

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
Shane Azzopardi, Assistant Principal
Amy Gilmore, Assistant Principal

Underlined text represents additions to SHS Handbook.

Useful Phone Numbers

Administration	Education Service Center Melissa Bush, Superintendent Rick Loggins, Assistant Superintendent Steve Mason, Director of Operations and Transportation Wendy Joice, Director of Special Programs	918- 396-1792
Grades 9-12	High School Jenny McElyea, Principal Shane Azzopardi, Assistant Principal Amy Gilmore, Assistant Principal	918-396-1790
Grades 6-8	Newman Middle School Derek Scheihing, Principal Cy Stallard, 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 Sherrie McGuckin, Principal Phylcia Crain, Assistant Principal	918-396-2295

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

Underlined text represents additions to SHS Handbook.

Table of Contents

Academic Honor Code	6
ACT Testing	6
Advanced Placement Exams	6
Athletics	7
Attendance Policy	8
Absences	8
Absence Codes	9
Attendance Appeals Procedure	9
Attendance Policy Overview	10
Bell Schedule	11
Campus Hours	11
Chromebook Usage	11
Class Fees	12
Closed Campus	12
Co-Curricular Activities	12
Random Drug Testing for Athletics and Co-Curricular Activities	13
Concurrent Enrollment	13
Correspondence Courses	14
Cardiopulmonary Resuscitation (CPR)	14
Credits per Course	14
Daily Announcements	14
Distribution of Medication	14
Eligibility	15
Emergency Drills	15
Fundraising	16
Gold Card Membership	16
Grades	16
Grade Determination	17
Graduation Ceremonies Eligibility	17
Graduation Commencement Dress Code	17
Graduate Honors Program	17

Underlined text represents additions to SHS Handbook.

Graduation Plans	18
GRIT Time	18
Homecoming and Prom Dress Code	18
Honor Roll	19
Honor Societies	19
National Honor Society	19
Oklahoma High School Honor Society	19
Inclement Weather	19
Lockers	20
Make-up Work due to Excused Absences	20
Middle School Courses Taken for High School Credit	20
NCAA Eligibility Center	20
Oklahoma Promise or Oklahoma Higher Learning Access Program (OHLAP)	21
Passes	21
Personal Financial Literacy	21
Post Secondary Planning Visit	21
Proficiency Examinations and Guidelines	21
Proficiency Testing Dates	22
Prom Guests	22
Prom Tickets Sales	23
Requests for School Documents	23
Schedule Changes	23
School Counseling Services	24
Science Credit through Agricultural Education Courses	24
Semester Tests	24
Semester Test Exemption Policy	25
Senior Assembly	25
Senior Rings	26
State Mandated Grade Level Assessments	26
Student Parking Regulations	26
Student Purchases	27
Tardy Policy	27
Textbooks	27

Underlined text represents additions to SHS Handbook.

Tutoring	28
United States Naturalization Test Mandate	28
Weighted Grading System	28
Wengage Online Gradebook	29
Valedictorian and Salutatorian	29
Visitors	29
Discipline Policy Overview	30
Activity Trip Rules	30
Bus Discipline Procedures	31
Cell Phone Policy	31
Conduct Code	32
Discipline Actions for Violations of Conduct Code	34
Dress Code	34
Drug Testing Due to Reasonable Suspicion	35
Excessive Referrals	36
In-School Placement	36
Out-of-school behavior	37
Policy on a Drug and Alcohol Free Environment	37
Policy on Weapons and Dangerous Instruments	37
Searches	38
Transportation	39
Title I Program Information	
Skiatook Public Schools District Policies	

Underlined text represents additions to SHS Handbook.

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.

Underlined text represents additions to SHS Handbook.

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 Weaver Drug Testing Services. 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.

Underlined text represents additions to SHS Handbook.

Attendance Policy

According to the state law on school attendance (70-10-105), it is unlawful for a parent of a child aged 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.

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 designation of no credit in that class on their official transcript. 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. 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/or guardians wishing to check their student out during the school day must contact the attendance office. Person checking a student out from school must have proper permissions granted in Wengage. Students will be issued a pass to leave campus. Students must sign out through the attendance before leaving campus.

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

Underlined text represents additions to SHS Handbook.

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.

Underlined text represents additions to SHS Handbook.

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.
- Attendance can be viewed in the Wengage Parent Portal.

Underlined text represents additions to SHS Handbook.

Bell Schedule

1	8:00-8:55
2	9:00-9:50
3	9:55-10:45
1st Lunch	10:45-11:10
4	11:15-12:05
4	10:50-11:40
2nd Lunch	11:40-12:05
5	12:10-1:00
6	1:05-1:55
7	2:00-2:50

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 be in the building after 3:30 without school staff supervision.

Students are not permitted to enter the hallways until the first bell rings unless they are reporting to a school activity.

Chromebook Usage

Skiatook High School encourages the use of Chromebooks for access to school announcements, school alerts, classroom assignments, and educational resources. Students who use Chromebooks in any way that threatens or endangers the school environment may lose their use privileges.

Students are not allowed to use Chromebook accessories such as but not limited to headphones or earbuds without teacher permission.

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.

Underlined text represents additions to SHS Handbook.

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 financial planning for activities.
- Class fees can be paid in person with cash in the exact amount, check, or credit card.
- 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 without permission. Students are not allowed to remain in restricted areas such as the parking lot, hallways, or other spaces without supervision.. 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.

To leave during the school day, students must have parent or guardian permission. Parents or guardians must contact the high school attendance office before a student will be allowed to leave campus. Students will be given a pass to leave and must sign out in the attendance office before leaving campus.

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

Underlined text represents additions to SHS Handbook.

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 Weaver Drug Testing Services. Drug tests taken through other companies are not acceptable. OSSAA sponsored activities include:

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

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 Weaver Drug Testing provider.

Concurrent Enrollment

Concurrent enrollment allows qualified high school juniors and seniors college courses 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 the university.

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.

The following steps required for Concurrent Enrollment

1. Take the PSAT, Pre ACT, or ACT and achieve scores necessary for enrollment
2. Submit an official transcript to the prospective university for review
3. Attend a concurrent enrollment informational meeting prior to each semester of intended enrollment.
4. Meet with your high school counselor to determine eligibility for concurrent enrollment and obtain required paperwork.
5. Attend new student orientation offered by the university

Once enrolled, students are required to submit weekly grades to the counseling office on Wednesday by 3:00 for school activity eligibility purposes.

Underlined text represents additions to SHS Handbook.

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.

Distribution of Medication

All medication for students must be brought in by an adult. Medication cannot be brought in or taken home by a student. Any medication brought to school without a form signed by a parent or by a student will not be given. Any medication that is not in the original container will be disposed of. A note will be sent home with the student informing you that the medication policy was not followed. Medication that is in the original container will be held in the office for two days for an adult to pick up or to sign an Authorization to Administer Medicine form. Either a parent or person having legal custody of the student must complete and sign a Parental Authorization to Administer Medicine form allowing the school nurse or designated school employee to administer medication. All prescription medication must have the pharmacy label that states the students name, dosage amount and instructions. Over the counter medication must be in the original unopened container with the student's name written on it. Prescription medication will be logged in when brought into the school. Prescription medication will be in a locked cabinet. Prescription medication will be inventoried on a regular basis by the nurse or office personnel. A log sheet will be added to the back of the parental consent form. Keys to the cabinet will only be given to the school nurse and the main office personnel. A maximum of 25 days of prescription medication may be kept at school for students. Keep the rest at home. An initial dosage of medication will not be given at school in case of an allergic reaction. The school does not provide cough drops, cough medicine or

Underlined text represents additions to SHS Handbook.

non-Aspirin/ Tylenol products for students. These must be supplied by parents for an individual child.

Students found to be carrying medication on their person during the school day will be subject to the consequences of a violation of our drug and alcohol free school environment policy

Eligibility

Grades for eligibility are exported from Wengage Online GradeBook at 1:00 pm on the last day of each school week. Students who attend courses through concurrent enrollment 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. Parents/guardians will be notified of their student's eligibility status each week via the email address on file. It is strongly recommended parents/guardians keep this information current to ensure proper communication is occurring.

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 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.

Underlined text represents additions to SHS Handbook.

Fundraising

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

Gold Card Membership

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
- Score proficient or advanced level on the ELA and Math subject area test on the state mandated April ACT given during junior year
- Achieve proficient or higher level in the state Science **or** US History Grade 11 assessment given junior year

Gold Card members will be given the following privileges:

- Off-campus lunch privileges every day
- 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.

Underlined text represents additions to SHS Handbook.

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
- No shorts
- 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 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

Underlined text represents additions to SHS Handbook.

- 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 Scholarship 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.

Underlined text represents additions to SHS Handbook.

- 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.
- 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
- 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.

Inclement Weather

TV stations will broadcast any irregular school dismissals due to severe weather or other reasons. Unless an announcement is made regarding schools being closed, school will be in session.

Underlined text represents additions to SHS Handbook.

Skiatook Public Schools will also send out school messenger and e-mails regarding school closings. In the event buses run early, or school is closed early, parents will be notified.

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 for searching 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.
- 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

Underlined text represents additions to SHS Handbook.

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 junior 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.

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.

Post Secondary Planning Visit

We encourage our students to visit and explore college campuses, career tech campuses, and businesses as they plan for their postsecondary transition. To support their planning, Juniors and Seniors are allowed three (3) individual visit absences per school year. To use a visit, students must provide documentation of their visit on the institution or business 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 post secondary visit day.

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.

Underlined text represents additions to SHS Handbook.

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.

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 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.

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.

Underlined text represents additions to SHS Handbook.

- 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 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.

Requests for School Documents

It is recommended that a 24-hour notice be given to receive school records 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

Underlined text represents additions to SHS Handbook.

- Enrollment in a more challenging course
- 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
- 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.

Underlined text represents additions to SHS Handbook.

- 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 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 or a “B” average.
- Students with an A are allowed 5 absences per class
- Students with a B are allowed 4 absences per class
- Students who have been assigned In-School Placement at any time during the school year will not qualify to be exempt.
- Students who have been suspended out of school 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 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.

On days that semester tests are being administered, classes will not be interrupted during testing periods 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

Underlined text represents additions to SHS Handbook.

honor roll during the Skiatook Public Schools Support Foundation awards assembly conducted 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 Badges

Badges will be issued to all Skiatook High School students. Students are required to have the badge on their person and visible during the school day. Disciplinary action may be taken if a student's badge is not visible or produced upon request. Students are encouraged to carry their badge when attending school events.

Replacement badges will cost \$5.00

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 must adhere to special event parking markers and boundaries

Underlined text represents additions to SHS Handbook.

- 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.

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 at 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 1 detention session

6th Tardy 2 detention sessions

7th Tardy 3 detention sessions

8th Tardy 1 day In-School Placement

9th Tardy 2 days In-School Placement

10th Tardy 3 days In-School Placement

Tardies in excess of 10 will be dealt with on an individual basis including a parent meeting..

Textbooks

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

Underlined text represents additions to SHS Handbook.

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.

United States Naturalization Test Mandate

Beginning with the Class of 2025, students are required to pass the United States Naturalization Test to complete the State of Oklahoma standard diploma requirements. The test will be offered at a minimum of one time per year to students. A statement will be placed on the official transcript designating that this mandate has been met by the student.

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 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
Honors Physical Science
Pre-Calculus
Pre AP Biology
Pre AP Geometry
Physics
Microbiology
Pre AP OK History
Pre AP Algebra II
Pre-AP English I
Pre-AP Art

**5 point classes*

AP Calculus
AP Biology
AP Art
AP Chemistry
AP Government
AP Language and Composition
AP Literature and Composition
AP Psychology
AP Statistics
AP World History
AP US History

* Requires taking the AP Exam

Underlined text represents additions to SHS Handbook.

Pre-AP English II

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 parent login and 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.

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
- 3.0 Social studies courses

Visitors

All visitors must report to the attendance office upon arrival. Visitors will be required to present government issued identification and sign a guest log before entering campus. Approved visitors will be required to wear a provided visitor's badge while in the building. Parents wishing to observe during instructional time must make a written request with the site principal.

Underlined text represents additions to SHS Handbook.

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 days, 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:

- 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

Underlined text represents additions to SHS Handbook.

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 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 the 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.

Cell Phone Policy

All cell phones must remain silent and out of sight except during approved usage times. Disregard for teacher instructions, classroom expectations, or school policies may result in office assigned discipline. Headphones and earbuds are not to be used in classrooms without teacher permission.

Violation of the cell phone policy will result in the following:

First Offense: Classroom level consequence determined by teacher

Second Offense: Office Referral; Device kept in office for the remainder of the day

Underlined text represents additions to SHS Handbook.

Third Offense: Office Referral; Device kept in office and returned to the parent

Continued violations of the cell phone policy will result in further disciplinary action.

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, gang activity, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia or that 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

Underlined text represents additions to SHS Handbook.

- 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 or slurs;
 37. Vandalism;
 38. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations;
 39. Vulgarity;
 40. Damage to school property;
 41. Willful disobedience of a directive of any school official;
 42. Inappropriate use of an Electronic Device.

Underlined text represents additions to SHS Handbook.

43. Gang related activities or actions

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.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative or disruptive 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:

- Student warning
- Parental advisement
- Class removal
- Parental conference
- Financial restitution
- Loss of bus riding privilege
- Notification of law enforcement agency
- Referral to social agency
- Probationary period
- Community Service related to school campus
- Detention
- In-School Placement
- 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

Underlined text represents additions to SHS Handbook.

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 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 fingertip length
- Pants or jeans with holes or tears above the fingertips cannot be worn unless they include permanently attached fabric or covering to the holes or tears above the fingertips.
- Underwear cannot be shown at any time.
- Any article of clothing which allows undergarments to show cannot be worn.
- Plunging necklines are not permitted.
- Strapless shirts are not permitted.
- Tank tops worn as outer garments must have straps no less than 3 finger widths.
- 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 poses a safety concern
- Clothing or jewelry that may be associated with gangs
- Clothing, jewelry, or tattoos that include obscene language, obscene gestures or are suggestive or symbolic of drugs, alcohol, sex, racial slurs, or any illegal activity
- Chains, including wallet chains or belts made of chains.
- Sunglasses or eyewear that minimizes the educational process.
- Shoes must be worn at all times.

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 asked 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,

Underlined text represents additions to SHS Handbook.

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.

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 should not be in the main areas of the school or in the restrooms before, during, or after school, without administrator approval.
- Students will be given restroom breaks during 2nd hour, at lunchtime and during 6th hour.
- 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. This includes, but is not limited to face-to-face, digital communication, or passing notes.
- Students must raise their hands and wait for acknowledgement by the supervisor 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
- 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.

Underlined text represents additions to SHS Handbook.

- Students assigned ISP will not be permitted to participate in or attend extracurricular practices, activities or events for the duration of their ISP assignment.
- Days absent from ISP will not count toward completion of total days assigned to 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 substance, 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.

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:

Underlined text represents additions to SHS Handbook.

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

Searches

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

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

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No

Underlined text represents additions to SHS Handbook.

student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

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

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

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

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.



Skiatook Public Schools

355 South Osage
Skiatook, OK 74070-2017

918-396-1792 · Fax: 918-396-1799 · www.skiatookschools.org

Dr. Melissa Bush
Superintendent

Rick Loggins
Assistant Superintendent

PARENTS RIGHT-TO-KNOW

Parent Notification Letter

August 2023

Dear Parents and Guardians:

In accordance with the *Every Student Succeeds Act*/ PARENTS' RIGHT-TO-KNOW, this is a notification from Skiatook Public Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner:

a) information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA 1112(e)(2)(A)]

c) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)]

If you have questions or concerns, please feel free to contact the school principal at:

Marrs Elementary – Sherrie McGuckin, 396-2295

Skiatook Elementary – Christy White, 396-5737

Intermediate Elementary – Tim Buck, 396-5745

Newman Middle School – Derek Scheihing, 396-2307

Skiatook High School – Jenny McElyea, 396-1790

Underlined text represents additions to SHS Handbook.



Skiatook Public Schools

Site Parental Involvement Policy

Section 1118(c)

PART I. GENERAL EXPECTATIONS

Skiatook High School agrees to implement the following statutory requirements:

- The school that receives Title I, Part A funds will put into operation programs, activities and procedures for the involvement of parents consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school will incorporate this school site parental involvement policy into its district plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the schoolwide or targeted site plan is not satisfactory to the parents of participating children in the Title I, Part A program, the school will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school will involve the parents of children served with Title I, Part funds in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the state.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Underlined text represents additions to SHS Handbook.

o Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) That parents play an integral role in assisting their child’s learning;

(B) That parents are encouraged to be actively involved in their child’s education at school;

(C) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) The carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL LEVEL PARENTAL INVOLVEMENT POLICY COMPONENTS

Skiatook High School will build parent’s capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the parents and the community to improve student academic achievement, through the following activities specifically described below:

A. The school will, with the assistance of the district, provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

- o The state’s academic content standards,
- o The state’s student academic achievement standards,
- o The state and local academic assessments including alternate assessments,
- o The requirements of Title I, Part A,
- o How to monitor their child’s progress, and
- o How to work with educators.

B. The school will, with the assistance of the district, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by providing family literacy nights during Parent/Teacher conferences and/or Open House.

C. The school will, with the assistance of the district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by providing effective communication to parents through various different types of technology.

D. The school will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an

Underlined text represents additions to SHS Handbook.

understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

E. The school will take the following actions to provide other such reasonable support for parental involvement activities as parents may request including increased communication, and family literacy nights.

Skiatook High School will:

A. Convene an annual meeting to explain the Title I program to parents and inform them of their right to be involved in the program.

B. Offer a flexible number of meetings.

C. Involve parents in planning, review, and improvement of Title I programs.

D. Provide timely information about Title I programs to parents; describe the curricula, the student assessments and proficiency levels students are expected to meet; respond promptly to parent suggestions and provide opportunities for regular meetings where parents can provide input.

E. Provide parents with an opportunity to submit dissenting views to the district if a school's program is not acceptable to them.

PART IV ADOPTION

This School Site Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was adopted by **Skiatook High School** on 09/6/2019 by the Title I Schoolwide Planning Team. This document was determined to meet Every Student Succeeds Act requirements outlined by the FY20 Federal Programs Consolidated Monitoring Resource Toolkit authored by the Oklahoma State Department of Education.

Underlined text represents additions to SHS Handbook.



Skiatook High School SCHOOL-PARENT COMPACT

(Title I Schoolwide School)

Schools, families, and students benefit when they all take collective responsibility for quality education. When a partnership exists and each partner fulfills his/her responsibilities, student learning improves. The term school community refers to teachers, students, families, other school staff and community members. The signatures below indicate our support of and commitment to the following responsibilities:

<i>Administrative Responsibilities</i>	<i>Teacher Responsibilities</i>	<i>Family Responsibilities</i>	<i>Student Responsibilities</i>
1. Through collaborative decision making, create with the involvement of staff, families, students and the community, a compelling school vision and quality educational program with high standards that are widely understood and embraced by the school community.	1. Through collaborative decision making with colleagues, families and students, create a school vision and quality educational program with high standards that are widely understood and embraced by the school community.	1. Through collaborative decision making, participate with school staff and students in creating a compelling school vision and quality educational program with high standards that are widely understood and embraced by the school community.	1. Through collaborative decision making, participate with parents and school staff in creating a compelling school vision and quality educational program with high standards that are widely understood and embraced by the school community.
2. Provide instructional leadership to ensure appropriate instructional practices, high academic standards, student support, and the delivery of a quality core curriculum to all students.	2. Endeavor to motivate my students to learn. Provide appropriate and varied classroom instruction that actively involves students, and maintain high standards within each subject.	2. Communicate the value of education, and provide home support and monitoring of student academic work and progress in school.	2. Produce quality work that meets the high standards of each class.

Underlined text represents additions to SHS Handbook.

3. Provide a safe, orderly and positive teaching/learning environment.	3. Provide a safe, orderly, and caring classroom environment conducive to learning.	3. Establish a schedule with my child for study time, television viewing, peer activities and out-of-school time.	3. Attend school regularly, on time, and with completed homework. Follow agreed schedule and home/school rules.
4. Provide appropriate professional development for staff, families and students to improve teaching and learning and to support collaborative partnerships with families and the community.	4. Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.	4. Participate in training opportunities with staff that help to improve teaching and learning both at home and at school.	4. Participate in school activities with my parents and teachers that help to improve teaching and learning both at home and at school.
5. Maintain open two-way communication between the home and school.	5. Establish two-way communication with families about student progress in school.	5. Communicate regularly with the school.	5. Tell parents honestly what is happening at school and help to maintain two-way communication.
6. Respect the school, students, staff and families.	6. Respect the school, students, staff and families.	6. Respect the school, staff, students, and families.	6. Respect the school, staff, students, and families.

Underlined text represents additions to SHS Handbook.

Skiatook Public Schools District Student Handbook Policies

Accidents

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

Appeal of Suspension

Due Process

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

A student with a disability and his/her parent or guardian are entitled to the procedural protections of Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act before the student's placement is changed for disciplinary reasons. For additional information about this process, contact the Special Services Director at 918-396-1792 or via email at wjoice@skiatookschools.org.

Appeal

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

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

- A student who has been given a short-term out-of-school suspension and the student's parent/guardian have the right to appeal the out-of-school suspension decision to a building SRC.
- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student or the student's parent/guardian may request, in writing, a review by the building SRC. The SRC is composed of teachers and/or administrators.
- The SRC will meet to review the suspension action as soon as possible. The principal will notify the student's parent/guardian of the date, time and place of the hearing not less than 24 hours notice in advance of the hearing.
- The student and the student's parent/guardian will have a right to be present at the hearing and to present evidence and witnesses that support their position. Either party wishing to have legal counsel present must give the other party 24 hours in advance of the hearing.

Underlined text represents additions to SHS Handbook.

- The SRC will sustain, rescind, or modify the out-of-school suspension action. THE DECISION OF THE SRC WILL BE FINAL AND NONAPPEALABLE.

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

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

The appeal hearings are based on the following criteria:

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

A student with a disability and his/her parent or guardian are entitled to the procedural protections of Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act before the student's placement is changed for disciplinary reasons. For additional information about this process, contact the Special Services Director at 918-396-1792 or via email at wjoyce@skiatookschools.org.

Bullying

Bullying or harassment is considered a repeated pattern of threatening, intimidating, or endangering behavior toward others. Harassment or bullying of others is forbidden. This includes but is not limited to bullying person-to-person, by proxy of another person or through technology. Students who harass or bully others will be subject to the same disciplinary actions imposed for other rule infractions which may include but are not limited to suspension and police intervention. Reports of bullying or harassment should be made to the principal or counseling office. The Skiatook Public Schools district bullying policy can be found at the Skiatook Public Schools website (www.skiatookschools.org) under the District Policy Manual tab or at the Education Service Center (355 S Osage).

Underlined text represents additions to SHS Handbook.

Bus Behavior Code

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

1. The emergency door is not to be opened except at the direction of the bus driver. If the door is open, it could endanger the lives of the passengers.
2. No student is permitted to be out of his/her seat while the bus is in motion.
3. All students are under the direct control and supervision of the bus driver while on the bus. Obey the driver's suggestions promptly.
4. Students are not to talk to the bus driver while the bus is in motion.
5. Keep all parts of the body inside the bus at all times after entering and until leaving the bus.
6. No food or drink to be consumed on the bus (bottled, canned or otherwise) will be permitted. (Exceptions will be made for the Vo Tech routes.)
7. No seat is reserved or may be held for another student.
8. No one should run toward a school bus while it is in motion.
9. Pupils who must cross the road after embarking from the bus should pass in front of the bus at the direction of the bus driver. Pupils are not to cross behind the bus.
10. No tobacco of any kind is allowed on the bus.
11. Keep the bus clean.
12. Any complaints by the drivers, pupils, or parents should be reported promptly to the principal and/or Transportation Department. (Marrs - 396-2295; Skiatook Elementary – 396-5737; Intermediate Elementary - 396-5745; Newman Middle School - 396-2307; High School - 396-1790; or Transportation Director - 396-1792.)
13. Good behavior and manners are expected at the designated bus stop.
14. Flowers and balloons are not permitted on a bus.
15. Students can be denied permission to ride a bus to and from school.

RESPONSIBILITIES OF BUS DRIVERS, PRINCIPALS AND PARENTS

1. The bus driver shall be responsible for the conduct of students on their bus. All infractions are to be reported to the principal of the school where the student is in attendance. The bus driver is authorized to assign seats.
2. It will be the responsibility of all principals to work with the bus drivers on discipline infractions and student suspensions from school buses.
3. All revocations and reinstatements of riding privileges will be handled through the principal of the school attended.

Underlined text represents additions to SHS Handbook.

4. It is also the responsibility of all principals to discuss the Safety and Behavior Code for Bus Riders with students and to be sure each student and their parents receive a copy of the code.
5. It is the parent's responsibility to discuss with the student the provisions of the Safety and Behavior Code for Bus Riders and to support the principal in the enforcement of the code.
6. The parent must assume responsibility for the behavior of their child while riding the bus. IF PERMISSION TO RIDE THE BUS IS REVOKED, THE PARENT MUST PROVIDE TRANSPORTATION TO AND FROM SCHOOL FOR THEIR CHILD UNTIL SUCH TIME AS REINSTATEMENT MAY BE MADE.

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

Change of Information

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

Address or Contact Person Updates

- The parent/guardian must fill out a Change of Address Form to update information. Please contact your school to obtain the appropriate document.
- Proof of residency must be provided with address changes.

Phone Number or Email Updates

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

Child Find Notice

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) a federal law, and is an ongoing process of locating, identifying, and evaluating children who may need special education and related services. All children with disabilities, residing in Skiatook Public School District, whether attending public or private school or being homeschooled, should be identified, located and evaluated. This service is provided to children with suspected disabilities, free of charge. If you would like more information on Child Find, contact Skiatook Public Schools, Department of Special Education 918-396-1792.

Child Nutrition Program

Free & Reduced Applications

Free and Reduced Meal Applications are available in the school office and Education Service Center (355 S Osage). One application per household is required. All information must be COMPLETELY filled out to process applications. All information requested is necessary to process the form, and any information not given will delay the student from being approved for free/reduced meals. **If your child was eligible for meals last year, you must complete a new application for this school year.**

If your child may be eligible for benefits, but does not intend to participate in the programs at this time, we ask that you complete and return the application. Skiatook Public Schools receive financial assistance from various state and federal programs based on the number of eligible students that are enrolled in the district. All information is kept confidential as required by federal regulations. You can pick up forms in the cafeteria or in the Main Office.

Underlined text represents additions to SHS Handbook.

Accounts & Charges

An account will be assigned to each student. The student's ID number will be his/her lunch account number. Students will be charged for meals when they present their ID number to the cashier. Money will be deducted from the student account or the student may pay for the meal daily. **Students are allowed to charge up to \$10. You will be notified when this happens by the cafeteria. Adults are not allowed to charge meals.** All students purchasing a second meal will pay full price for breakfast and/or lunch. Students on the Reduced Meal Plan who charge will pay full price for breakfast and/or lunch.

Parents, legal guardians, or students may credit their accounts in any amount. Parents have internet accessibility through Wengage Guardian Paragon to credit or retrieve information on their child's account. The Wengage Guardian Paragon feature allows you to make payment to your child's child nutrition account using Wengage Guardian Paragon. To get started contact your child's school office and request a Parent/Guardian Portal account login. There will be a 6% convenience fee on each transaction to offset the Wengage Guardian Paragon administrative costs. Skiatook Public Schools uses a third party collecting agency to collect insufficient funds. A \$30 service fee will be charged.

Refunds should be requested in writing to our Child Nutrition Director. You can contact her at kcarpenter@skiatookschools.org or at 355 South Osage Ave. The refund request can only be made by the parent or guardian of the child. Each refund request has to be approved by the Board of Education.

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

Child Nutrition Policy for Charging Meals: Students K-5 must maintain a balance of \$19.25, students 6-12 must maintain a balance of \$21.75, and adults must maintain a balance of \$25.00, which is the equivalent of five (5) breakfast and five (5) lunch meals.

When the account reaches a low balance, a low balance notice will be issued stating when the account will be closed. When the account reaches \$0, electronic phone calls will be made to the household. The Child Nutrition Program will provide a cheese sandwich with milk and fruit/vegetable for a child when an account has been closed (-\$10 or more).

Daily Charges for Meals:

Elementary Student Breakfast (K-5) - \$1.70

Elementary Student Lunch (K-5) - \$2.90

Secondary Student Breakfast (6-12) - \$1.80

Secondary Student Lunch (6-12) - \$3.40

Reduced Meal Breakfast - \$0.30

Reduced Meal Lunch - \$0.40

Staff Breakfast - \$2.40

Staff Lunch - \$4.95

Adult Visitor Breakfast - \$3.60

Adult Visitor Lunch - \$4.95

Child Visitor Breakfast - \$2.60

Child Visitor Lunch - \$3.10

Extra Milk/Juice - \$0.75

Underlined text represents additions to SHS Handbook.

Students are provided well-balanced meals that meet all state and federal guidelines. Parents are welcome to eat with their children. Please contact the Child Nutrition Director at 918-396-1792 x1114 for further assistance.

.This institution is an equal opportunity provider.

Custodial & Non-Custodial Parental Rights

It is our policy that a parent who is awarded legal custody of a child by court action shall file a copy of the current court decree with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction (such as a court order) should be filed with the school. Absent a court decree to the contrary, both parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent teacher conferences. Contact from the school to the parents will be primarily made through the custodial parent.

Electronic Device Confiscation and/or Search Policy

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

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

FERPA Rights

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

- 1) The right to inspect and review the student's education records within 45 days after the day Skiatook Public Schools receives a request for access.
 - o Parents or eligible students should submit to the school principal or Special Services Director a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - o Parents or eligible students who wish to ask Skiatook Public Schools to amend a record should write the school principal or Special Services Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - o One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own

Underlined text represents additions to SHS Handbook.

employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

Underlined text represents additions to SHS Handbook.

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

FERPA Directory Information

Skiatook Public Schools School Board Policy states:

- 1) The School District proposes to designate the following information contained in a student's record as "directory information," and it will disclose that information without prior written consent:
 - A) The student's name;
 - B) The names of the student's parents;
 - C) The student's address;
 - D) The student's telephone listing;
 - E) The student's electronic mail address;
 - F) The student's date and place of birth;
 - G) The student's dates of attendance;
 - H) The student's grade level (i.e., first grade, tenth grade, etc.);
 - I) The student's participation in officially recognized activities and sports;
 - J) The student's degrees, honors and awards received;
 - K) The student's weight and height, if a member of an athletic team;
 - L) The student's photograph; and
 - M) The most recent educational agency or institution attended.
- 2) Within the first three weeks of each school year, the School District will publish in a newspaper of general circulation in the area the above list or a revised list of the items of directory information it proposes to designate as

Underlined text represents additions to SHS Handbook.

directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

3) After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools' office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

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

FERPA PPRA

Protection of Pupil Rights Amendment (PPRA)

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

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

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

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

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Skiatook Public Schools has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal

Underlined text represents additions to SHS Handbook.

information for marketing, sales, or other distribution purposes. Skiatook Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Skiatook Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Skiatook Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Gun-Free Schools

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

Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

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

Such firearms or weapons will be confiscated and released only to proper legal authorities.

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

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

Medical Marijuana

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending

Underlined text represents additions to SHS Handbook.

district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

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

Definitions

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

Nondiscrimination

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

Overlap with Other District Policies

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

Nondiscrimination

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

The following person has been designated to handle inquiries regarding the non-discrimination policies: for questions about discrimination on the basis of race, color, national origin, age, disability, sex, or access for youth groups contact the Director of Special Education, at 918-396-1792. This individual may be contacted by mail at 355 S. Osage, Skiatook, OK 74070.

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

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

Underlined text represents additions to SHS Handbook.

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

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

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

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

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

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

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

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

You can obtain a copy of the Skiatook Public Schools Grievance Procedure at the Education Service Center located at 355 S Osage, Skiatook, OK 74070.

Philosophy of Skiatook Public Schools

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.

Underlined text represents additions to SHS Handbook.

Proficiency

Students can complete proficiency examinations only on the three (3) testing dates below:

- 1) Five (5) business days prior to the first day of school at 8am.
- 2) Five (5) school days after the first day of the second semester at 8am.
- 3) Five (5) business days after the last day of school at 8am.

Reporting Suspected Child Abuse and/or Neglect

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

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

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

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

Underlined text represents additions to SHS Handbook.

11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;

12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

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

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

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

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

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

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

Searches

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

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

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

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons

Underlined text represents additions to SHS Handbook.

they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

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

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

Sexual Harassment

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

Student Health

Distribution of Medication

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

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

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

Underlined text represents additions to SHS Handbook.

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

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

Immunization Requirements

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

Meningococcal Disease & Vaccines

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

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

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

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

This information sheet will focus on the disease caused by Neisseria meningitidis (Nay-sear-e-a men-in-git-itdis), which is rare but especially risky for people of certain ages. Disease caused by Neisseria meningitidis is usually referred to as “meningococcal disease” (men-INjo-kok-ul disease). Many persons are exposed to Neisseria meningitidis and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

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

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

How is the disease spread? The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct

Underlined text represents additions to SHS Handbook.

contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

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

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

Signs and Symptoms of Meningitis

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

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

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

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

Underlined text represents additions to SHS Handbook.

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

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

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

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

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

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

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

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

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

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

Underlined text represents additions to SHS Handbook.

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

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

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

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

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

Various Conditions

- **Communicable Disease**

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

- **Head Lice**

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

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

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

- **Illness Policy**

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

Underlined text represents additions to SHS Handbook.

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

· **Pink Eye (Conjunctivitis)**

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

· **Scabies**

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

STUDENT INTERNET USAGE POLICY

Terms and Conditions for Use of Internet

Internet access is available to students and teachers in the Oklahoma public school districts. We are very pleased to bring this access to Skiatook and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Skiatook public schools by facilitating resource sharing, innovation and communication.

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

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

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

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

Underlined text represents additions to SHS Handbook.

Internet – Terms and Condition

A). Acceptable Use – The purpose of the NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

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

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

§ Be polite. Your messages should not be abusive to others

§ Use appropriate language. Do not swear, use vulgarities or any other inappropriate language

§ Do not reveal your personal address or phone number or the addresses and/or phone numbers of students or colleagues

§ Illegal activities are strictly forbidden

§ Do not use the network in such a way that you would disrupt the use of the network by other users

§ All communications and information accessible via the network should be assumed to be private property

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

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

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

Underlined text represents additions to SHS Handbook.

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

H). Student Email – Students will be provided with a Skiatook Schools email account.

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

Weapons and Dangerous Instruments

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

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

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

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

1. Guns and Rifles (See Gun-Free Schools)
2. BB or Pellet Guns (See Gun-Free Schools)
3. Martial Arts Weapons
4. Clubs
5. Slingshots
6. Bow and Arrows
7. Knives
8. Swords
9. Metal knuckles
10. Weapon or dangerous instrument related items such as, but not limited to, ammunition, scopes, clips, or magazines. (See Gun-Free Schools)
11. Explosives (See Gun-Free Schools)

Underlined text represents additions to SHS Handbook.

12. Fireworks
13. Tasers
14. Pepper Spray
15. Realistic-looking facsimiles, including toy versions, of items 1-14.

Wellness Policy

The state requires all school systems to have a wellness policy. The Skiatook Public Schools district wellness policy can be found at the Skiatook Public Schools website (www.skiatookschools.org) under the District Policy Manual tab or at the Education Service Center (355 S Osage).

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

Underlined text represents additions to SHS Handbook.