student will be verbally (orally) warned and placed on probation unless a major offense occurred. In the event of a major offense, it will be the principal's discretion from five days to a semester plus one of not riding.
2. On the second substantiated discipline referral, the student will lose riding privileges for a

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period of five days unless a major offense occurred.

3. On the third substantiated discipline referral, the student will lose riding privileges for a period of time that could include the remainder of current semester and succeeding semester.

A major offense is any act that places individual or school property in immediate danger, such as, but not limited to, fighting on the bus, behaving in a manner which may cause the driver to drive unsafely, and vandalizing the bus.

Conduct Code

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include detentions in-school placement options or out-of-school suspension:

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material.
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of others;
6. Cutting class or sleeping, eating or refusing to work in class;
7. Disruption of the educational process or operation of the school;
8. Extortion;
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
10. False reports or false calls;
11. Fighting;
12. Forgery;
13. Gambling;
14. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts;
15. Hazing (initiations) in connection with any school activity;
16. Inappropriate attire (clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene, that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia or that

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unduly exposes the body; clothing, accessories, make-up, hair styles, or arrangements or decorations worn or displayed on the body that are likely to cause a substantial and material disruption of school operations);

17. Inappropriate behavior or gestures;

18. Inappropriate public behavior;

19. Indecent exposure;

20. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);

21. Obscene language;

22. Physical or verbal abuse;

23. Plagiarism;

24. Possession of a caustic substance;

25. Possession of obscene materials;

26. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.);

27. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances;

28. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution of illegal drugs and/or drug related paraphernalia;

29. Profanity;

30. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;

31. Theft;

32. Threatening behavior, including gestures, written or verbal expression, electronic communication or physical acts;

33. Truancy;

34. Use, possession, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution of tobacco, e-cigarettes, or related products in any form;

35. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;

36. Using racial, religious, ethnic, sexual, gender or disability-related epithets;

37. Vandalism;

38. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations;

39. Vulgarity;

40. Willful damage to school property;

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41. Willful disobedience of a directive of any school official;
42. Inappropriate use of an Electronic Device.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school

Conduct Code Violations and Possible Disciplinary Actions

The following are options for disciplinary action:

1. Student warning
2. Parental advisement
3. Class removal
4. Parental conference
6. Financial restitution
7. Loss of bus riding privilege
8. Notification of law enforcement agency
9. Referral to social agency
10. Probationary period
11. Community Service related to school campus
- 12.-Detention
13. In-School Placement
14. Out of School Suspension follows the Oklahoma school law and Skiatook School Board of Education policy. A suspended student may not be on school property or attend any school activity, home or away, day or night, during the suspension period.

Administrators have the authority to enforce other reasonable disciplinary action(s) which they find warranted by a situation not covered in the above disciplinary actions.

Dress Code

Students found to be in violation of the dress code will receive a verbal warning and be asked to change or remove items that are causing the violation. Warnings will be given on the first two dress code violations with office assigned discipline on the third and all following violations. Once the student adheres to the dress code, they will be allowed to return to class. If a student is unable to adhere to the dress code, they will remain in In School Placement for the duration of the school day. If students choose to leave campus to correct the dress code violation, their absence

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will be coded as an unexplained absence.

Exceptions to the dress code may be permitted by the administration for medical, activity, sports, or other organizational reasons. Final decisions about any dress code violation will be at the discretion of the administrator. Questions about the dress code should be referred to the principal.

Students must adhere to the following criteria in regards to dress code:

- Hats, hoods, bandanas, or other headgear cannot be worn inside the building.
- Dresses, skirts and shorts cannot be any shorter than a maximum of seven inches above the knee.
- Leggings, jeggings, yoga pants, or spandex items may be worn with tops no shorter than fingertip length around the entire garment.
- Clothing with any rips, tears, mesh, or sheer material over 7 inches above the knee cannot be worn unless worn with garments underneath that prevent skin from showing. Fabric or covering under rips or tears must be permanently attached to the clothing.
- Underwear, including boxers, cannot be shown at any time.
- Any article of clothing which allows undergarments to show cannot be worn.
- Low necklines are not permitted. Strapless shirts are not permitted.-Tank tops worn as outer garments must have straps no less than 3 finger widths.
- Sheer tops must be worn with tank tops meeting dress code at all times.-Bare midriffs when standing or sitting are not allowed to be exposed. No skin should show between the bottom of the shirt and the top of the skirt or pants.
- Blankets are not allowed to be draped or “worn” as clothing.
- Clothing or jewelry that is distracting or poses a safety concern
- Clothing or jewelry that may be associated with gangs
- Clothing or jewelry that poses a safety concern or is a distraction to the educational process.
- Clothing, jewelry, or tattoos that include obscene language, obscene gestures or are suggestive or symbolic of drugs, alcohol, sex, racial slurs, or any illegal or activity
- Chains, including wallet chains or belts made of chains.
- Sunglasses or eyewear that is distracting to the educational process.
- Shoes must be worn at all times.
- Students are not allowed to wear earbuds or headphones during passing periods due to safety concerns.

If there are situations that arise that are not specifically covered in this code, administrators will interpret the situation in light of the basic intent of this policy.

Drug Testing Due to Reasonable Suspicion

Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be

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required to take an alcohol and/or drug use test. This is a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

Any student who refuses to take an alcohol or drug test when so required under the provisions of this policy shall be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

Electronic Device Usage

Skiatook High School would like to encourage the use of electronic devices for access to school announcements, school alerts, and classroom resources. However, all electronic devices must remain silent and out of sight except during approved usage times. Disregard for teacher provided instructions or school policies may result in office assigned discipline. Students who use electronic devices in any way that threatens or endangers the school environment may lose their use privileges while on school property.

Chromebooks issued by Skiatook High School are continuously monitored for student and school safety. Monitoring tools such as Go Guardian and the Bark application are regularly reviewed for usage violations.

Excessive Referrals

Any student with excessive discipline referrals or issues may be excluded from any school function at the discretion of the principal.

In-School Placement

When an administrator determines that a student's conduct warrants assignment to In-School Placement, the student will sign an agreement that includes but is not limited to the following expectations:

- Students will immediately report to the ISP supervisor upon arrival to school and with all textbooks and supplies required for each day. Breakfast may be taken to the ISP room
- Students will check in any cell phones, Ipods, or other electronic devices to the ISP teacher to be secured in a classroom safe until the end of the day.
- Communication with other students or any distracting behavior will not be allowed. Students must raise their hands and wait for acknowledgement by supervising the teacher before having permission to speak or ask a question.
- Students are required to work and complete academic assignments and activities on a daily basis during their ISP assignment.

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- No food, drink, gum, or candy will be allowed (other than that brought for lunch time only).
- Students will spend the entire school day in ISP and will be responsible to keep their assigned area clean.
- Students will not be permitted to sleep or lay their heads down.
- Permission must be sought by any student and granted by the supervising teacher for any unassigned activity.
- Students may spend a portion of their day performing community or school service including but not limited to trash duty, outside campus or school cleanup.
- Students will be escorted between lunches to the cafeteria and then back to the ISP room to eat lunch in silence.
- Students assigned ISP will not be permitted to participate in or attend extracurricular practices, activities or events for the duration of their ISP assignment.
- Upon completion of the school day, students will be dismissed by the ISP supervisor and exit campus quickly. Loitering on campus or in the parking will not be allowed.
- Days absent from ISP will not count toward completion of total days assigned ISP.

Students who violate ISP rules, cause distractions, or do not report to ISP as assigned may be issued further office assigned discipline.

Out-of-school behavior

Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

Policy on a Drug and Alcohol Free Environment

Use, possession, dispensation, distribution, or attendance while under the influence of a counterfeit drug, a controlled illicit substances, including anabolic steroids, illegal drugs, alcoholic beverage, non-prescribed prescription medication, in any of the school district's facilities, on school district property (including vehicles) or at a school district sponsored function or event by a school district is prohibited. Violation of this prohibition shall result in disciplinary action, which may include long-term suspension and/or the completion of an appropriate rehabilitation program. In addition to suspension and/or disciplinary action, a student violating this prohibition is subject to referral for prosecution under applicable laws.

Underlined text represents additions to SHS Handbook.

Suspensions for Drug/Alcohol Related Offenses are as follows:

1st offense: 18 weeks out-of-school suspension OR reduced suspension with probation contract

2nd offense: 36 weeks out-of-school suspension

Policy on Weapons and Dangerous Instruments

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

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

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

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

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

Federal law requires a one-year suspension from school for firearms violation. Any other violation of Skiatook High School Policy on Weapons and Dangerous Instruments may result in the following:

1st offense: 18 weeks out-of-school suspension or reduced suspension with probation contract

2nd offense: 36 weeks out-of-school suspension

Underlined text represents additions to SHS Handbook.

Transportation

A student who rides the bus is expected to behave in the same way as in the classroom. The driver should be treated with the same level of respect as a teacher.

Unauthorized riders must get permission from the principal to ride any bus. Non-bus riders cannot ride to another student's home. A student may not ride a bus to attend a party or other non-school sponsored activity.

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