

## **WELCOME**

Students, we extend you a hearty welcome to Binger-Oney Public School. This is your school handbook, which has been prepared to acquaint you with the school and to guide you as you enter our school. The sooner each of you become informed about our activities, tradition, customs and regulations, the happier and more successful you will be in our school. Assure yourself of making the most of your years in school by being familiar with the contents of your handbook.

**School Colors**  
Red, White, and Blue  
**School Emblem**  
Bobcat

## **SCHOOL SPIRIT**

School spirit is many things. We can't see or touch it; we can hardly define it. Yet it is the most powerful force we feel in our school.

It is:

The satisfaction you feel when you have met with success.

The loyalty and courtesy you feel toward your classmates, teachers, and visitors.

The desire to put honest effort into your school years.

The thrill you feel when the "Bobcats" score.

The hurt you suffer when you see a fellow student cheapen the standards of our school.

**THAT IS SCHOOL SPIRIT—RESPECT IT, GUARD IT, AND HOLD IT HIGH.**

## **BINGER-ONEY SCHOOL PHILOSOPHY**

We should strive to develop the individual to the maximum of his/her capabilities, aptitudes, and interests.

1. Each student should gain a thorough and useful knowledge of the three "R's" as a basis of all further learning, to help him/her attain a higher standard of living, and to maintain a position of respect in society.
2. Each student should be taught to think creatively and logically in order that he/she may rely upon his initiative and judgement, and not be misled by false and untrue propaganda.
3. The student should be taught the importance of his/her responsibilities as a citizen and member of democratic society.
4. The student should be taught to cherish the rights and privileges of others.
5. Each student's needs for a stable economic future should be met by providing either the actual training necessary for a vocation or by providing an adequate foundation for future training in the chosen field.
6. The student should be encouraged toward an appreciation of the cultural and aesthetic values of life.
7. The student should be encouraged to develop a wide span of interests for the use of leisure time, such as fine arts, hobbies, sports, or other useful activities.
8. The student should be trained to cultivate clean and wholesome habits and to develop good sporting and moral attitudes.

## **Corporal Punishment Notification:**

Corporal punishment (paddling), in accordance with state school law, is approved by the Binger-Oney Board of Education as a means of discipline.

Section 808. Ordinary Force for Discipline of Children Permitted

Provided, however, that nothing contained in this act shall prohibit any parent, teacher or other person from using ordinary force as a means of discipline, including but not limited to spanking, switching or paddling. (21-844)

We believe it is an important disciplinary step. Students who continually disregard school rules with no respect for their teachers, fellow students, or themselves often require such drastic means of punishment to correct their behavior. We believe the actions of a few should never distract from the education of the many.

If you wish to discuss this issue with us, please feel free to call or come by the office.

Respectfully,  
Mrs. Lisa King and Mr. Larry Milligan

Dear Parents and Employees:

In compliance with the Asbestos Hazard Emergency Response Act and related Oklahoma and federal regulations, we have had our buildings inspected by licensed personnel for the presence of asbestos. Precision Testing Laboratories, Inc. was contracted to write a management plan, which outlines the potential health hazard, methods of maintaining asbestos containing materials, and recommended response actions we should consider.

The inspection found an extremely small amount of asbestos containing materials in our school buildings. The condition of these materials is good and the potential for damage low. The current assessment of the health hazard is very low.

With the special operations and maintenance procedures that we will be following, there is no need to worry.

We realize that this brief explanation concerning our plans and the results of the inspection will leave many unanswered questions in your mind. For this reason, we will make available all documents for your review at office. Please feel free to contact me at any time from 8:00 a.m. to 3:30 p.m. at 656-2304.

Respectfully,  
Mrs. Lisa King  
Superintendent

## **DIVISION OF CLASSES**

### **GRADES K-6**

If enrollment warrants and funding available, **classes will** be divided to create two or more homerooms per grade using the following procedure.

Class division for students in K-6 grades will be based on teacher ranking of students from high to low performance based on past year's classroom performance and test scores. **Looping of classes may be used if warranted**

Classes will be divided **USING THE RANK ORDER TO CREATE A BALANCE BOY/GIRL RATIO AND LEVELS OF PERFORMANCE IN EACH CLASS.**

Special consideration in placement will be given to students served by an IEP.

Parental request will be considered for students served by an IEP, students that have been retained the previous year, twins, or two students of the same immediate family.

\*\*Students will not be reassigned without ALL attempts being made to correct the difficulty.

## LATE ENROLLMENT

Students enrolling in the Binger-Oney system after the first day of school will be placed in the homeroom with the lower enrollment. If the homerooms' enrollments are the same, the student will be placed in the homeroom next in turn for a new student.

## ENTRANCE REQUIREMENTS

For admission to the Binger-Oney Public Schools, a student must be a resident of the Binger-Oney school district or a legal transfer.

**\*\*He/she must be living with parents or guardians and must be willing to abide by the rules and guidelines of the school mandated by the Binger-Oney Board of Education.**

**\*ALL students enrolling in 7<sup>th</sup> grade, MUST have TDAP shot before enrolling.**

## RESPONSIBILITY OF STUDENTS

The following are responsibilities which students are expected to accept:

Quality of Work: Students must do their work each day and complete assigned lessons including homework and assignments missed because of absence.

School Rules: Each student must conform to school rules and regulations and accept the leadership of teachers, school officials, and others who have been assigned leadership responsibility. Students must also conform to school rules at all times when they are on the way to and from school and at school activities at home or away.

Care of School Property: A modern, fully equipped school building designed for beauty and utility is part of the heritage of the Binger-Oney Student Body. It belongs to many and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of every student to appreciate fully, use carefully, preserve faithfully, and pass to future generations, the building, its grounds and its equipment, without blemish.

Textbooks: All Textbooks are furnished by the Binger-Oney Public School system. If a book is lost or damaged during the time it is checked out to the student, the student will be assessed the cost of the textbook. Students are responsible for returning ALL textbooks used during a school term.

**\*\*\*\*Anyone who damages or defaces any school property will replace or pay for the property damaged in order that only desirable records of being a student in Binger-Oney School may be evident.**

## STUDENT OBLIGATIONS

1. To obey the rules of the school.
2. To apply himself to the established course of study.
  - a Be prompt in regular attendance.
  - b Complete school assignments on time.
  - c. Pay attention to teachers.
  - d. Learn to criticize fairly and to accept criticism.
3. To respect the authority of all teachers.
4. To respect school property.
5. To conduct himself properly in school, on school grounds, buses and at school functions.
6. Students are asked not to make appointments to beauty shop or barber shop during school hours.
7. To refrain from disruption through demonstrations, violence, and other forms of incitement.

## DRESS CODE

Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle, which is contrary to good hygiene or is disruptive to the purpose or conduct of school will not be permitted. Students should use self-control and good judgment in selecting school clothing and appearance. If a student is unable to exercise proper decision making in the selection of appropriate school fashions, school personnel will have the

authority to guide a student in determining what is and is not appropriate.

The following are some regulations that are expected of students of our school system:

1. The students' dress and grooming shall not lead school officials to believe that such dress and grooming will disrupt, interfere with, disturb, or detract from school activities.
2. The students' dress and grooming shall not create a health or other hazard to the student's safety or safety of others.
3. No conspicuous or ridiculous costume or attire can be worn that will distract other students attention or detract from the learning environment.
4. Tank tops, tube tops, crop tops, halters, sleeveless tops with large arm openings, or strapless dresses without a covering shirt, blouse, or jacket are inappropriate.
5. Shorts must extend past the ends of the fingertips. (measured with the arms held in a relaxed position to the side of the hip and leg)
6. Wind shorts or soccer shorts will be permitted if they meet the length requirement and are worn with spandex underneath.
7. Boxer shorts are not to be worn as outerwear.
8. Jeans with holes that are above the knee are not permitted.
9. Mini skirts, skorts, and dresses must apply to the fingertip rule.
10. Spandex pants will only be allowed under a skirt, skorts, or shorts that meet the appropriate length requirement.
11. Tight sweat pants will not be allowed.
12. Hats, caps, and non-prescription sunglasses are not to be worn during school hours. Any kind of head coverings, hats, caps, non-prescription sunglasses or forehead bands are not permitted.
13. Any garment with decorations, patches, lettering, advertisements, etc., that may be considered obscene, offensive, sexually suggestive, or lewd is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, beer, wine, or any type of alcoholic beverage advertisement on the garment. (example: Big Johnson)
14. Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso at all times, even in movement. Shirts should cover the entire crown of the shoulder.
15. Shoes must be worn at all times.
16. All straps or suspenders must be fastened over both shoulders.
17. Gang dress, such as bandannas and other gang associated symbols is not permitted.
18. Satanic cult dress and related symbols is not appropriate.
19. Colors which are worn for purposes of gang or cult membership are forbidden.
20. Attire or articles that promote drug paraphernalia are not permitted.
21. Caps, hats, or jackets associated with gangs or secret societies (colors, backwards, etc.) are not appropriate.
22. Jeans, slacks, shorts, or pants must be worn at the waist line. **NO SAGGING!**
23. Untied tennis or athletic shoes are not to be worn in an unsafe or gang-affiliated manner.

**Students will be asked to change into proper attire. Parents will be notified. If rules are not followed then student will be placed in ISS or sent home.**

## RESPONSIBILITY OF PARENTS

The ultimate responsibility for student's behavior rests with the parents. The following are among their specific responsibilities:

1. Support the schools in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school with proper attention having been given to health, personal cleanliness and neatness of dress.
2. Maintain an active interest in the students' work. Make it possible for them to complete assigned homework particularly by providing a quiet place and conditions for study.

3. Comply with the school's requests. This includes reading carefully all communications signing and returning them as requested.
4. Insuring that your children attend school regularly without unnecessary absences and arrive at school punctually each day.

**Regular and punctual attendance is the greatest single factor in school success.**

5. Cooperate with the school in attending conferences set up for planning for its continuous maintenance and improvements. Students at Binger-Oney School are treated as young ladies and young gentlemen and are expected to prove to be such. The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. Teachers have full authority and responsibility to correct students' behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his school environment and where his behavior has become so objectional that the problem cannot be resolved otherwise, he will be referred to the principal. Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the group. If all these efforts fail to obtain the desired results, the principal will make a final disposition of the case in line with the best interest of the individual student and the school as a whole.

**VISITORS**

Parents are always welcome at Binger-Oney School. The practice of inviting friends and relatives to visit during class time is discouraged. In an attempt to keep distractions to the normal learning situation at a minimum, we ask you to visit at school activities rather than the normal school day. Students' visitors will not be allowed to go to classes. **All parents and visitors MUST check in at the main office.**

**DUE PROCESS AND THE RIGHT OF EQUAL OPPORTUNITY**

No rule is in existence, nor is intended to be, which would deprive any individual of his "equal process." To insure this, the following policies are in effect:

1. Regulations, rules, and policies regarding due process are available in written form to all faculty and student body.
2. Students are presumed innocent until guilt is clearly established. They are permitted to face their accusers, to present witnesses, and to defend themselves with counsel, if necessary.
3. Procedure involving hearing and the right to appeal (such as suspension) are written and available.
4. Policies regarding search, seizure, personal records, and property are stated and published.
5. Student records will only be released to authorized agencies upon student and parental written request except when a student seeks or intends to enroll in another school district or a post-secondary school.
6. Student records are open to parents or legal guardians.
7. The Binger-Oney school district ensures that it shall permit parents to inspect and review any educational records relating to their child which are collected, maintained, or used by the school.
8. Interrogation of students by police during school hours must be conducted only in the presence of the administrator and/or parents. Harassing or intimidating is not permitted.
9. Placement in the Special Education Program will be made only upon the recommendation of the placement team, which will review each case individually.
10. Binger-Oney Schools activity participates in a Child Find program to service the needs of handicapped children within the school district.
11. In compliance with "Federal Rulings" No regulations is in existence, nor is intended to be, which would deprive an individual of his or her right to equal opportunity of education because of their sex.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT NOTIFICATION TO PARENTS**

Binger-Oney School parents and eligible students have the following rights under the Family Education Rights and Privacy Act:

1. The right to inspect and review the student's education records.
2. The right to exercise limited control over other peoples access to the student's education record.
3. The right to seek to correct the student's education record, in a hearing, if necessary.
4. The right to report violations of the FERPA provisions to the Department of Education.
5. The right to be informed about FERPA rights.

All rights and protections given to parents under the FERPA policy transfer to the student or he reaches age 18 or enrolls in a post-secondary school.

You have the right to obtain copies of this school's FERPA Policy. Copies are available through the Binger-Oney Special Education Department.

**STUDENT RECORDS**

Only that information which is pertinent to the individual's education progress and those items required by the law are to be maintained in the student's file.

A student's records are open for inspection by the student, his/her parent or guardian, school officials, and certified employees of the school district.

Student records will only be released to authorized agencies upon written request of parents, guardian or students of legal age except when a student seeks or intends to enroll in another school district or a post-secondary school.

**ATTENDANCE LAW**

O.S. 10 1971 Section 10, as amended 1979

Section 10; 105 to read as follows: It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of seven (7) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to cause or compel such child to attend comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session; and it shall be unlawful of any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session. It shall be the duty of the attendance officer to enforce the provisions of this section.

**ATTENDANCE (8 days each semester)**

Students will be allowed only eight absences in any particular class per semester in which the work MAY be made up. A student will not be allowed to make up his/her work for truancy. All absences in excess of eight per semester will be considered unexcused, and no make-up work will be counted until an appeal has been approved.

An appeals committee will be formed to make determinations in extenuating circumstances such as students with an extended illness. The committee will consist of the building principal, a teacher from the campus in which the student attends, and the superintendent.

Unavoidable emergencies may result in exceptions to this policy upon approval of the principal and superintendent. According to the Oklahoma school laws, a parent or guardian may be fined for failing to keep their children in school until they are past their 18<sup>th</sup> birthday.

When a student is absent for any reason from class, they must come to the office and receive a slip for admittance to class. Each student will be responsible for having their parent or guardian clear their absence. If a student is absent, their parent or guardian must call the principal's office and clear the absence. If this is not possible, a note will be accepted and kept on file.

After an absence, an admit slip must be obtained from the principal's office. This should be done before 8:05 a.m. The admit slip will be coded excused, unexcused, and teachers will deal with the student's absence according to the rules for such absences. Students going to their classes without an admit will be sent to the office to secure one.

#### *Types of Absences*

1. NOT COUNTED ABSENCE: School sponsored activities are not counted as absences in the attendance record books.

Senior students will be given 2 days for college visits.

2. EXCUSED ABSENCE: There are 4 types of excused absences (This absence counts toward 8 allowable):

- a. Illnesses or injury
- b. Pre-arranged appointments (doctor, dentist, etc.) with confirmation receipt from the doctor.

**It is advisable to schedule all pre-arranged appointments after school hours.**

- c. Pre-arranged family involvement's (funerals, etc.)
- d. Students cleared by the principal, superintendent, or designee.

On illnesses, the school should be called before 8:15 a.m. on the day of the illness. If this is not possible, a note will be accepted and kept on file. The parents will be called to verify any absence not called in to the school. On appointments, the school should be notified prior to time for the student to leave for the appointment. On family involvements the school should be notified prior to time for the student to be gone. If this is not possible, then it will be handled in the same manner as illnesses. Absences for any other reasons may be permitted, but will, in most instances, be unexcused.

**\*Although make-up work is allowed, an excused absence is counted toward total absences.**

If you have a question about a permitted absence, call the school.

3. UNEXCUSED ABSENCE (This absence counts toward 8 allowable): Being out of school for any reason other than those listed as excused, will result in an unexcused absence. If a grade has been taken on the day of an unexcused absence, the student may make up work but will not receive more than sixty percent credit for that work. **This rule applies to both tests and daily work. In addition, students who have 4.5 unexcused absences in a 9 week period will be referred to the District Attorney's Office.**

1. Truancy/Skipping Class/Skipping School (This absence counts

toward 8 allowable): A student is truant when the student is absent without the knowledge of the parent, guardian or school. **MAKE-UP WORK WILL NOT BE ALLOWED!** The student will be subject to the following discipline:

- 1<sup>st</sup> time----2 swats or 2 days suspension
- 2<sup>nd</sup> time ---3 swats or 3 days suspension

After the second offense, a student and their parent or guardian must have a conference with the principal before the student is allowed to re-enter school.

#### **ARRIVAL TIME**

1. Teachers are scheduled to report to school at 7:40 a.m.

2. Students **are not** to arrive at school before 7:45 a.m.  
**JH and HS students must go directly to the cafeteria or safe room upon arrival at school and must remain until the first bell rings.**  
**PK students will meet in the cafeteria. K-6 students will check into their classrooms.**

#### **BAD WEATHER INFORMATION**

1. Sometimes it is necessary for school to dismiss early without warning because of emergency situations. Please make arrangements with your child as to where he/she should go and what he/she should do at those times. It would be very helpful if this information were written on the enrollment sheet.

2. At times it becomes necessary to cancel school due to adverse weather conditions. To make calling unnecessary and for your convenience, listed below are the television and radio stations that will announce when there is to be no school:

KWTV TVCH 9  
KFOR TVCH 4  
KOCO TVCH 5  
KRPT 103.7 FM-850 AM

#### **HOMEWORK**

Most parents expect their children to have work to be done at home. There are reasons for including homework as part of the curriculum. First, parents can witness the difficulties experienced by the child as he/she works on his/her assignments, which gives the parent greater understanding of the grades received by the child. Second, parents are more aware of the work being done by the child. Third, time is needed for practice of the skills learned at school and preparation for class discussion. Finally, the students need to learn to discipline themselves to do independent study.

#### **MAKE-UP POLICY**

- a. **Students who have three to five days of consecutive absences will be given three days in which to make up missed assignments.**
- b. **For students with more than five days of consecutive absences, make-up assignments will be handled on a case-by-case basis.**
- c. **Make-up work, which is not turned in on time, will automatically receive a grade of zero. (0)**

**Students who are absent from school are allowed one day for each day to make up missed assignments for each class. Make up work, which is not turned in on time will automatically receive a grade of zero. Absences due to school sponsored extra-curricular activities will be treated the same as any other absences. It is the student's responsibility to ask each teacher for missed assignments due to absences. Students are encouraged to plan ahead and request assignments ahead of time if the absence is planned (such as a dental, or doctor appointment.) However, all assignments missed because of excused absences are based on a day for a day rule.**

#### **LATE WORK (Grades 7-12)**

- a. **All class work and homework is due when the teachers call for it... Any work turned in after that time is late.**
- b. **Late work that is turned in the same day or the following day will receive a grade equal to seventy percent (70%) of the grade originally earned on the assignment.**
- c. **Late work, which is not turned in by the day following the original due date will automatically, receive a grade of zero (0).**

**TARDIES (Tardy bell rings at 8:10.)**

Binger-Oney students have the responsibility of being in class with all necessary materials on time. Tardiness will be recorded against any student not prepared and in the classroom when the bell rings.

Late arrivals count as tardies. In addition, if more than half of the class time is missed, it will be counted as an absence.

Students loitering in the halls or outside the classroom area will be taken to the office and will have a tardy recorded. (Grades 7-12)

- a. The third tardy will result in **one day of ISS or after school detention.**
- b. The fourth tardy will result in **one day of ISS or after school detention.**
- c. The fifth tardy will result in **one day of ISS or after school detention.**
- d. The sixth tardy will result in one absence and three days ISS and the parents will be notified.
- e. The seventh tardy and all tardies following will result in the student being placed in out-of-school suspension until a meeting is held with the parents to determine the discipline for the student.

The parent is notified at such time as the principal believes it has become necessary for the parent to be made aware of the tardy problem. Tardies are cumulative. The office keeps track of the tardies. Tardy count begins anew each semester.

**CHECK-OUT PROCEDURES**

No student will leave the school grounds during the school day without first securing permission from his/her principal, superintendent, or designee. This must be done, even if parents are picking you up or have given their permission. It is the responsibility of the parents to notify the school if check-out occurs. Students in grades 7-12 should be cleared through the central office. Mrs. King or student's teacher, will sign-out students in grades K-6. The sign-out sheet will have time of checkout, reasons for checkout, and parent and student's name.

**WITHDRAWAL FROM SCHOOL**

In order to ensure proper handling of school records and to facilitate entrance into another school, student wishing to withdraw from school should:

1. Have a parent call, come to the office, or write a note explaining the reason for withdrawal.
2. Obtain a withdrawal notice from the Principal's Office as early as possible of the day he/she intends to check out of school.
3. Withdrawal notice should be properly endorsed by all subject teachers, the librarian, lunch clerk, and the principal.
4. Secure grade reports from teachers.
5. Bring a complete withdrawal notice to the principal's office.
6. A student should have in his or her possession the following items before leaving school:
  - a. Grade reports
  - b. Withdrawal notice
  - c. P.E. equipment and other personal belongings
  - d. Final clearance from the Principal's Office

**PROMOTION AND RETENTION**

The decision of whether to promote a student to the next grade or to retain him or her in the current grade is a decision that the board of education considers to be very important. Additionally, whether a student passes or fails an individual class is also important.

Therefore, the process to make a final determination of such situations shall be as follows:

The teacher will make a recommendation on promotion/retention or pass/fail. The parent/guardian of the student, if dissatisfied with the recommendation, may appeal the decision to the school principal. If the parent is still dissatisfied after such appeal, an appeal may be made to the superintendent. If dissatisfaction still exists, the parent may appeal to the board of education. The decision of the board of education shall be final.

The parent may prepare a written statement to be placed in and become part of the permanent student record stating the reasons for disagreeing with the final decision of the board.

**STUDENTS IN GRADES 7 AND 8, MUST BE PASSING THE MAJORITY OF THE CORE CURRICULUM CLASSES. (MATH, READING, LANGUAGE, SOCIAL STUDIES, AND SCIENCE.)**

**CLASSIFICATION**

- 6 credits to be classified as a sophomore
- 12 credits to be classified as a junior
- 18 credits to be classified as a senior

Students will be required to enroll in six (6) solids each semester.

**GENERAL REQUIREMENT FOR GRADUATION FROM BINGER-ONEY HIGH SCHOOL**

24 Units of Credit-Required Courses are:

- 4 Units English
- 3 Units Math
- 3 Units Science
- 1 Unit American History
- ½ Unit Oklahoma History
- 1 Unit World History
- 1/2 unit Government
- 1 Technology course
- 2 The Arts (includes Visual Arts, general Music)
- 17 Units of credit must be completed in grades 10-11-12

**COLLEGE REQUIREMENTS**

<u>Units</u>	<u>Course Areas</u>
4	English (Grammar, Composition, Literature)
3	Lab Science (from Biology, Chemistry, Physics, Principals of Technology)
3	Mathematics (from Algebra, Geometry, Trigonometry, Math Analysis, Calculus)
3	History (including 1 unit of American History)
1	Economics, Geography, Government, non-western culture
3	From any of the subjects listed above or selected from the following: Computer Science, Foreign Language
17 Required Units	

**CONCURRENT ENROLLMENT**

The concurrent enrollment program provides an opportunity for interested junior and senior students to expand their course studies. A cooperative program set forth by the State Department of Education and the Regents for Higher Education, concurrent enrollment allows junior and senior students enrolled in an accredited Oklahoma high school to be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students provided they meet certain requirements.

Students who are interested in concurrent enrollment should visit with the counselor or high school principal at an early date to insure proper procedures are followed

**INTERNET COURSES/DISTANT LEARNING REQUIRE FEES TO BE PAID BY STUDENT AND WILL RECEIVE GRADES OF PASS/FAIL ENROLLMENT MUST BE**

**APPROVED BEFOREHAND BY THE HIGHSCHOOL PRINCIPAL OR COUNSELOR.**

College credit received will be given one letter grade above college grade received. (Example: If college grade is a B, student will receive one grade higher ( A) as HS credit as long as the grade is a passing grade.)

**STEM(Science, Technology, Engineering, and Math)courses**

**Students taking STEM courses at another school (i.e. Caddo-Kiowa Technology Center) for high school credit will receive 5 points added on to the number grade earned from that school. Students that move into our district that may have taken a STEM course at a previous school prior to coming to our school, will NOT have any adjustments made to their grade. The points will only be added to students taking the STEM courses while enrolled at Binger-Oney School.**

**CLASS CHANGES**

Approval of the principal and teachers involved must be secured before program changes can be made.

\*Changes in classes must be made during the first three (3) days of each semester at the time scheduled by the principal.

**THE GRADING SCALE**

Teachers will use this grading scale for all grades issued on the basis of 100:

- A.....90-100    D.....60-69
- B.....80-89    F.....Below 60
- C.....70-79

All incomplete will be considered as a Grade of F for eligibility. Teachers may adjust to the needs of certain classes.

- A.....4 points    D.....1 point
- B.....3 points    F.....0 points
- C.....2 points

Numerical and letter grades will be used in all reports to the office and on grade cards. No numerical grade shall be reported outside the range of 0-100 on any reports.

Teachers should record at least two grade per week per subject. The method used by the individual teacher for assigning grades, should be noted in the grade book so that the data recorded can be interpreted correctly, and will also be kept on file in the appropriate principal's office.

Teachers must notify parents of students who are doing unsatisfactory work. Deficiency/Progress reports will be distributed at mid-quarter (5 weeks). If a case arises in which a student was doing satisfactory work ("C" average) at mid-quarter and falls drastically afterward, an unsatisfactory progress report should be sent after mid-quarter.

**SENIOR PANEL PICTURES**

(Administrator Approval)

**The only jewelry allowed is earrings in ears and necklaces. (No facial rings, no tattoos, no hats, etc.) allowed in the senior panel picture.**

**VALEDICTORIAN AND SALUTATORIAN SENIOR HIGH**

At the end of the senior high years, a valedictorian and salutatorian are selected. They are determined in the following manner. The grade point of all classes will be used in determining the honors. Seven semester grades, 9<sup>th</sup> grade through the first semester of the 12<sup>th</sup> grade, are averaged. The highest grade point is named valedictorian. The second highest grade point is named salutatorian. If a tie exists when grades are rounded to the 2<sup>nd</sup> decimal point, co-

valedictorians or co-salutatorians will be named. The grade point will be based on the 4.0 system.

**8<sup>th</sup> GRADE**

At the end of 8<sup>th</sup> grade, a valedictorian and salutatorian are selected. The grade point of all classes will be used in determining the honors. Four semester grades, the last semester of 6<sup>th</sup> grade through the first semester of 8<sup>th</sup> grade, are averaged. The highest grade point is named valedictorian. The second highest grade point is named salutatorian. If a tie exists when grades are rounded to the 2<sup>nd</sup> decimal point co-valedictorians or co-salutatorians will be named.

To be eligible to be valedictorian or salutatorian, a student must be enrolled in the Binger-Oney School System for 3 consecutive semesters.

**SCHOLASTIC ELIGIBILITY RULE**

The Binger -Oney Public School implements the following rules for extra-curricular activities which will include athletics, 4-H (speech contest, demonstration contest, stock shows, etc.), class parties, music contest, or any extra activity associated with school.

Students will be required to be passing in all subjects. \*All I's will be considered as a grade of "F" until work is completed. Grades for eligibility will be taken at the end of the first week of each semester. Attendance for eligibility will be taken at the end of the third week of each semester. The grading period will be from Monday to Friday. Students that become ineligible will not be permitted to participate in any extra-curricular activity from Monday to Monday. Students for each semester will be allowed a one-week probation period, but if they are still failing in any subject after one week probation, they will become ineligible. Students will not be allowed two consecutive weeks of probation.

If a student is not passing 5 classes at the end of the previous semester, he/she will be ineligible for the first 6 weeks of the next semester. Upon completion of the 6<sup>th</sup> week, if the student is passing in all classes, he may become eligible again.

Students in extra -curricular activities must be in attendance 90% of the school time. Oklahoma Secondary Association Rule Handbook Article III Section III Rule II.

**SCHEDULING STUDENT ACTIVITIES/10 DAY RULE**

**(Students are allowed 10 Activity Days per year.)**

Teacher and sponsors are asked to take into consideration the 10-day policy when scheduling in-school activities. An addendum to the attendance register must be maintained so each teacher and/or sponsor is expected to keep accurate records. **All class meetings or organizational meetings are to be held before/after school or during the lunch period.** The sponsor or teachers, not the students, should make arrangements in the scheduling of activities. All activities should be scheduled at least one week in advance; **also have the activity approved by your principal and place the activity on the activities calendar in the principal's office. The official calendar is located in the H.S. principal's office.**

All school activities will count on the 10-day rule except those activities that a student must earn the right to compete at state or national level. Such as district, regional, area, or state.

**FFA SHOW RULES**

1. No students will drive to livestock shows unless accompanied by a parent/guardian. This must be prearranged with the instructor.
2. When at livestock shows you are not to leave barn without getting instructors approval.
3. Instructor will notify each show participant of the time and place when preparing for show.
4. When instructor or parent are preparing animal, student will be



- with their animal. Exception when washing another animal.
5. When student is finished washing, clipping, and feeding their animal they are to help other students that might need help.
  6. When preparing animals for stock shows at Ag Building there will be no playing on computers or running around in classroom.
  7. To help from getting personal equipment mixed with school equipment it needs to be clearly marked.
  8. Instructor will visit projects a minimum of 3 times monthly during school year.
  9. Students are to work as a team at shows instead of individualized work.
  10. If there are any questions or complaints you are to come to instructor first. Line of communication is the key to success.

Listening to the judge give his reasons during the Grand Champion drive at any show you will discover that his comments will fit into three categories. Every winning animal has a combination of three things: a good individual, a good feeding program and a great show season.

#### **SEMESTER TESTS (Grades 7-12)**

**ALL SEMESTER TESTS WILL BE WORTH NO MORE THAN 20% OF SEMESTER GRADE.**

#### **REPORT CARDS**

At the end of each nine weeks period, the student will be given a copy of his/her report card, which is to be taken home to parents. Parents are urged to confer with the teachers when there is a question concerning these cards or grades of the student. Parent/Teacher Conferences will be held following the 1<sup>st</sup> and 3<sup>rd</sup> five weeks.

- **ANY PROTEST OF GRADES MUST BE DONE WITHIN ONE WEEK OF THE GRADE GIVEN! ANY ACTION MUST BE APPROVED BY THE ADMINISTRATION.**

#### **HONOR ROLL**

Grades 3-12

The Superintendent's Nine Weeks or Semester Honor shall consist of those students who have earned no grade less than "A" for the indicated period.

The Principal's Nine Weeks or Semester Honor Roll shall consist of those students who have earned no grade lower than "B" for the indicated period.

Scholastic Achievement Awards will be presented at Awards Day to deserving students in grades 1-2.

#### **HONOR SOCIETY**

The members of the State Honor Society shall be selected from the top ten percent of the school based on the grade average of the previous two semesters.

#### **BETA CLUB**

The members of BETA club are selected based on the last two semester grades. Students with all grades "B" or better for the spring semester of the previous school year and the first semester of the present school year are eligible for membership.

10<sup>th</sup> grade: Last semester of 9<sup>th</sup> grade and first semester of 10<sup>th</sup> grade.

11<sup>th</sup> grade: Last semester of 10<sup>th</sup> grade and first semester of 11<sup>th</sup> grade.

12<sup>th</sup> grade: Last semester of 11<sup>th</sup> grade and first semester of 12<sup>th</sup> grade.

#### **ELECTRONIC COMMUNICATION DEVICES**

**ANY ITEM(S) CONFISCATED WILL BE RETURNED TO THE PARENT WHEN MAKING PERSONAL CONTACT WITH THE PRINCIPAL.**

#### **WIRELESS TELECOMMUNICATION DEVICES**

(POLICY)

Cell phones are prohibited on student's person on school grounds during the normal school day (8:00a.m. to 3:00p.m.)

- a. First offense the phone/device will be turned in to the principal's office and must be picked up by the parent/guardian.
- b. Second offense the phone/device will be turned in to the principal's office, parent or guardian must pick up the phone/device, and student will be assigned 1 day of I.S.S.
- c. Third offense and all following offences, the phone/device will be turned in to the principal's office, parent or guardian must pick up the phone/device and student will be given 3 days of ISS.

#### **ELECTRONIC DEVICES**

Electronic devices such as, but not limited to, tape players, MP3 players, ipods, Kindles, etc. are prohibited at school.

- a. First offense the device will be given to the principal and must be picked-up by a parent or guardian.
- b. Second offense the device will be turned into the principal and must be picked up by a parent or guardian. One day of ISS will be assigned.
- c. Third offense the device will be given to the principal, a parent must pick it up, and two days of ISS will be assigned.

#### **VIDEO CAMERAS AND TAPE RECORDERS**

Video cameras and tape recorders can be used in classrooms or within any school facility or bus. If video cameras and/or tape recorders are used for disciplinary reasons, it must be approved through the appropriate principal. The use of video cameras and tape recorders should be for educational or disciplinary purposes.

**SURVEILLANCE CAMERAS MAY BE USED BY ADMINISTRATION FOR SAFETY ISSUES!**

#### **DRUGS AND ALCOHOLIC BEVERAGES LAW**

House Bill 1283- There will be no drinking or possession of alcoholic beverages on the school grounds, or at any school sponsored activity. Any student coming to school or to a school sponsored activity after drinking or smoking on the grounds, will be severely disciplined to the extent of being suspended indefinitely.

Use of or possession of any type of drug is grounds for suspension unless it is a doctor's prescription.

Teachers have to report students under the influence of or possession non-toxicating beverages, alcoholic beverages, or controlled dangerous substances.

1. Requires teacher and principals to notify the superintendent of school and the parents or guardian of a student under the influence of non-toxicating beverages, alcoholic beverages or controlled dangerous substance.
2. Every school district must have and deliver to each classroom teacher a written policy. The written policy is to be developed by the local superintendent of schools and adopted by the local board of education.

It shall be the policy of the Binger-Oney Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or said has in his or her possession:

1. non-intoxicating beverages
2. alcoholic beverages
3. controlled dangerous substance

The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter. The Binger-Oney Board of Education and every teacher employed by the Binger-Oney Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability.

"Non-intoxicating beverages" means and includes beverages containing more than one-half of one percent (1/2 of 1%) alcohol by volume and not more than three and two-tenths (3.2%) alcohol by weight.

A list of drug counseling and rehabilitation programs is available upon request. Any such programs will be "at the cost of the student".

### **ACTIVITIES POLICY ON DRUGS, MOOD OR PHYSICAL ALTERING SUBSTANCES**

The Binger-Oney School District is concerned with the total well-being of its students, including those who participate in extracurricular activities. **Extracurricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities. While the misuse of drugs is a potential problem for all students, unique pressures and risks exist for students, participating in extra curricular activities.

It is the policy of this school district that no student may participate in extra curricular activities if the student misuses drugs, alcohol or other mood altering substances.

The district will conduct random testing of all students participating in extracurricular activities, grades 7 thru 12 and all students that drive to school.

#### **Purposes**

The need for mental and physical alertness in extra curricular activities is such that drug or alcohol use could result in the student and others being placed at risk of physical harm.

Drug and alcohol use have demonstrated the ability to seriously disrupt any social organization and this policy is intended to assist

the school district in preventing disruption and in assisting students who are using drugs.

This school district is contract to follow the rules and regulations of the OSSAA whose Rule #4 Section 1 (a) specifically states: A student whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated by the Principal.

#### **Confidentiality**

Confidentiality will be strictly observed. Disclosure to test results to parents, administrative staff who need to know, and coaches directly involved shall not be breach of confidentiality provided that such disclosure is made in normally accepted procedure and process.

#### **Failure or Refusal to Take Directed Test**

If a student fails or refuses to submit to a drug/alcohol test, the student will be assessed the same penalty as if he/she had tested positive. Randomly selected students are not allowed to leave campus during the testing process.

(No extra-curricular activities.)

#### **Testing**

Student involved in extra curricular activities, which includes those who drive a vehicle to school, may be tested for banned drugs.

Testing will be accomplished by the analysis of urine specimens, or other recognized analytical procedure, obtained from the student at the direction of the superintendent or designee. The testing procedures will ensure that the specimen being analyzed is identified with the appropriate student and that the purity of the sample is maintained. A professional laboratory selected by the superintendent or designee will conduct all chemical analysis.

Collection of specimens for drug testing will be accomplished in an appropriate manner by trained professionals in a professional and controlled environment.

Random sampling may be conducted periodically through out the school year with 15 percent of the pool being sampled in a given sampling period. Also, the testing of a student may be conducted under circumstances including, but not limited to the following:

1. Observe use of alcohol or illegal drugs.
2. Apparent physical state of impairment.
3. Incoherent behavior.
4. Marked changes in personal behaviors that are otherwise unexplained.
5. Actions that provide reasonable cause the student may present danger to themselves or others.
6. Documented report of substance abuse, provided by a reliable and credible source.
7. Reasonable suspicion by school personnel

#### **Procedure on Testing**

Urine samples will be collected in a manner that ensures maximum privacy to the student while maintaining the integrity of the samples. Samples will be immediately sealed and marked with identification of the donor, the date, time, and place where the collection was made and the name of the person monitoring the collection. A written record will be maintained reflecting the names of any persons to whom the sample is provided; the date and time of the transfer of the sample from one person to the other; and the name of the person who provides the sample to the testing laboratory. The



same chain of custody will be followed when the results are received from the testing laboratory.

Student participants in extra curricular activities who test positive shall be notified immediately that the student is suspended from further participation in extracurricular activities for a period of thirty school days upon 1<sup>st</sup> offense, sixty school days upon 2<sup>nd</sup> offense and 1 academic year on 3<sup>rd</sup> offense. (175 school days)

The student and parents, if applicable, shall be informed fully of the circumstances of the test, given access to the test results, and offered an opportunity to dispute the test results, including the right to have the specimen tested at the student's cost and with the student's chosen NIDA approved tester.

Records of drug test shall be maintained in a locked file in the principal's office and shall not become a part of the student's record.

The student shall be given the right to a hearing.

If the substance identified is shown to have been prescription medicine, the student's doctor may be required to give written notice that participation in athletics while taking the medicine will not be harmful to the student or others.

A student who has been suspended from extra curricular activities because of positive test results may appeal the suspension.

The student, or student's parent(s) shall notify the superintendent within 48 hours following the suspension of their intent to appeal the suspension.

Upon receiving notice of a student's or parent(s)' intent to appeal, the superintendent shall advise the president of the board of education. The appeal shall be heard within ten school days from the date the notice of suspension is filed with the superintendent.

The board of education shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five school days of a decision.

If the board finds for the student, the student shall be immediately returned to full participation in all school activities. If the board upholds the suspension, or if the student does not request a hearing, the student shall be excluded from participation in extra-curricular activities for 30, 60 or 175 school days. In order to be reinstated following a positive test, the student will fulfill the suspension; show proof of successful completion of an approved counselling program (ex: The First Offender Program) at student's expense, and a negative test performed by the district-designated tester at school site and shall be required at the student's expense. The safeguards offered by this policy for the first test also apply to any re-admission test or subsequent tests.

A list of approved counseling programs will be on file in the office of the School Counselor.

**REFERENCE:** 51 O.S. 24 A. 16  
70 O.S. 5-117. A. 2 & A. 3  
7- O.S. 6-114

### **DRUG and ALCOHOL USE BY STUDENTS**

The non-medical use of drugs and alcohol is hazardous to the health of students. It interferes with the educational of the user. It disrupts the proper conduct of school activities. It is illegal. Therefore, this policy has been established to ensure that the students attending the Binger-Oney School will be educated in a drug, and alcohol-free environment.

The purpose of this policy is to provide a clear message to students, parents, and the citizens of the community that use, possession, distribution, sale, or being under the influence of alcohol beverages, illegal drugs, use of inhalants, or look-alike drugs or over-the-

counter drugs that are being abused or taken for non-medical uses as defined in Oklahoma statutes, will not be tolerated on school buses, in school buildings, on school property, or at school sponsored events. This policy extends to all school sponsored or related activities (including field trips and athletic and music trips), whether held on school property or at locations off school property, including private clubs, businesses, or commercial establishments.

The school board recognizes its responsibilities to provide a program of drug education so that all students are made aware of the physical and psychological dangers incurred through the use of illegal drugs and alcohol. Furthermore, the school system will make available, without sanction, assistance to any student-seeking drug and alcohol treatment or advice and will protect, in accordance with the law, the due process rights of all students within the school setting.

However, once it has been determined that a student has used, possessed, distributed, or sold drugs, alcohol or is under the influence of drugs or alcohol, the penalty for the first offense shall be:

**1.** Suspension from school for ten days and suspended from extra-curricular activities for a period of 90 calendar days. During any period of suspension the student will be dropped from enrollment. The student will be allowed to make up work and will receive FULL credit, including examinations. In order to be reinstated following the suspension, the student must show proof of enrollment in an approved counselling program **paid at parent's expense.**

**2. The police will be notified of the offense by means of a complete report, prepared by the building principal, which will include a description of the substances plus any physical evidence obtained.**

Given reasonable grounds for suspicion, school officials may search for and seize alcoholic beverages and illegal drugs, brought onto school buses or school property and submit such drugs to the proper authorities for analysis.

**In the event of a second violation, the student will be suspended out of school for 20 school days and suspended from extracurricular activities for 90 calendar days. The student will be allowed to make up work and will receive FULL credit including examinations. In order to be reinstated following the suspension, the student must show proof of enrollment in an approved counselling program paid at parent's expense.**

**In the event of a third violation, the student will be suspended out of school for the remainder of the school year. The parent or guardian and student will be advised of the expulsion procedures and their right to notification and hearing before the board.**

**Note:** According to board policy, students are also prohibited from possessing prescription drugs and over-the-counter drugs on school property. Any student who is required to carry prescription or non-prescription drugs during school hours shall deposit the drug with the homeroom teacher in grades K-6 and with the principal in grades 7-12.

### **UNLAWFUL USE OF TOBACCO PRODUCTS**

The use of tobacco in any form on the grounds, by any student enrolled in the Binger-Oney School, is positively forbidden. If a student is in possession of tobacco in any form during the school or on school property during or not during school hours, the tobacco will be subject to confiscation, and student will be subject to suspension.

**Section 759. Refusal of Minor to Furnish Information Concerning Acquisition of Cigarettes, Ecigarettes, Vapor Cigarettes, Cigarette Papers, Snuff, Chewing Tobacco or Other Tobacco Products.**

Any minor being in possession of cigarettes, Ecigarettes, vapor cigarettes, cigarette papers, cigar, snuff, chewing tobacco, or any other form of tobacco product and being by any police officers, constable, juvenile court officers, truant officers, or teacher in any school, asked where and from whom such cigarettes, cigarette paper,

cigars, snuff, chewing tobacco, or any other form of tobacco product were obtained, who shall refuse to furnish such information, shall be guilty of a misdemeanor and upon conviction there of before the district court, or any judge of the district court, such minor being of the age (16) years or upwards shall be sentenced to pay a fine not exceeding Five Dollars (\$5.00) or to undergo an imprisonment on the jail of the proper county not exceeding five (5) days, or both. If such minor shall be under the age of sixteen (16) years, he or she shall be certified by the magistrate or justice to the juvenile court of the country for such action as said court shall be proper. Penalty of student found with tobacco products is as follows:

- 1<sup>st</sup> time - 2 swats or 2-day suspension
- 2<sup>nd</sup> time - 3 swats or 3 days suspension
- 3<sup>rd</sup> time - 10 day suspension

### **STUDENT SEARCH**

Oklahoma School code, Article 24, Section 318 states, The superintendent or principal of any public school in the state of Oklahoma shall have the authority to detain and authorize the search for dangerous weapons or dangerous substances, (as defined by House Bill No. 1100 of the 1<sup>st</sup>. Session of the 33<sup>rd</sup>. Legislature), of any pupil on any school premises or while in transit under the authorization of the school, or any function sponsored or authorized by the school. The superintendent or principal authorizing such search shall notify the local law enforcement agency, which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search. The notification of such law enforcement agency shall constitute reasonable grounds for obtaining a search warrant. The search shall be conducted by a person of the same sex as the person being searched.

The superintendent or principal authorizing the search shall have authority to detain the pupil or pupils to be search and to preserve any dangerous weapons or controlled substances, (as defined by House Bill No. 1100 of the 1<sup>st</sup> Session of the 33<sup>rd</sup> Legislature), that might be in their possession including the authorize any other person they deem necessary to restrain such pupil or pupils to preserve any dangerous weapons or controlled dangerous substances, (as define by House Bill No. 1100 or the 1<sup>st</sup> Session of the 33<sup>rd</sup> Legislature).

Any pupil found to be in possession of dangerous weapons or controlled dangerous substance, (as define by House Bill No. 1100 of the 1<sup>st</sup>. Legislature), may be suspended by the superintendent or principal for a period not to exceed the current school year. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under this session.

### **WEAPONS-FREE SCHOOLS**

It is the policy of the Binger-Oney School District to comply with the Gun-Free School Act.

(Specifically, the Gun-Free School Act states, as a condition of receiving any financial assistance under ESEA, a local education agency (LEA) must have in effect a policy requiring the expulsion from school for a period of not less than one year, any student who brings a firearm to school, except that the LEA's chief administering officer may modify the expulsion requirements on a case-by-case basis. However, for students with disabilities, the procedures which appear on pages 80-83 of the Policies and Procedures for Special Education in Oklahoma must still be followed regarding the suspension of any such student.)

1. Any student in the 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 will be removed from school for not less than one full calendar year. 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 the 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 or incendiary charge of more than one quarter legal authorities.
2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's

possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as define below:

“Any gun, pistol, revolver, dagger, Bowie knife, dirk knife, switch blade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, blackjack, loaded cane, billy hand chain, metal knuckles, or any other offensive weapons.”

“Any student who violates this policy will be subject to discipline which will include expulsion not less than one calendar year (for firearms) or suspension for any term less than one calendar year (for weapons other than firearms) as determined by the H.S. Principal Elementary Principal or Superintendent.

“Any student making a bomb threat or threat of mass violence, will be suspended for 1 calendar year.”

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act is any such students are determined to be in violation of this policy.

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.

### **ASSAULT OF EMPLOYEES AND STUDENTS** **Oklahoma School Laws**

Any person who, without justifiable excusable cause and with intent to do bodily harm, commits any assault, battery or assault and battery upon the person of a school employee while such employee is in the performance of any duties as a school employee or upon any student while such student is participating in any school activity or attending classes on school property during school hours shall, upon conviction, be guilty of a misdemeanor. The convicted person shall be punished by a term of imprisonment in the county jail for a period not exceeding one year, or by a fine not exceeding Two Thousand Dollars (\$2,000.00), or by both such fine and imprisonment.

Any person who, without justifiable or excusable cause, commits any aggravated assault and battery upon the person of a school employee while such employee is in the performance of any duties as a school employee or upon any student while such student is participating in any school activity or attending classes on school property during school hours shall, upon conviction, be guilty of a felony. The convicted person shall be punished by a term of imprisonment in the state penitentiary for a period not exceeding two (2) year, or by a fine not exceeding Five Thousand Dollars (\$5,000.00), or by both such fine and imprisonment. (21-650.7)

### **DISCIPLINE**

The desire of the Binger-Oney Board of Education is that school will be held and maintained in an orderly fashion. It is their firm belief that students cannot learn if they are not well mannered in the classroom and while attending school activities.

The Binger-Oney Board of Education maintains that the type of punishment will be left to the discretion of the classroom teacher, with the approval of the principal, with the understanding that proper discretion will be used at all times. Corporal punishment may be administered when necessary. This shall be done with discretion and in the presence of a witness.

Nothing in this discipline policy shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel, and due process in cases which may end in suspension.

This policy shall be interpreted by the principal and designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary policy.

## **DISCIPLINE POLICY**

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individuals and of the school.

The teacher of a child attending a public school shall have the same rights as a parent or guardian to control and discipline such a child. The discipline must be in accordance with the local policies and can be administered during the time the child is in attendance, in transit to or from school, or at any school function authorized by the school district (at the Binger-Oney site or away from the district).

All students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are examples of these circumstances:

1. The student's attitude.
2. The seriousness of the offense.
3. The effect of the offense on other students.
4. Whether the offense is physically or mentally damaging to other people.
5. Whether the incident is isolated or habitual behavior.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all of the disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

## **DISRUPTIVE OR INTERFERING BEHAVIOR**

A disruptive or interfering act shall be defined as, but not limited to, inciting, encouraging, promoting, **THREATS**, or participating in activities which interfere with the due process of the educational program of the school.

### **EXAMPLES OF SPECIFIC ACTIVITIES WHICH MAY RESULT IN DISCIPLINE**

The following activities (listed by example) are hereby prohibited to the students of this school district when under school authority and commissions or omissions, as the case may be, may result in disciplinary measures at the discretion of the certified staff under authority of this policy:

1. Refusal to follow a directive or order, verbal or written, of any principal, teacher, or bus driver
2. Misbehavior at noon
3. Behavior, which, in the opinion of a bus driver or sponsor endangers other students riding the bus
4. Sale, possession, or use of drugs and/or mind or mood altering substances at school or at any school activities
5. Violence, **THREATS**, or verbal abuse towards school personnel or other students at any time
6. Fighting at school in which school personnel or students are involved
7. Fighting at school, to and from school, or at any school activity
8. Extortion at any time
9. Carrying dangerous weapons at school or at a school activity
10. Refusal to do required assignments
11. Immorality at school or at a school activity or to or from school or such activity.
12. Behavior in the classroom that interferes with the learning of others.
13. Stealing or defacing school property, school personnel's property or other student's property.
14. Truancy and tardiness
15. Failure to show respect for school personnel
16. Cheating on school assignments or tests

17. Failure to do required assignments
18. Chewing gum or eating candy during class
19. Use or possession of tobacco on school grounds during school hours, to and from school, or during extra-curricular activity for students is prohibited for students regardless of age
20. Use of foul language or obscene gestures at school or at a school activity
21. Reckless driving on campus or on any street adjacent to the campus at any time
22. Showing poor sportsmanship at school activities
23. Disruptive behavior at school activities
24. Leaving school without checking out through the office of the principal
25. Refusing to go to assemblies directly from the classroom
26. Loitering, littering between school and town
27. Not waiting until the teacher dismisses the class before leaving the classroom
28. Not staying in the building once a student has arrived at a school activity
29. Not parking in assigned parking areas
30. Loitering in parking areas or inside cars during the school day or any activity
31. Being out of class during class period
32. Failure to take books and supplies to class
33. Making unauthorized phone calls during the day
34. Passing notes in the classroom
35. Bringing any audio, radio, or television appliance to school without permission
36. Running or being excessively noisy in the hallway
37. Public display of affection
38. Violating posted classroom rules
39. Lunchroom misconduct
40. Violating administrative directives or rules
41. Demonstrations
42. Sit-ins
43. Walk-outs
44. Blockages
45. Group violence
46. Disrespect or disobedience to school personnel

This listing gives students examples of some of the infractions that a student might encounter. It is not all-inclusive and does not limit either offenses or possible disciplinary actions a student might encounter based on the seriousness of each offense. Nothing in this discipline explanation shall be construed to deny the student's right to a fair and orderly hearing, appeals counsel and due process in cases which may end in suspension or expulsion. The listing shall be interpreted by the principals and their designates in a manner which they deem just, given the circumstances of the individual case. This list is not intended to be a complete listing of all possible offenses but it is a listing of those offenses that we deal with most often. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

## **CHEATING/PLAGIARISM POLICY**

A grade of Zero (0) will be given for all work resulting from cheating/plagiarism for the student and any student who assisted the student to cheat.

**I Offense:** Cheating on daily work and/or homework.

**1st Offense:** One (1) day of I.S.S.

**II Offenses:** Cheating on tests, quizzes, class projects, book reports, term papers, 9 week or Semester Tests.

**II Offense:** One day out of school suspension.

## **AGGRESSION**

Students involved in fighting, either before or after school or during any school activity (at Binger-Oney Site or away) will be subject to corporal punishment or suspension. Parents will be notified.

### **HARASSMENT/SEXUAL HARASSMENT**

Harassment is the deliberate taunting of a student by means of language or physical contact in an attempt to degrade or humiliate. Harassment exists when an individual student or an unorganized group of individuals who use(s) rough practical jokes or cause(s) a student to perform meaningless, difficult or humiliating tasks.

Harassment includes, but is not limited to: Offensive teasing, unconsented communications with another student, taunting, slanderous remarks regarding another student, etc.

Sexual Harassment is behavior shown toward another person without uncoerced consent that is personally offensive to that person. It debilitates moral & therefore interferes with the working or leaning effectiveness of its victims and their peers. Includes, but is not limited to gestures, jokes, touching in a sexual way (grabbing, pinching, “brushing up against” another person etc.), symbolic, verbal & written communications with sexual innuendoes, and the dissemination of information (gossip), true or false, about a person.

Harassment offensives will be subject to suspension or other appropriate discipline measures.

### **ALTERNATIVE PUNISHMENT**

In administering discipline consideration should be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, the administration should be mindful of the fact that they are dealing with individual personalities. The administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances. Some possible alternative punishments are:

1. Conference with student
2. Advise parent
3. Remove from class or group (temporary or permanent)
4. Parental conference
5. Detention at, before, or after school or at noon
6. In-school suspension
7. Financial restitution
8. Law enforcement
9. Referral to other school agencies
10. Suspension for 10 days or less
11. Expulsion (long-term suspension of more than 10 days)
12. Restriction of privileges
13. Clean or straighten items or facilities damaged
14. Change seating arrangement
15. Behavioral contract written
16. Refer to counselor
17. Corporal punishment
18. Any other action deemed appropriate

School staff is not limited to these alternative methods, nor does this list reflect an order or sequence of events in disciplinary activity. Realize that a steady progression of misconduct without remediation could well lead to removal from the system by suspension—short or long term or possibly expulsion.

### **DISCIPLINE AND CORPORAL PUNISHMENT**

The Binger-Oney Board of Education does not prohibit corporal punishment. Teachers have the right, when necessary, to discipline children. Oklahoma State Law protects this right. While corporal punishment is not prohibited by the board of education, it is recommended for the use as a final measure. When corporal

punishment is administered, it must be by the principal, with a witness present and must not be administered in front of other students.

It is expected that all teachers in the school district will assume the responsibility that teaching discipline and control is part of the classroom responsibility. It is expected that students will know and expect to behave properly in the classroom and during other school activities. Special effort must be exerted by the principal and the classroom teacher to see that student behavior in the classroom and at other school functions is acceptable. This is only part of the total learning process.

The following steps will be followed by all district personnel when corporal punishment—Paddling—is warranted.

1. When misbehavior occurs, a student is first talked to and warned that if the behavior continues, a paddling will be given, based on the serious nature of act, this warning can be circumvented.
2. If a paddling is administered, the following procedure is followed:
  - a. Explain to the student why he is being paddled
  - b. It is done in private
  - c. It is administered by the principal or in the absence of the principal by another administrator.
  - d. No more than three (3) swats will be given, and a teacher or another administrator will be present to witness.
  - e. A discipline report is filled out and kept on the file until the end of the school year.

### **WHEN CORPORAL PUNISHMENT IS WARRANTED, ALL FEMALE STUDENTS WILL BE PADDLED IN FRONT OF A FEMALE WITNESS.**

### **OTHER METHODS OF CONTROL AND DISCIPLINE**

#### **Classroom:**

Teachers may use various methods to control the activities in their classrooms in order to provide the best possible learning atmosphere for their students. Classroom rules should be discussed and posted by each individual teacher. If undesirable behavior cannot be remediated, cases will be referred to the principal's office.

#### **Detention:**

Detention may be assigned by teachers in order to correct undesirable behavioral patterns or when a student fails to complete assigned work. Detention will consist of time spent with the teacher that assigned the detention before or after regular school hours. If student fails to show up for detention, student will be assigned ISS.

#### **Suspension: (in school and out-of-school)**

Students who are continually experiencing behavioral problems, who commit serious offenses which threaten the rights of others, or who show a tendency to be uncooperative may be suspended for a period of one (1) to ten (10) days. Student will be **DROPPED** from **ENROLLMENT** during suspension. At the end of an out-of-school suspension period, a parent or guardian must accompany the student to the principal's office for re-enrollment. The suspension will become part of the permanent record of the student during Out-of-School Suspension/Expulsion the student loses all privileges to participate in extra-curricular activities. Ex: graduation, athletic events, proms, banquets, fund raisers, etc.

#### **Expulsion:**

Students who have experienced a short term suspension of ten (10) days or less face the possibility of long term suspension. Should behavioral difficulties continue to be a detriment to the school climate, the student may be suspended for the remainder of the current school semester and/or the following semester.

**Right to Appeal:**

Nothing in this discipline schedule shall be construed to deny the student’s right to a fair and orderly hearing, appeal, counsel, and due process in cases which may end in suspension or expulsion. If the evidence is inconclusive, the student may request a hearing before the Board of Education in order to determine guilt or innocence. The decision of the Board shall be final.

**Interpretation:**

This schedule shall be interpreted by the principal and his/her designates in a manner which they deem just given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered by the disciplinary action schedule.

**STUDENT SUSPENSIONS**  
**PROCEDURAL RULES AND REGULATIONS**

The principal shall have authority to suspend any pupil who is guilty of any of the following acts while in attendance at such school or in transit to or from school or any school function authorized by the school district or when present on any facility under the control of the school district. The principal shall conduct an informational conference by telephone or in person with the student and/or parent/legal guardian for any suspension of three school days or less.

1. Immorality
2. Truancy
3. Violation of written school rules, regulations, or policies
4. Assault upon another student or person
5. Possession, threat, or use of a dangerous weapon as defined by state Statue.
6. Possessing, distraction, or under the influence of any narcotic, drug, stimulate, barbiturate, or alcohol.
7. Conduct disruptive to the operation of school
8. Conduct which jeopardized the safety of others
9. willful disobedience of the request of any school official in the performance of such school official’s duties

The constitutional rights of individuals assure the protection of due process of law: therefore, any student suspension involving ten or more school days is entitled to this system of constitutionality and legally sound procedure.

The administration of discipline in the school district:

1. The hallmark of the exercise of disciplinary authority shall be fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
2. A teacher has the authority to remove a student form class temporarily. If possible, the teacher shall accompany the student to the office of the principal and shall file with a principal a written statement of reasons for the student’s removal from class. The principal shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary action. Guidelines for due process procedure in student suspension from school:

**Step 1 Evidential Hearing:**

Prior to any suspension a student shall be given an oral or written notice of the charges against him/her. The student shall have an opportunity to present his/her version of the incident or circumstances involved in the accusation.

**Step 2**

Following the evidential hearing with the student, an informal conference with the parent, student, and principal or his/her designate shall be scheduled in an effort to resolve the matter. The principal shall make and retain a record of the conference. If the

matter is resolved without suspension, then no further action is necessary at this time.

**Step 3**

If the matter is not resolved during the information conference, and the principal decides upon suspension, then the parent shall be notified of the action by certified mail by the principal. The letter shall set forth the right to appeal to the board of education, that the student has a right to a closed hearing, the right to an attorney, and a clear concise statement of the evidence to be presented to the board.

**Step 4**

Should a parent desire to appeal the action to the board of education, and notify the clerk of the board of that wish, the clerk shall schedule a hearing before the board of education and shall notify the student and his/her parents or guardian as to the time, place, purpose of the hearing, and that on request, a closed hearing will be held. The following guidelines shall be used in the hearing procedure:

- a. The charges against the student shall be stated in clear and concise terms and must be in writing.
- b. A parent or legal guardian of the student shall be present at the hearing, and legal counsel may be present and represent the student if desired.
- c. The student shall be allowed to observe all evidence offered against him/her and cross examine.
- d. The student shall be given an opportunity to present his/her case in the fullest manner.
- e. Record must be kept of the hearing.
- f. The board of education shall state at the end of the hearing after closed deliberation, its finding as to whether the student is guilty or innocent. (25 O.S.A., 307)

**General Considerations**

1. If the student is over 18 years of age, said student shall be accounted and not his/her parents, (700.S.A. 5-118)
2. Any student with an IEP shall begin the procedure with a placement committee meeting. (70 O.S.A. 24-101)
3. No suspension shall be for more than through the last day of the next succeeding semester. (70 O.S.A. 24-102)
4. Any hearing with the board must be held within ten days, unless the student requests an extension.
5. Emergency Suspension: The principal, or his/her assistant in charge, is authorised to involve an emergency suspension when the presence of the student at school is disruptive or threatening. In cases of emergency suspension, the parents should be contacted immediately by telephone, if possible, followed by written notification by certified mail. Regular due process procedure should follow this action, except that the student is not permitted or return to class during the hearing procedure.

**I.S.S. (IN SCHOOL SUSPENSION)**

The overall goal of the I.S.S. program at Binger-Oney Public Schools is an attempt to redirect the student’s inappropriate behavior toward more acceptable standards. The end result is to return them to the regular classroom with the opportunity to exhibit an approved behavior pattern. Only the administrators will be allowed to assign In School Detention.

The objectives of the I.S.S. program are:

1. To reduce the number of out of school suspensions that result from deviant behavior, truancy, and tardiness problems.
2. To provide a setting within the school in which the appropriate learning can take place.
3. To alter attitudes and habits which are detrimental to the student’s education process.
4. To offer an alternative setting from the regular school environment for chronic misbehavior.

Teachers will be informed when students enrolled in their classes are placed in I.S.S. The student will have the responsibility of

contacting their teachers to obtain their assignments for the next day. They will also return their finished assignments to their teachers at the end of the day for grading. If work done in I.S.S. is not complete, the student will receive additional I.S.S. days or out of school suspension.

#### **GENERAL INFORMATION OF THE I.S.S. PROGRAM**

- A. The location will be at the high school.
- B. The principal or his designee will make assignment to I.S.S. At the time of detention, the parent will be notified by telephone or written letter.
- C. The principal will designate who will be responsible for monitoring students who are placed in the I.S.S. room.
- D. Policies related to I.S.S.:
  1. I.S.S. students will bring assignments, all textbooks, and supplies to the I.S.S. room.
  2. Students will work the entire time. If not principal will assign special assignments.
  3. Break time will be confined to the use of the restrooms.
  4. Lunch break will be at an assigned table in cafeteria with monitor. No talking. Students will go to lunch and return with monitor.
  5. The principal must be contacted by telephone, by the parent or guardian, for a student to be absent from the I.S.S. program. If a student fails to report to the I.S.S. program when assigned, the parents will be notified of the students three (3) days out of school suspension.
  6. Discipline of the students will be handled by the principal or certified personnel.
  7. Student records will be kept on each student by the principal or his designee.

#### **LITERACY IMPROVEMENT ACT OF 1997**

Senate Bill 81, entitled the Literacy Improvement Act of 1997, contains a number of requirements that will affect schools. The bill was written to improve literacy by requiring a certain level of reading comprehension as a requirement for a driver's license.

Beginning January 1, 1998, for a person under age of eighteen (18) to be eligible for a driver's license, he or she must:

1. score satisfactorily on the 8<sup>th</sup> Grade Reading Criterion-Referenced Test (CRT),
2. score satisfactorily on an alternative reading proficiency test approved by the State Board of Education, or
3. be certified as a special education student documented to be reading at potential.

Every school district shall, upon request, provide documentation of reading proficiency by certifying passage of the 8<sup>th</sup> Grade CRT for any student enrolled in the school district. Districts must also offer to re-examine any student who fails to perform satisfactorily on the 8<sup>th</sup> grade CRT. The State Board of Education has approved a list of alternative reading proficiency tests for the purpose of re-examination. A list of approved alternative reading proficiency test are available upon request.

Districts must provide testing opportunities of alternative reading proficiency tests at least four times per year. The first re-exam is to be given at no cost. Students may be charged up to \$25 for subsequent re-exam.

#### **PUBLIC DISPLAY OF AFFECTION**

In order to protect the reputation of both girls and boys, students are required to refrain from displaying affection toward each other at school or school activities. Unnecessary touching or closeness becomes embarrassing to many that observe this kind of behaviour. We expect both boys and girls to exercise restraint and respect the feelings of faculty, students and patrons of Binger-Oney Schools by

avoiding the Public Display of Affection. Repeated offences will lead to possible suspension.

#### **MOMENT OF SILENCE**

State law reads, "The board of education of each school district shall ensure that the public schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, mediate, pray or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

#### **ASSEMBLIES**

A variety of educational and entertaining assemblies are presented at regular intervals. These assemblies provide students opportunities to demonstrate the courtesy, cooperation, and consideration that they been taught at school and at home. There are always visitors at our assembly programs, and it is a credit to the student body when the visitors can comment on the courtesy of the students toward the speakers, performers, and guests. Cat calls, whistling, and distracting noises will be considered improper behavior.

#### **STUDENT DRIVING AND PARKING AREAS**

Students who drive cars or other motor driven vehicles to school must park them in the student parking areas.

Students are not allowed to drive vehicles nor will they be allowed to sit in their cars or sit in friends' cars any time during the school day. Parking lots are "off limits" to the student body during the school day. Speeding and reckless driving result in the loss of privilege to bring an automobile on the school grounds. Only licensed drivers are permitted to use school-parking facilities. Students are not allowed to ride or drive vehicles during school hours. Violation may revoke driving privileges.

#### **VO-TECH**

Transportation is provided to/from Vo-Tech daily. Students are not permitted to drive. If special circumstances arise due to changes in class, scheduled competitions, or other Vo-tech requirements, Vo-tech must contact the school, then arrangements must be worked out with the approval of Binger-Oney Administration and communication with student parents. Any event outside of regular school hours, parents will be responsible to take students. Students cannot drive themselves.

#### **ACTIVITY TRIPS**

The student must go and return in the bus provided unless he/she makes special arrangements with the person in charge of the activity. The breaking of the rule automatically suspends one from the activity. Students who represent the school or who accompany school groups to other towns are subject to the authority of our faculty.

Sponsors should provide a list notifying the principal and teachers involved about the activities and students that will participate at least one full day in advance.

#### **BUS RIDER RULES**

**Riding a school bus is a privilege, and the privilege may be removed for not abiding by the bus rider rules.**

Previous to loading, students should:

1. Be on time at the designated school bus stops, keeping the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
4. Respect people and their property while waiting for the bus.
5. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus, students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating or drinking on the bus.
3. Refrain from any use of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may cause a serious accident. (The life you save may be your own.)
6. Treat the bus equipment as you would valuable furniture in your own house.
7. Never tamper with bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep aisle clear.
9. Help look after the safety and comfort of small children.
10. Do not throw objects out of bus.
11. Remain sitting in seats while bus is in motion.
12. Refrain from horseplay or fighting on the school bus.
13. Be courteous to fellow pupils and bus driver.
14. Remain quiet when approaching railroad crossings.
15. Remain in the bus during a roadside emergency except when it may be hazardous to your safety.

After leaving a bus, students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signals, and then cross.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips

1. The above rules and regulations should apply to all trips and school sponsorship.
2. School officials should appoint sponsors.

Any student who is involved in damage to a school bus will be required to pay for the damage.

### **NO LOAFING OR LITTERING**

Due to limited time between classes, students are encouraged to limit their visiting in the halls. Please do not leave waste paper in desk, on the floor, or on the school grounds. Help keep the buildings and grounds clean at all times. The restrooms at the Binger-Oney Schools are clean, and adequate supplies are maintained for the students use. Binger-Oney students are expected to help keep the restrooms clean and sanitary. Again, Binger -Oney students take pride in excellent facilities.

### **HEAD LICE**

#### **School Laws of Oklahoma Section**

Any child afflicted with a contagious disease of head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.

Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may re-enter school, a certificate from a health professional or authorized representative of the State Department of Health that said child is no longer afflicted with head lice.

### **STUDENT LOCKERS**

All students will be issued a locker. It is the students' responsibility to keep the locker orderly and clean. **NO STICKERS WILL BE PLACED ON THE OUTSIDE OF LOCKERS.** Hall and PE lockers are the property of the school and may be checked. Students are not to have pop, candy, or glass containers in lockers. Students are to only use their assigned locker. Students leave articles of value in school lockers at their own risk. School officials have the authority to search school lockers at any time without notice and to seize any property prohibited by law or school policy. B-O school will not

furnish locks for lockers. A student may provide his or her own lock, however the student must provide the principal/coach with a combination or key to the lock.

### **SAFETY**

Acts of theft will be subject to disciplinary action. Students/school personnel should not leave purses or billfolds attended. Cars and pickups should be kept locked at all times.

### **CAFETERIA RULES (No Breakfast will be served after 8:15 A.M., Exception – late bus students)**

Our cafeteria is a clean, friendly place. Return trash to the proper place and trays and silverware to the rack. **DO NOT CUT IN LINE.** Breakfast will be **free for all students; Bills should be paid weekly or monthly.** **Any student with an outstanding lunch bill will no longer be permitted to charge meals-Cash Only!**

### **CLOSED CAMPUS**

The Binger-Oney School will have a closed campus all day. Students will not be allowed to leave campus unless checked out through the principal, superintendent or designee. Students will not be allowed to leave campus, during their lunch hour, (11:00 a.m.- 12:30 p.m.) unless a parent checks them out in person going through the principal, superintendent or designee. Vending machines will be available:

- Students in PK-6 grades will have access to vending machines on special occasions.
- Students in 7-8 grades have access to vending machines after school, at events which take place in the evening, and on special occasions.
- Students in 9-12 grades have access to vending machines at times specified by the principal.

### **USE OF TELEPHONE**

No student will be called to the telephone, except in case of an emergency. Important messages will be delivered. Students will not be excused from class to make telephone calls.

**\*\*\*Arrangements should be made before student comes to school, as to where he/she is to go at the end of the school day. If plans change, please call the school before 2:30 p.m. to ensure that student receives the accurate instructions.**

### **STUDENT PLACED ORDERS**

**½ of the purchase price must be paid before items are ordered. The balance will be due when item is picked-up.**



## **FUND RAISING CAMPAIGNS**

Any method/occasion of raising money must be approved by the Binger-Oney Board of Education. Starting with the junior class, money may be raised for the Jr/Sr Banquet or and Prom. Excluded as part of the 2 fundraisers per semester are community sponsored activities.

All activities for the year must be planned for the entire year and given to the principal for approval the first week of school unless other activities are authorized by the administration.

Any student owing money to an organization after the ending fundraiser date, will not be allowed to participate in any fundraiser in that organization until money is paid in full.

## **DEPOSIT OF MONEY**

At no time will money be left overnight in the school building. Students and teachers with school money to deposit will turn it in to the school secretary before 1:30 p.m.

## **REQUEST FOR ACTIVITY TRANSPORTATION**

The sponsor of any activity requiring school transportation must notify the principal at least one week in advance of the trip to be taken. Sponsor is responsible to write request for transportation on calendar and check for scheduling conflicts.

## **BINGER-ONEY BOARD OF EDUCATION PUBLIC COMPLAINT POLICY**

In interest of handling all complaints fairly and expeditiously, the board has established the following guidelines:

1. Whenever a complaint is made directly to the board as a whole or to an individual board member, the individual or group involved will be advised to take their concern to the appropriate principal, or superintendent.
2. The individual or group will be advised of the proper channelling of complaints, which is as follows:
  - a. Supervisor or teacher
  - b. Building administrator
  - c. Superintendent
  - d. Board of Education
3. The procedure to be followed is as follows:

**Step One:** A complaint will first be discussed by the complainant and the person or persons against whom the complaint is registered with the object of resolving the matter informally.

**Step Two:** If the complaint is not satisfactorily resolved in step one, the complainant will submit his/her complaint in writing to the building principal, stating the reasons for the complaint and the relief desired. The principal will then meet with the complainant at a mutually convenient time within (10) working days of this receipt of the written complaint. Within (five) working days of this meeting, the principal will provide a written response to the complainant, stating reasons for his/her decision. Problems and questions concerning individual schools should be directed to the principal of the school.

**Step Three:** In the event the matter is not yet resolved the complainant will file a written appeal to the superintendent within (10) working days of the final meeting in step two. The written appeal to the superintendent will include the reasons for the complaint and the relief desired. The superintendent will then meet with the complainant and building principal. Within (10) working days of this meeting, the superintendent will communicate his/her decision with supporting reasons, in writing, to the building principal and complainant. Problems and questions concerning the school system as a whole should be directed to the superintendent.

**Step Four:** Within (10) days of receiving the decision of the superintendent, the complainant may appeal to the board of education. This appeal, directed to the clerk of the board, will be in writing and will be accompanied by a copy of the appeal and the decision rendered at step three.

The board will meet on the matter at the next regularly scheduled board meeting, provided the appeal is received by the board clerk in time to be placed on the agenda. This meeting will consist of the board, superintendent, principal, and complainant.

Within (five) working days after this meeting, the board will provide a written decision, with supporting reasons, to all parties involved.

**The board should not consider an act on complaints that have not been explored at the appropriate administrative level.**

## **POLICY FOR PROFICIENCY BASED PROMOTIONS**

Proficiency based promotion

A. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Proficiency in laboratory sciences will require that students are able to perform relevant laboratory techniques. (On a two-part test, the scores will be averaged together).
2. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-103.6:
  - a. Social Studies
  - b. Language Arts
  - c. The Arts
  - d. Languages
  - e. Mathematics
  - f. Science
3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
4. The opportunity for proficiency assessment will be provided at least twice each school year. Testing will take place the First week of the first semester and first week of the second semester
5. Qualifying students are those who are legally enrolled in the local school district.
6. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
7. Students will be allowed to take proficiency assessment in multiple subject areas.
8. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
9. Exceptions to standard assessment may be approved by a local district for those students with disabling condition.

B. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

1. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
2. If the parent or guardian requests promotion/acceleration contrary to the recommendations of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
3. Failure to demonstrate proficiency will not be noted on the transcript.
4. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may

demonstrate proficiency and advance to the next level in a curriculum area.

5. If proficiency is demonstrated in a 9-12 curriculum, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.

5. Units earned through proficiency assessment will be transferable with students among school districts within the State of Oklahoma.

C. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.

D. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but not limited to, the following:

1. Individualized instruction
2. Correspondence courses (at student's expense)
3. Concurrent enrollment
4. Cross-grade grouping
5. Grade/course advancement
6. Individualized education programs
7. Elementary students can cross-grade or be taught within the classroom on an upper level

E. The Binger-Oney School District will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. Priority Academic Student Skills and type of assessment of evaluation for each core curriculum area will be made available upon request.

Appropriate notation will be made for elementary, middle level, or high school level students satisfactory completing a 9-12 high school curriculum area. Completion will be recorded with a "pass" on the transcript. This unit will count toward meeting the requirements for the high school diploma.

#### **GUIDELINES FOR CLASS SPONSORSHIP**

- A. Faculty Eligibility "Pool"
  - All non-Homeroom Teachers (excludes P-8 teachers) that are employed by Binger-Oney school on full time basis. Part-time employees have a choice to be included.
- B. Two sponsors will be chosen for each class starting with the Freshmen. These sponsors will remain with the class until graduation. (If vacancy occurs, new employee will replace old employee in rotation.)
- C. Class Parents
  - \* 12<sup>th</sup> grade-2 sets
  - \* 11<sup>th</sup> grade-2 sets
  - \* All teachers P-12 will be scheduled to work in concession stand by administration much like gate duty is scheduled (mainly to take money). Parent of athletics and students will be in charge of concession stand at all times.
  - \* Administration & one school official will be responsible for counting money at the end of the night. All class parents will be required to furnish a National Criminal History background check through the Oklahoma State Department of Education, at their own expense. Applications available at the Superintendent's Office.
- D. Prom & Banquet
  - Sponsors organize/schedule prom and banquet with the option of going off campus. Limit of \$1,000.00 for decorations and \$1,000.00 for music.
- E. Baseball/Softball Concession

- \* Baseball and Softball coaches will develop their own concession management system (vending machines being an option) with revenue going to those athletics.
- F. Some Jr. /Sr. Sponsor Responsibilities are as follows:
- Caps and Gowns (Red, White, and Blue) Seniors will be given 1<sup>st</sup> choice of two colors.
  - Tassels, Honor Cords, and Collars(J.H. Honor Cords)(H.S. Honor Cords and Collars)
  - Announcements
  - Panel
  - Programs for Graduation/Baccalaureate
  - Flowers
  - Schedule & Arrange Banquet/Prom
  - Organize and arrange for any outside presentations that need to be made.
  - Organize and schedule any class meetings or parent meetings that need to be held.
  -

#### **ELECTION OF OFFICERS**

1. Three or more nominees for each office.
2. Election will be secret ballot.
3. If there is not a clear majority of votes, there will be a run-off of the top two during the same class period as the election.
4. The election will be scheduled when there is not a conflict with other school activities for the group participating.

#### **ELECTION OF CLASS PARENTS**

Junior class will elect two sets of class parents.

1. Parents will be nominated from parents of junior class members.
2. The election will be secret ballot.
3. The top two sets of parents will be elected.
4. The class parents will continue with the class through the senior year.

#### **BANQUET AND PROM GUIDELINES**

Guidelines will be set by the junior and senior sponsors to be approved by the administration.

No students below 9<sup>th</sup> grade will be allowed to attend or be present during the banquet and prom.

**No student will be allowed to bring a guest that is 21 years of age or older.**

#### **SELECTION OF MARSHALS AND USHERS FOR GRADUATIONS**

Guidelines for the selection of marshals and ushers by the 8<sup>th</sup> grade class will be set by the 8<sup>th</sup> grade sponsors with the approval of the administration.

The senior sponsors with the approval of the administration will set guidelines for the selection of marshals and ushers by the senior class.

#### **SENIOR GRADUATION MASCOTS**

\*\*\*Candidates will be selected from pre-school children in the Binger-Oney School district (3-5 years of age)

The mascots, one boy and one girl, will be nominated and voted on (secret ballot) by the senior class.\*

#### **GUIDELINES FOR SENIOR DAY**

The senior sponsors with the approval of the administration will set guidelines for Senior Day.

#### **UNIFORMS**

All athletic/cheerleading uniforms worn from local and state levels, must be Binger-Oney colors.

(RED, WHITE, BLUE)

#### **BASKETBALL HOMECOMING KING/QUEEN SELECTION**

Candidates for Homecoming King/Queen will be selected from the high school basketball teams. High school boy team members will select girl candidates from the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade high school team. High school girl team members will select boy candidates from the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade high school team. Both basketball teams will then vote on the boy and girl candidate of their choice. The boy and girl with the majority of the votes will be named Homecoming King and Queen.

Those who take these items to other areas of the school will lose their noon privileges.

### **HOME COMING MASCOTS**

All students enrolled in the first grade at Binger-Oney School will have their names submitted into a drawing. One boy's name and one girl's name will be drawn. Those students will be the mascots for the Homecoming. If a parent decides that their child is not able to fulfil this obligation, another name will be drawn.

### **CHEERLEADING MASCOTS**

**The only mascot for cheerleaders is the bobcat. No children will be allowed on the floor with the cheerleaders.**

### **STUDENT OF THE MONTH**

Members of the high school faculty are encouraged to make nominations monthly for the Binger-Oney Student of the Month Award. Students in grades 9-12 will be eligible for nomination, but priority should be given to upper classmen. A teacher selection committee will then select the student of the month based on all teacher nominations. The selection will be based on how well the overall student meets the following criteria:

1. GPA
2. Attendance
3. Attitude
4. Leadership
5. School Spirit
6. Special honors or awards received

A student may only receive this award once during the school year.

### **HOME BOUND EDUCATION**

If complications occur due to pregnancies or extended illnesses preventing a student from attending school, homebound education must be arranged through the principal.

**Any Board of Education policy adopted after the approval of this student handbook supersedes any policies found within this handbook.**

### **HOME SCHOOL AND PRIVATE SCHOOL STUDENTS**

#### **ENTRANCE TESTING**

Students will be tested for grade level placement. Student must score at the 70<sup>th</sup> percentile to be placed in grade level requested.

If a grade is to be skipped, the student will have to score at the 90<sup>th</sup> percentile.

Test may be taken at the end of the school year in May or before the start of the school year in August.

Students must present records showing completion of previous years work and grades before they will be tested for placement.

Students not testing before the start of the school year will be placed in the last grade level of Public School attained.

Students will be tested in at least four basic curriculum areas (Math, Science, Social Studies, and English). If there are other areas that need testing, the student may also be tested in those related areas. The student will have to enroll in classes to make-up for the test that are failed. Students may test only once per school year.

### **COMMON AREAS (7-12)**

Students will be in the saferoom at noon.

**Vending items purchased by the multi-purpose room will be taken directly back to the saferoom.**

**Soft drinks will not be allowed in the school!**