

## HIGH SCHOOL STUDENT HANDBOOK

### ADMINISTRATION

**Mickey Edwards**  
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**Superintendent**  
**Grades 8-12 Principal**

**453-7247**  
**453-7836**

### POLICIES & PROCEDURES

**ABSENCES** – A student may have a total of 8 absences per semester (ex: illness, mechanical problems, parents are late, family trips, etc. Students reporting to class fifteen (15) minutes or more after the beginning of the class will be classified as being absent. Students leaving class early ten (10) minutes or more after the beginning of the class will be classified as being absent. A student who has 9 absences (or more) in a class will receive a failing grade for the class. If a student has between 9 and 12 absences at the end of the semester, the student is referred to the attendance committee. The attendance committee is comprised of the high school principal and the student's teachers. Parents and students are required to attend the attendance appeal meeting unless special circumstances arise. During the meeting, the student and parent may explain why they have more than 8 absences. The teachers and principal will discuss the matter and render their decision to the student and parents. The teachers and principal will vote on whether or not to allow the student credit for the semester (majority vote rules). Students who exceed 12 absences, (except for major medical or extreme circumstances) will receive a failing grade for the class and will not go in front of the attendance committee. An appeal may be made to the Board of Education.

Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Grady County District Attorney per 70 O.S. 10-1-5.

3 tardies per class = 1 absence  
6 tardies per class = 2 absences

**TARDIES** - Tardies will be accumulated for each student throughout the school year through the Principal's office. Accumulated tardies for each student will be the total number of tardies in all classes from the first day of school in the fall semester through the last day of school in the spring semester.

Disciplinary action for tardies will be as follows:

- Each student will have 1 free tardy per class per semester
- Each tardy after the 1 free tardy per semester will result in 1 detention

**ACTIVITY ABSENCES (10 DAYS)** – The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the Verden Board of Education

A student may make application to the Board of Education for an additional five (5) activity absences for any one class period of each school year.

Examples of Activities excluded from the 10-day Activity Absences rule include, but are not limited to, any state playoff tournament game, or competition **beyond** the entry level or District Tournament level.

Examples of Activities **not** excluded from the 10-day Activity Absence rule include, but are not limited to; field trips, college visitations, workshops and seminars, regularly scheduled season games or competitions, Invitational Tournaments, District Tournaments, Stock Shows, and Local, District, State and National Conventions and Conferences.

**ANNOUNCEMENTS** – The Principal or designee must approve all materials for the distribution or display on school property by persons who are not employees or students of Verden Public Schools. Petitions may not be circulated without the approval of the Superintendent.

All messages to students must be delivered to the office. The student will be given the message at the earliest opportunity least disruptive to the educational setting. Student and personal publications, including the school newspaper and other school-sponsored materials that represent the district, are to be submitted to the Principal to review for accuracy and compliance with district policies.

### **HIGH SCHOOL BELL SCHEDULE**

1 <sup>st</sup> Hour	8:00 - 8:50
2 <sup>nd</sup> Hour	8:55 - 9:45
3 <sup>rd</sup> Hour	9:50 - 10:40
4 <sup>th</sup> Hour	10:45 - 11:30
Tiger Time	11:30 – 11:50
Lunch	11:50 - 12:20
5 <sup>th</sup> Hour	12:25 - 1:15
6 <sup>th</sup> Hour	1:20 - 2:10
7 <sup>th</sup> Hour	2:15 - 3:00

### **BREAKFAST AND LUNCH PRICES**

Breakfast:	Full Price Cash	\$2.00
	Reduced Price	\$ .30
	Adults Cash	\$2.25
Lunch:	Full Price Cash	\$2.50
	Reduced Price	\$ .40
	Adults Cash	\$4.15

**CAFETERIA RULES** – Lunch charges will not be allowed for more than 2 weeks unless parents have made prior arrangements with the school. Lunchroom privileges will be terminated for anyone 2 weeks delinquent on payment of lunch charges. All lunch bills must be paid by the 30<sup>th</sup> of each month. Eating areas are to be left clean and all litter placed in the trash. Do not take or give “cuts” in line.

**OPEN/CLOSED NOON CAMPUS POLICY** - Students in the 7<sup>th</sup> and 8<sup>th</sup> grades are required to remain on campus during the lunch period. Those found going off campus during the lunch period will be subject to disciplinary measures administered by the principal.

Students in grades 9 through 12 are allowed to go off campus for lunch, but are required to remain within the city limits. Those students found in violation of this policy will be subject to disciplinary measures which may include the loss of off-campus lunch privileges.

The principal shall also have the authority to close the campus for any or all students during the lunch period should he/she feel that any student or students may be placing themselves in a dangerous or harmful situation during the lunch period.

**FOOD AND DRINKS** - Students will not be allowed to have food or drinks in the classroom without permission from the principal and the classroom teacher. Students may not place cups, cans, or bottle drinks in lockers.

First Offense - Students will remove it from the lockers

Second Offense - Lunch detention

Subsequent Offense - Lunch detention, After-school detention or ISP

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

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

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

**EQUAL OPPORTUNITY EMPLOYER.** It is Verden Public School's policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin, and any other protected status.

**TITLE I - PARENTS RIGHT-TO-KNOW – Section 1111(h)(6)**

**QUALIFICATIONS** - At the beginning of each school year, Verden Public Schools receives funds from the Federal Title I program and is required to notify parents of each student attending this District that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following;

Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

- A. **ADDITIONAL INFORMATION** - In addition to the information that parents may request under subparagraph

- (A), a school that receives funds under this part shall provide to each individual parent -
- “information on the levels of achievement of the parent’s child in each of the state academic assessments as required under this part; and
  - “timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

A. **FORMAT** - The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

**BUS TRANSPORTATION** – Students participating in school-sponsored activities off campus must ride to and from the activities in school-provided transportation. Exceptions may be made for students who ride with their parents and have permission from the Principal or the Superintendent. Parents may also “check-out” students to ride home from an activity or leave an activity early through either the activity sponsor (coach, Ag teacher, etc.) or the administrator in charge.

**CHECKING OUT OF SCHOOL** – Students must check out of school through the office. (Failure to do so may result in lunch detention, after-school detention, or ISP.) Students may only check out of school with the permission of their parent or guardian. Permission must be given in person or on the phone before the student may be approved to leave school.

**CLOSING SCHOOL (BAD WEATHER)** – Announcements regarding school closings and delayed opening times due to bad weather will be made on local radio and television stations. You should also receive an automated text message from the administration notifying you of closings or delays. If there is a closing or delay and you do not receive the automated notification, please contact the Superintendent’s office to make sure your contact information is correct.

**ELIGIBILITY** – A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes, authorized school activities include, but are not limited to: competitive events against other schools; field trips; student activities outside the normal school day, and non-classroom activities. A student who is not eligible will not suit-up, travel with the team, group, or organization, nor sit on the bench or stand on the sidelines.

**ACADEMIC ELIGIBILITY** – The student must be passing all courses in which the student is enrolled following the week of academic probation or the student will be academically ineligible to participate in any authorized school activity. The student remains ineligible until the student receives a passing grade in all courses. A student regains academic eligibility on the Monday following the week in which the student receives a passing grade in all courses.

Teachers must turn in eligibility forms by 8:00 a.m. on the first day of each school week beginning

on the second full week of each semester. If any eligibility is not turned in by 8:30 a.m., said students would be eligible in that class (provided they are not on another teacher’s list). Any work to be included in the computation of the student’s grade must be turned in to the teacher no later than 3:30 p.m. on the last day of the school week. The last day of the school week is the last day of the week in which students are scheduled to attend class. Any work turned in after that time will not be counted for eligibility for the following week. **No exceptions** will be made regarding this policy.

**PROBATION** – A student must receive a cumulative passing semester grade in all courses at the end of the fourth week of each semester and each week thereafter or the student will be placed on Academic Probation for the following week. A student may participate in authorized school activities during the week the student is on academic probation.

**ACADEMIC PROBATION AND INELIGIBILITY OUTLINE**

1. Failing any course(s) after the 2<sup>nd</sup> full week of the semester = Probation
2. Failing any course(s) for 2 consecutive weeks = Ineligibility
3. Student remains ineligible until the student is passing all subjects for 1 week. (When the student is again eligible, steps 1 and 2 are repeated if necessary.)

**ATTENDANCE ELIGIBILITY** – A student must be present for all classes during a school day to be eligible to participate in a school-sponsored activity that day or night (exception is pre-approved by administration).

**EMERGENCY DRILLS** – Fire Signal: Automated Voice Alert “Fire has Been Detected”  
Tornado Signal: Automated Voice Alert “Tornado has Been Detected”

**ENTRANCE REQUIREMENTS** – To gain admission to Verden Public Schools, a student must be a legal resident of this district or a legal transfer. The student must be residing with the student’s parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Verden Board of Education.

**FEES** – No fees are charged to students for school facility use. Fees may be charged for overdue library books, classroom materials, etc.

**GRADUATION PROCEDURES** – A student may participate in graduation exercises if the student is no more than ½ (one-half) credit away from the required credits, and the student is otherwise on track with their normal graduating class. Students must purchase their own graduation announcements, caps, and gowns. The Senior Class must provide graduation stage decorations and purchase the Senior Class Panel. Graduation ceremonies are under the direction of the Senior Class Sponsor subject to administrative and Board approval.

**GRIEVANCE PROCEDURE FOR STUDENTS AND PARENTS –**

1. If the issue involves a teacher, the student or parent should address the issue with the teacher. If the issue is not resolved, the issue should be brought before the principal.
2. If the issue involves another student or other school personnel, the parties should address the issue with the principal.
3. If the issue is not resolved, the parties should bring the issue before the superintendent.
4. If the issue is not resolved at this point, the parties may file for a hearing with the Board of Education through the office of the superintendent at least 7 days prior to the next scheduled Board meeting. The decision of the Board is final.

**HOMEWORK** – Student homework assignments may be given per the teacher’s classroom policy. Students will be allowed a minimum of “a day-for-a-day” to turn in homework when the student has been absent from school (ex. a student who is absent for 2 school days has 2 school days to turn in assignments for the classes missed).

Homework turned in after the prescribed time shall not be accepted by any teacher. Students not turning in homework, or turning in work late will receive a zero (0) for that work. Exceptions to this policy may be approved by the building principal on a case by case basis.

## **INTERNET AND COMPUTER USAGE**

### Acceptable Use

The purpose of the Verden schools network is to promote and support the internal and external exchange of information and educational activities for teaching and learning. All users must take responsibility for appropriate and lawful use of the network. Users must abide by all city, state, and federal laws and follow all applicable copyright laws and regulations. Users agree to follow the rules in this policy and agree to report any misuse of the network. If you have any doubt about whether a contemplated activity is educational, you should discuss it with your instructor.

### Unacceptable Use

Uses that are considered unacceptable and which constitute a violation of this policy include, but are not limited to the following:

1. Uses that violate the law or encourage others to violate the law. This may include, but is not limited to transmitting offensive or harassing messages; offering for sale or use any substance, the possession or use of which is prohibited by law; viewing, transmitting, or downloading pornographic materials; intruding into the networks or computers of others; and downloading of confidential or copyrighted materials. You should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. Examples would be impersonating another user, uploading viruses, and hacking.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
4. Users will not install or remove computer software without the authorization of an instructor.
5. Users will not engage or participate in chat rooms, web messaging, or any other activities that involve online messaging.

### Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette.

1. Politeness. Messages must not be abusive to others.
2. Appropriate Language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language, symbols, or pictures.
3. Personal Information. Student users who are minors will not reveal their personal information or that of others.

4. **Illegal Activities.** Illegal activities are strictly prohibited.
5. **Electronic Mail.** Email is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to appropriate government agencies. Do not disguise the point of origin or transmission of email.

#### Internet Safety

1. **Individual Responsibility.** Users must take responsibility for his or her use of the computer network and Internet and stay away from inappropriate sites. Users are responsible for reporting anyone visiting offensive or harmful sites to their instructor.
2. **Personal Safety.** Users should guard their personal safety by not revealing personal information and never agree to meet anyone they might become acquainted with on the Internet.
3. **Hacking and Other Illegal Activities.** Users must not use this network to gain or attempt to gain unauthorized access to other computers or computer systems. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other law is strictly prohibited.
4. **Confidentiality of Student Information.** Information concerning students may not be disclosed without the permission of a parent or guardian and/or the student.
5. **Active Restriction Measures.** Filtering software will be utilized to prevent students from accessing visual depictions that are obscene, child pornography, or harmful to minors. Online activities of students will be monitored through direct observation to ensure that students are not accessing material inappropriate for minors according to the Communications Act of 1934 (47 USC Section 254 [h][7]).

#### Privacy

Network and Internet access is provided as a tool for your education. Verden schools reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation or privacy regarding such materials.

#### Failure to Follow Policy

The school district will take action consistent with its policies and procedures including, but not limited to, suspension and/or revocation of access to network services. A user may violate this policy by his or her own action, by failing to report any violations by other users that come to the attention of the user, or by allowing another to use his or her password to access the computer network or Internet.

### **ONE-TO-ONE HIGH SCHOOL COMPUTER PROGRAM**

High school students enrolled in the one-to-one computer-to-student program must have read the Mac Book Policy, Procedures, and Information documentation. In addition, the student and parent must have read and signed the Student Mac Book Loan Agreement as well as the Mac Book Protection Plan.

If a student violates any of the User Terms and Conditions named in the Mac Book Policy, Procedures, and Information document or in the Student Mac Book Loan Agreement, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Disciplinary action may include, but shall not be limited to: detention; in school placement; loss of internet privileges; temporary loss of use of the computer; or permanent loss of use of the computer and removal from the one-to-one program.

**LIBRARY** – Library procedures and policy are under the direction of the librarian. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students may be liable for destroying or failure to return library materials per 21 O.S. 1739.

**LOCKERS and SCHOOL PROPERTY** – Lockers are the property of the school and are assigned to the students for school use. Students hold no expectation of privacy in their lockers, nor any other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice and to seize any property prohibited by law or school policy.

When not in use, lockers must be kept closed at all times. Failure of a student to keep a locker closed will result in disciplinary action from the principal. In the middle school, locks on lockers are not required, but are recommended. Students who bring locks for their lockers must either provide the principal with a copy of the key to the lock, or a copy of the locks combination. In the high school, locks will be provided. Students failing to keep their locker locked will receive disciplinary action from the principal. Students who continually fail to keep their locker locked will lose the privilege of having a locker. Students must unlock their lockers upon request of the building principal. Should a student refuse to unlock a lock for the building principal or his designee, or a locker has a lock on it that the building principal does not have a key or combination for, the building principal may cut that lock in order to get into the locker.

**MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT** – School officials must report incidents of child abuse or neglect to the proper authorities per 25 O.S. 846A 1C.

**MEDICATION** – The school does not provide medication of any type (including aspirin). Medication provided by the student or parent/guardian of the student shall only be dispensed to a student with written parental/guardian permission and written dispensing instructions. Medications will only be kept in the office.

#### **SELF-ADMINISTRATION OF MEDICATION POLICY**

The parent or guardian, in writing, may give the student permission to administer inhaled asthma medication. Also, the Physician treating the student must provide a statement that the student has asthma and is capable of self-administration. The parent shall provide the school with an emergency supply of the student's medication. The school shall inform the parent or guardian, in writing, that the school district and its employees are not liable for any injury arising from the self-administration of medication by the student. See Board Policy for CBD and marijuana policies.

**NON-DISCRIMINATION** – Verden Public School does not discriminate on the basis of sex, race, color, religion, national origin, or handicapping condition.

**SCHEDULE CHANGES** – No schedule changes are permitted after the 3<sup>rd</sup> day of each semester without express consent of the principal and teachers involved.



## **STUDENT CLASSIFICATION**

Freshman	0-5 credits
Sophomore	5 ½ - 10 credits
Junior	10 ½ - 17 credits
Senior	17 ½ credits

**BULLYING PREVENTION POLICY** - As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, physical acts or electronic communication. Such behavior is specifically prohibited.

Student found to be in violation of this Bullying Policy will be disciplined in the following manner;

1st Offense- Verbal warning by administrator and/ or staff member. Written documentation in the student's file. Refer to the counselor. 4 days lunch detention.

2nd Offense- Refer to counselor and administrator. Contact parents. 3 days out of school suspension

3rd Offense- Contact parents. 10 days out of school suspension or alternative school/ virtual learning.

**The administrator has the discretion for out of school placement, long term suspension, and virtual learning per the circumstances.**

## **STUDENT RECORDS – Family Education Rights and Privacy Act (FERPA)**

Parents/legal guardians of students under 18 years of age have the following rights under FERPA:

The right to inspect and review the student's educational record.

The right to exercise a limited control over other people's access to the student's educational record.

The right to seek to correct the student's record in a hearing, if necessary.

The right to report violations of the FERPA to the U.S. Dept. of Education.

The right to be informed about FERPA rights and procedures.

The district will arrange to provide translations of this notice to non-English speaking parents/legal guardians in their native language.

**TELEPHONE USE AT SCHOOL** – Students may only use the telephone designated by the principal or designee for necessary school-related business. Students may place local calls. Long

distance calls must be made collect or by credit card. Phone messages will be delivered to students at an appropriate time (except in emergencies). Phone usage will be limited to 3 minutes.

**TESTING** – Teachers will administer tests to students at their discretion as appropriate for the course of study. A student must make up missed tests the day following the student's return to class, at the discretion of the teacher. Otherwise, the student will receive a grade of zero on that test.

**TRANSFER STUDENTS** – A student whose parents are not legal residents of the Verden School District must obtain a legal transfer to attend Verden Public Schools.

**OPEN TRANSFER** - An Open Transfer is a student transfer from one school district to another that, once approved by the Superintendent, does not have to be re-approved in succeeding years as long as the student remains in good standing with the District. Application for an open transfer is made in the office

of the Superintendent starting for the succeeding school year. The Superintendent will either approve or deny the application for Open Transfer no later than April 15th.

Should a student not be in good standing with the District, the Superintendent can revoke an Open Transfer for the succeeding school year no later than June 1.

**TRUANCY** – A student who stays out of school on a regular basis without school authorization, or has a high rate of absenteeism, shall be reported to the Grady County District Attorney. The parents/legal guardian of the student may also incur liability regarding their failure to compel the student to attend school.

**VEHICLES** – Elementary students may not drive vehicles to school. A High School student driver must show proof of a valid Oklahoma driver's license to drive to school. All student drivers must be a member of the random drug testing pool. Students who fail to submit the required paperwork for the random drug testing pool, or refuse to take a drug test during student drug testing periods will not be allowed to drive on campus. Any student that continues to drive on campus in violation of this policy will have their vehicle towed off campus at the student's expense. Students may only drive to school, during lunch, and away from school at the end of the school day (unless the principal authorizes otherwise). All students being transported in any vehicle, with the exception of those being transported in a school bus, must be seat belted.

Students may not remain in their vehicles after the vehicle is parked.

Students may not drive outside Verden city limits during lunch.

Students may not drive anywhere in the elementary building area.

Students may not park on the first or second lines of the cafeteria or the North side of the gym during the school day.

Students found to be driving in a reckless manner or violating other provisions of this policy will have their driving privileges restricted or suspended for a period of time commensurate with the offense.

Reckless driving will be reported to the proper authorities.

1<sup>st</sup> Offense: Student may not drive during the day for two days. Student will leave keys in the office during the school day.

2<sup>nd</sup> Offense: Student may not drive during the day for one week. Student will leave keys in the office during the school day.

3<sup>rd</sup> Offense: Student may not drive during the day for one month. Student will leave keys in the office during the school day.

4<sup>th</sup> Offense: Student will not be allowed to drive on campus to or from school for the rest of the year.

**VISITORS** – All visitors (including parents/legal guardians) must check in at the principal's office immediately upon entering the building and sign the visitor's log. Students must receive prior permission from the principal before having a guest at school.

### **ACTIVITIES & ORGANIZATIONS**

**ACADEMIC BOWL TEAM** – Membership is by teacher referral, academic record, and student interest.

**ATHLETICS** – Students at VHS have the opportunity to participate in competitive baseball, basketball, track and softball. Students may Letter in each sport or cheerleading in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades upon completion of criteria established by the coach for the participation the previous year.

Criteria for lettering is set up by each coach.

The Academic Team also has the opportunity to letter.

**CHEERLEADING** – Junior High and High School cheerleading squads are selected each year at open tryouts. Participation is subject to academic and attendance eligibility. Members must comply with squad rules set by the coach and OSSAA as approved by the Verden Board of Education. The school does not provide uniforms.

**CLASS ACTIVITIES** – Class Officers: President, Vice President, Secretary/Treasurer, Reporter, and 2 Student Council Representatives. Eligibility 2.0 minimum GPA on a 4.0 scale.

**CLASS PARENTS** – 11<sup>th</sup> and 12<sup>th</sup> grades may elect two sets of class parents. 9<sup>th</sup> and 10<sup>th</sup> grades may elect 1 set of class parents. Class parents will be elected in descending order beginning with the 12<sup>th</sup> grade.

**CLUBS/TEAMS/ORGANIZATIONS** - Verden High School makes the following clubs, competitive teams, and organizations available to the students;

Basketball	Fall/Spring Baseball	Fast/Slow Pitch Softball
FFA	Fishing	FCA
Academic Team	Cheerleading	Student Council
Yearbook	Shooting Sports	

**FFA** – Students who are enrolled, or have been enrolled in Vocational Agriculture classes are eligible to participate in FFA, pursuant to the local chapter constitution, subject to academic and attendance eligibility.

**FUND RAISING ACTIVITIES AND SOLICITATIONS** - Prior to any fund raising transactions, all persons, groups, or organizations that solicit in the name of Verden Public Schools, must have their fund raising project(s) approved by the Verden Board of Education. No person, group, or organization may solicit for a fund raising activity using the name of Verden Public Schools, or any variation thereof, without approval of the Board of Education.

It is then the responsibility of the superintendent to coordinate all fund raising efforts. All fund raising activities must be placed on the school activity calendar in the superintendent's office. The superintendent shall make every effort to ensure that multiple fund raising activities do not conflict with one another on the activity calendar.

Any persons, groups, or organizations that solicit on the property of Verden Public Schools, must have consent from the superintendent and have their solicitation placed on the school activity calendar.

**JUNIOR-SENIOR PROM** – The Junior-Senior Banquet/Prom will be held near the end of the school year, and on school property, unless otherwise approved by the Board of Education. Attendance at the Prom is limited to sophomores, juniors, and seniors. A Verden sophomore, junior, or senior may invite someone from another school as long as that person is a sophomore, junior, or senior in good standing at another school, or has graduated from Verden or another school less than one year from the date of the prom. It is the responsibility of the Verden student to request the approval. Anyone who is not a Verden High School Junior or Senior will pay \$20.00 to attend. **Students will be required to wear formal or semi-formal attire and will not be allowed to attend wearing casual, everyday school-type clothes.**

Any junior class member who has not participated in at least **75%** of the class fund raising activities designed to fund the prom will be required to pay **\$250.00** to attend the prom, **plus any proportional**

**expenses for attending the after-prom event.** Records for this will be kept by the junior class sponsor. Students who are not members of the sophomore, Junior or senior class, or are not an invited guest of the sophomore, Junior or senior class, will not be allowed to remain in attendance and will be asked to leave the premises.

**MASCOTS** – All school mascots, including Homecoming Mascots, must be students of Verden Public Schools. The varsity cheerleaders and basketball players will select homecoming mascots by nominations and voting. Other school mascots will be selected by open tryouts on criteria set by the sponsor and approved by the principal. Mascots must meet attendance and academic eligibility requirements to tryout and perform.

**SPIRIT WEEK** – Spirit Week activities are under the direction of the Student Council and held during the week of Homecoming. Each high school class competes against other high school classes in various activities during the week for the honor of being the class with the most school spirit. The theme for spirit week will not be determined until the Monday of Spirit Week, at which time class meetings will be held to plan for Spirit Week decorations, and select individual class themes.

The class banner is to be constructed in its entirety on the Thursday morning of Spirit Week, during a time frame to be determined by the Principal. Banners are restricted to the section of wall designated to each class and shall not extend beyond the top row of the bleachers. Banners that have been worked on prior to or after the designated time frame will be eliminated from the banner competition portion of Spirit Week.

**STUDENT COUNCIL** – Membership includes two representatives elected by each class. Candidates must have a minimum 3.00 GPA (on a 4.00 scale) with no grade below a “C” for the prior school year and must submit two letters of reference from teachers. The Student Council serves pursuant to rules set by the Council and subject to administrative approval.

## **COURSES AND ENROLLMENT**

**CONCURRENT ENROLLMENT** – VHS students in the 11<sup>th</sup> and 12<sup>th</sup> grades may concurrently enroll at Verden and a college or university in the Oklahoma State System of Higher Education as a special student if the student meets the required criteria. Information about concurrent enrollment may be received from the Counselor. Concurrent enrollment information is given to each student of Verden High School each school year.

College English Composition I and College English Composition II from an Oklahoma college or university may substitute as credit toward high school graduation for English IV first and second semesters, respectively. With approval of the building principal, other college courses taken through concurrent enrollment which are held during the course of the school day may be counted as an elective toward graduation credit.

College Algebra, U.S. History, and Government will be awarded a full credit.

**COURSE OFFERINGS** – All students must enroll in a full school day schedule unless they enroll in Concurrent Enrollment, Correspondence Courses, or Vo-Tech (unless other arrangements are made with administrative approval). A student may enroll in only one agriculture class, one family and consumer science class, and one art class per year unless otherwise approved by the principal.

A student may count a maximum of 2 credits for the following courses toward fulfilling requirements for graduation: Athletics, Band, Music, and Yearbook/Newspaper.

**HUMANITIES** – Humanities may count as two Arts credits in one school year towards graduation providing the instructor presents all of the Humanities PASS objectives to the students within the allotted two semesters. Prior to enrollment, students will be made aware of the accelerated pace and demands of the course. Upon completion, a notation on student transcripts will be made to identify that the one-year Humanities course satisfies two years of Arts requirements.

**ADVANCED PLACEMENT COURSES** – When Verden Public Schools offers selected Advance Placement courses. Students taking the Advance Placement courses will receive appropriate credit toward graduation in that field. In addition, students taking the Advance Placement course and passing the Advanced Placement Exam may receive college credit in that field of study. Enrollment in Advance Placement courses must be approved by the course instructor, counselor and building principal.

**ONLINE INSTRUCTION** - Verden Public Schools offers classes by online instruction. Information may be obtained at the High School Principal's Office. The policy will be discussed with the students at the beginning of the school year.

**COMPETITIVE SPORTS** – All competitive sports practices will be during the boys' and girls' athletic classes. Additional sports practices may also be held before or after school.

**CORRESPONDENCE COURSE CREDIT** – VHS students may pursue, with prior administrative approval, a maximum of one credit by correspondence course each year with a maximum of two credits in two years.

**GRADES** – No grade above 100 points shall be given for a 9 weeks grade. Each 9 weeks grade is final. All grades shall be calculated to the nearest one-hundredth place (ex. 89.99). Grades may be rounded at the teacher's discretion (ex. 89.95 = 90). The semester grade is the numerical average of the two 9 weeks grades.

**GRADE POINT AVERAGE (GPA)** – GPAs will be calculated to the one-hundredth place (ex. 3.99). GPAs will be calculated using the 4.00 letter grade scale below for honors (AP English, honor rolls and societies, valedictorian and salutatorian). Numerical grades will be used for class

rankings and graduation purposes. AP and concurrent enrollment classes for High School credit are weighted to a 5.0 scale and will be figured into the GPA.

#### **GRADING SCALE**

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 and below

#### **REQUIRED COURSES**

9<sup>th</sup> grade required courses: English I, Oklahoma/ World Hist., Lab Science, Math, and Computers

10<sup>th</sup> grade required courses: English II, American History, Lab Science, Math and Computers  
11<sup>th</sup> grade required courses: English III, U.S. Government, Lab Science, Financial Literacy and Math  
12<sup>th</sup> grade required courses: English IV

**CURRICULAR REQUIREMENTS OF OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OKLAHOMA'S PROMISE) –**

4 credits of English: Grammar, Composition, Literature  
3 credits of Mathematics: Algebra I, Algebra II, Algebra III, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics  
2 credits of Lab Science: Biology, Chemistry, Physics, or any other lab science  
3 credits of History and Citizenship Skills: Including one credit of American History and two credits from the subjects of History, Government, Geography, Economics, Civics, and/or non-Western Culture  
2 credits of Foreign Language or Computer Science: Two years of the same language or computer technology courses in programming, hardware and business computer applications such as word processing, databases, spreadsheets, and graphics. (Keyboarding and typing classes do not qualify. One foreign language and one computer course will not meet this requirement.)  
2 additional credits from the subjects listed above  
1 credit of Fine Arts or Speech: Music, Art, Drama  
17 total credits

**GRADUATION REQUIREMENTS – 24 credits.** General Academic Diploma required courses: English, 4 credits; Math, 3 credits; Science, 3 credits; Social Studies, 3 credits; (American History, 1 credit; Okla. History, ½ credit; World History, ½ credit; U.S. Government, 1 credit); Computers, 2 credits; Family and Consumer Science I or II (or any coursework that meets the State mandated Financial Literacy requirements), 1 credit; Financial Literacy, ½ credit; and 8 elective credits.

College Prep. Diploma required courses (for Oklahoma Universities): English, 4 credits; Math, 3 advanced credits (Alg. I or above); Science 3 advanced lab credits; Social Studies, 3 credits (American History, 1 credit; Okla. History ½ credit; World History ½ credit; Citizenship skills (Govt. or Geography, 1 credit); 3 credits of computer science or foreign language; Family and Consumer Science I or II (or any coursework that meets the State mandated Financial Literacy requirements), 1 credit; and 7 elective credits. (College or University admission also depends on GPA, ACT scores, and other factors.)

**MAKE-UP WORK** – The teacher may allow work to be turned in after due date for legitimate reasons as determined by the teacher and the principal. The late work may receive full credit or partial credit as determined by the teacher. However, no work may be turned in for credit purposes after the final school day for each 9-week grading period (3:30 p.m.). Example: late work for the 1<sup>st</sup> 9 week grading period may not be turned in during the 2<sup>nd</sup> 9 week grading period. “Extra credit” work is not allowed.

**PROFICIENCY BASED PROMOTION (PBP)** – PBP tests may be taken in December and May each year. The student must notify the principal at least 30 days in advance of the test in order to take the PBP test. PBP tests may be taken in Social Studies, Language Arts, The Arts, Languages, Mathematics, and Sciences. The student must score a minimum 90% on the test to receive credit (limit 2 tests per semester).

For more information about the PBP, contact the Counselor.

**RETAKEING A COURSE** – A student may not retake a class or course for credit, or to receive a higher grade for the course, if the student has previously taken the course and received a passing grade for the

course. If a student retakes a course the student has previously failed, the student will receive the grade the student makes upon retaking the course. The previous grade, however, will not be removed from the student's transcript.

**SPECIAL EDUCATION** – Students with disabilities who are residents of Oklahoma have available to them free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA), P.L. 101-476. Verden Schools has a comprehensive child identification district plan to identify, locate and evaluate those children with disabilities, birth through 21 years of age, who are in need of special education and related services.

**CAREER-TECH** – Career-Tech education is available for High School students in the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades. Contact the high school principal for information.

### **HONORS**

**GRADUATING WITH HONORS** – Graduating seniors with GPA's of 3.50 or higher, calculated on the seven semesters prior to the spring semester of the graduating year, will wear gold cords and be considered an Honors Graduate.

**NATIONAL HONOR SOCIETY** – The National Honor Society is a nationwide organization that honors students with high scholastic achievement and outstanding character, leadership, and service. Membership is limited to sophomores, juniors, and seniors who have a GPA of 3.50 or above and satisfy the National Honor Society criteria for notable Scholarship, Leadership, Service, and Character. Students apply for membership with the Counselor.

**OKLAHOMA HONOR SOCIETY** – Students in the top 10% GPA of Verden High School (9-12) are eligible for membership in the Oklahoma Honor Society. The GPA is determined for the second semester of the preceding school year and the first semester of the current school year.

**PRINCIPAL'S HONOR ROLL** – A student must receive no grade lower than a "B" in all courses for the 9 week grading period to be considered on the Principal's Honor Roll for that 9 weeks, and shall receive no semester grade lower than a "B" in all courses to be considered on the Principal's Honor Roll for the semester. (If the course offers a Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory to be considered on the Principal's Honor Roll.)

**SUPERINTENDENT'S HONOR ROLL** – A student must receive a minimum grade of an "A" in all courses for the 9 week grading period to be considered on the Superintendent's Honor Roll for that 9 weeks, and shall receive no semester grade lower than an "A" in all courses to be considered on the Superintendent's Honor Roll for the semester. (If the course offers a Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory to be considered on the Superintendent's Honor Roll.)

**SALUTATORIAN/VALEDICTORIAN** – The Salutatorian and Valedictorian must fulfill the curricular requirements of the College Bound Curriculum, complete the 11<sup>th</sup> and 12<sup>th</sup> grades at Verden High School, be members of the graduating class, and have a seven semester Grade Point Average (GPA) of at least 3.70 or better. The GPA will be determined by using the cumulative GPA for the first seven (7) semesters of grades 9-12. All GPA's will be capped at 4.0.

Salutatorian and Valedictorian candidates must have also completed or be enrolled in English IV or College Composition I and II, and have completed or be enrolled in at least two of the following:

- Six (6) hours of college credit though concurrent enrollment
- Fourth Year of Science (with rigor equal to Chemistry or above)
- Fourth Year of Math (with rigor above Algebra II)
- 

Exceptions or additions to the above list may only be approved by the building principal. Exceptions may be made in rare cases when scheduling conflicts occur, or when a student has enrolled in a course of comparable rigor.

The Salutatorian will be the student who has met the above criteria and has the second highest GPA. The Valedictorian will be the student who has met the above criteria and has the highest GPA.

GPA's will be calculated to the one-hundredth place and not "rounded-up". In the event that two or more students have the identical GPAs and all have met the requirements as outlined above for the honor of Valedictorian, co-Valedictorians will be named. In the event that two or more students have identical GPAs and all have met the requirements as outlined above for the honor of Salutatorian, co-Salutatorians will be named.

**HONOR CHORDS** - Students having a grade point average of 3.5 or greater will be presented with honor chords to wear at graduation.

## **DISCIPLINE POLICY** **Form of Discipline**

**CORPORAL PUNISHMENT** – Corporal punishment may only be given to a student who has a signed "Parental Consent to Administer Corporal Punishment" form on file in the principal's office. Swats will be given and witnessed by a certified personnel in a school office, room, or other place out of the presence of other students. No more than 3 swats will be given in a school day. The swats will be given with reasonable force by a wooden paddle on the buttocks of the student.

**LUNCH DETENTION – NOON CAMPUSING** – Lunch Detention is for 10 minutes as assigned by the teacher. A student who is absent from or tardy to Lunch Detention shall be subject to the policy for Failure/Refusal to Serve Assigned Discipline. Any rule infractions committed beyond that will result in alternative discipline (After-School Detention, In-School Placement, Out-of-School Placement).

**AFTER-SCHOOL DETENTION** – After-school detention is for those students with undesirable patterns of attendance, tardiness, or other disciplinary problems. Each student is to have sufficient materials and books to study for the session, and is to cooperate with the detention teacher. After-school detention will be in the detention teacher's classroom. Failure to serve detention within the allotted time assigned will result in further disciplinary action, which may include out-of-school placement. Any rule infractions committed beyond that will result in alternative discipline (In-School Placement, Out-of-School Placement). Rules for after-school detention are as follows:

1. All students must be signed in and seated in the detention room by 5 minutes after final bell.
2. All students must bring homework that is sufficient to last the session. The student is responsible for bringing all necessary materials for the completion of the homework. The detention teacher will give an assignment to any student not working through the detention period.



3. Students must stay in their seats during the entire period. Talking, unnecessary noises, sleeping, eating food, etc. will not be allowed.
4. Students who do not follow the rules of detention will be told to leave the school premises. The time they have served during that detention period will not count and the student may be subject to further disciplinary action by the principal. Students that disrupt detention hall or fail to complete detention may be subject to out-of-school placement.
5. After-school detention will be for 10 minutes.

**IN-SCHOOL PLACEMENT (ISP)** – ISP is an alternative form of discipline for breach of more serious issues for which the student is removed from the regular educational environment, yet continues to attend school and receive instruction. ISP is during the regular school day in the ISP room. A student must serve the ISP on consecutive school days. A student in ISP may not participate in extracurricular activities that occur outside the regular school day. Teachers shall turn in ISP assignments to the office before 8:15 a.m. on the day the student is to begin ISP. Those assignments will be graded as in the regular classroom. Students are not penalized academically in ISP.

Students assigned ISP must complete the assigned ISP before returning to the regular class. A student who is disruptive may be suspended from school and must finish the assigned ISP before returning to class.

#### **ISP RULES**

Remain in assigned seat.

No Phone.

No talking/communicating with others.

No sleeping.

Work on assignments. The ISP teacher will give additional assignments if the student completes the regular teachers' assignments.

Students will take drink/restroom breaks and lunch on a regular schedule, as directed by the ISP teacher that prohibits contact with students in the regular educational setting.

Failure to comply with these rules will result in additional ISP or up to 10 days of out-of-school placement per the circumstances.

**ALTERNATIVE SCHOOL** - The principal has the authority to assign students to attend classes at the Alternative School in Ninnekah. If assigned to Alternative School, students must have fulfilled the obligations before returning to the regular classroom. Each case will depend on the conduct of the student. Alternative School may be used before suspending the student out of school.

**OUT-OF-SCHOOL PLACEMENT** – The principal has the authority to place a student out of school for a period of up to one calendar year. Alternative in-school placement options will be considered and applied if appropriate. All disciplinary actions may be appealed through the regular appeals process.

A student shall be placed out-of-school for serious offenses and/or for multiple infractions of lesser offenses. No student placed away from school shall participate in nor attend extra-curricular activities during the placement period.

The student shall remain in the student's home from 8:00 a.m. to 3:00 p.m. during the days of out-of-school placement (excluding non-school days such as weekends and holidays) or under the direct supervision of the student's parents/legal guardians. A student who violates this policy will be referred to the Grady County District Attorney's office.

Students placed out of school will be given an educational plan. Parents or students will be required to pick up work and return completed work on a daily basis before 8:00 a.m. or between 3:00 p.m. and 3:30 p.m.

A student shall receive an educational plan of the core curriculum (English, Math, Science, Social Studies, and the Arts) for days placed out of school beyond 5 days. The parents/legal guardians shall bear the responsibility for monitoring the student's progress until the student is readmitted into the school. Students may receive credit for work on the educational plan (70 O.S. 24-101.3). All students who have been placed on Out-of School Placement must meet with the principal before returning to class after their suspension has been completed.

**APPEALS PROCESS** - A student or parent/guardian may appeal any disciplinary action or decision to the Superintendent. The Superintendent has the authority to uphold, modify, or rescind the disciplinary action. Should a parent/guardian not be satisfied with the Superintendent's decision, they may appeal that decision to the School Board. All requests for appeal to the School Board must be done in writing, and should be presented to the Superintendent no later than five (5) working days after the Superintendent has issued his/her decision. All decisions by the School Board are final.

**ALCOHOL AND DRUG POLICY** - The use of a trained professional K9 may be used at random times at the discretion of the school district. Any vehicle or belongings on the school campus are subject to a random search.

**ALCOHOL/CHEMICAL ABUSE** – Attending classes alert and ready to learn is the prime responsibility of students at Verden Public Schools. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the principal's office after demonstrating one or more of the following behaviors; sleeping in class, drowsy or listless, slurred speech, poor general health (red eyes, flushed skin, etc.), odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol or tobacco use, fighting, possession of an illegal drug, alcohol, or tobacco.

A trained employee of Verden schools may check the neurological function of the student by means of a simple examination of the papillary reflexes and muscle functions of the eye. This procedure is frequently used in Verden school's athletic programs to determine if the brain functions have been impaired by injury, illness, or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/legal guardian will be contacted immediately. The above behaviors as well as the neurological examination may be sufficient probable cause to search the student (clothes, lockers, vehicle, book bag, etc.) for illegal drugs, drug paraphernalia, weapons or other contraband. A student found possessing, distributing, or using alcohol or drugs or other contraband at school or a school-sponsored activity will receive:

- 1<sup>st</sup> Offense – Out-of-School placement up to ten school days
- 2<sup>nd</sup> Offense – Out-of-School placement for the remainder of the semester and the following semester. Re-entry to Verden schools may be contingent on appointee counseling and/or parental intervention.

**ARSON** – 1<sup>st</sup> Offense: Out-of-School Placement for the remainder of the current semester and the succeeding semester.

**ASSAULT AND BATTERY** – “Assault” the intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. It includes verbal threats.

1<sup>st</sup> Offense – ISP or Out-of-School placement up to ten days per the circumstances.  
Subsequent Offenses – Out-of-School placement for a period of time commensurate with the offense.  
Report to authorities on first or subsequent offenses where appropriate.

“Battery” Offensive unconsented touching of another person. It includes fighting and throwing objects.

1<sup>st</sup> and Subsequent Offenses – Out-of-School placement commensurate with the offense, including the current and subsequent semester. Report to authorities where appropriate.

**ASSAULT ON A SCHOOL EMPLOYEE** – A school employee shall mean any duly appointed person, employed by or employees of a firm contracting with the Verden school system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 700S, Sections 9-113.

**BUS RULES** – Students must ride the bus on all school activities unless permission has been given by the administration. **RULES:**

1. Be on time.
2. Observe safety practices (check traffic both ways before boarding or departing the bus).
3. Keep hands inside the bus.
4. Stay in your seat.
5. Place trash in proper place.
6. No loud, disruptive behavior.
7. Do not throw objects in or out of the bus.
8. Do not leave items on the bus.
9. In case of emergency, remain on the bus unless the driver instructs you otherwise.
10. Be courteous.

1<sup>st</sup> Offense: Lunch detention or After-school detention

2<sup>nd</sup> Offense: 5 days suspension from riding the bus to school or any school activity.

Subsequent Offenses: Suspension from riding the bus to school or any school activity.

**COSMETICS AND MAKE-UP** –As a matter of personal hygiene, students will not be allowed to put make-up on one another, or share cosmetic and make-up products.

**CHEATING/PLAGIARISM** – A grade of zero will be assigned for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat.

**DISRUPTIVE BEHAVIOR** – Failing to follow classroom rules and/or disrupting the educational environment.

1st Offense- 4 days lunch detention

2nd Offense- 2 days in school detention

3rd Offense- 3 day suspension

4th Offense- 10 day suspension, possibly alternative education or virtual learning.

Subsequent Offenses- in school detention, out of school placement per the circumstances

**FLAGS AND EMBLEMS** - The only flags and/or emblems that can be displayed on school property are the American and Oklahoma flags or emblems thereof. Any other type of flag or emblem must have explicit approval by the principal. This restriction not only applies to flags, but license plates, number stickers, window stickers, and any other public display. Violators will be asked to remove the offending emblem. Failure to comply will be considered insubordination and will result in disciplinary action.

### **DRESS CODE**

- No headgear, which includes bandanas (exception, hair accessories), sunglasses or other items worn on the head.
- No clothing, accessories, or hairstyles that is disruptive to the educational environment. Also, clothing with tobacco, drug and alcohol slogan, or any type of criminal act is prohibited
- Clothing that has sexually suggestive wording or illustrations are prohibited
- Clothing displaying a risk of health or safety to any person is prohibited
- Jeans or pants with holes in them located below the fingertip guidelines would be acceptable
- No halter tops
- No muscle shirts, tank tops, spaghetti straps.
- Sleeveless tops must be factory made and appropriate for the school setting. (i.e. Not showing under garments or oversized arm holes)
- No see through clothing. The only exception would be designer shirts that are sheer. These shirts must be worn with the appropriate garment underneath that meets guidelines.
- Backless shirts cannot be worn if they reveal the bra line or below
- Midriff bearing tops are not allowed
- Necklines may not show cleavage.
- Undergarments must be covered at all times
- No pajamas
- Shorts must strike the leg below the fingertip. A non altered pair of athletic shorts (slight curve or v on the side of the leg) may be worn as long as the front and back of the shorts must meet fingertip guidelines.
- Pants must be worn at the waist (no sagging)

Students found to be in violation of the dress code will be sent home in order to change or given school issued clothing

**1<sup>st</sup> offense:** Contact parent and given a warning

**After the 1<sup>st</sup> offense** administrators will deal with subsequent offenses.

\*Dress code exceptions will be made for banquets. Students must be dressed appropriately for the occasion.

\*\*All final decisions will be at the discretion of the school administrator

**ELECTRONIC DEVICES and CELL PHONES** – Electronic devices such as, CD players, iPods, radios, laser pointers of any type, etc. are prohibited at school (excluding vehicles) without prior written approval by the principal or sponsor. However, **cell phones and electronic messaging devices must be turned off and may not be used during the school day unless an emergency occurs.** Prior approval to have a cell phone turned on during the school day must be obtained by the student through the building principal.

Violation of the Electronic devices will result in the following disciplinary actions:

1st Offense- Teacher turns cell phone into the office and student may retrieve it at the end of the day, and 1 day of lunch detention.

2nd Offense- Teacher turns cell phone into office and student may pick up at the end of the day, and 5 days of lunch detention.

3rd Offense- Teacher turns cell phone into the office and student may pick up at the end of the day, student will turn their phone into the office at the beginning of the day for 4 weeks, and 1 day of In school detention.

4th Offenses- Teacher turns cell phone into the office and student may pick it up at the end of the day, student must turn their cell phone into the office for the remainder of the year, 3 days of In school detention.

Subsequent Offenses- In school detention, Out of school placement per the circumstances.

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

1<sup>st</sup> Offense: Lunch detention, After-school detention, ISP, or out-of-school placement per the circumstance.

Subsequent Offenses: ISP or out-of-school placement per the circumstances.

**FAILURE OR REFUSAL TO SERVE ASSIGNED DISCIPLINE** – If the student fails to serve the discipline due to circumstances genuinely beyond the student’s control, the student must make up the discipline. If the student “forgets” to serve the discipline, the discipline is doubled. If the student “refuses” to serve the discipline, the student will receive out-of-school placement.

### **FIGHTING**

1st Offense- 3 day Out of School Suspension

2nd Offense- 5 days Out of School Suspension

3rd Offense- 10 days Out of School Suspension

4th Offense- Rest of the Semester and Possibly the Following Semester.

**HARASSMENT** – Harassment includes, but is not limited to, offensive teasing, unwanted communications with another student, taunting, slanderous remarks regarding another student, etc.

1<sup>st</sup> Offense: Lunch detention, After-school detention, or ISP per the circumstances

Subsequent Offenses: ISP or up to 10 days out-of-school placement per the circumstances.

**HAZING** – All forms of hazing and/or intimidation are prohibited at school and school-sponsored activities (including as a part of admission to a club or organization).

1<sup>st</sup> Offense: Lunch detention, After-school detention, or ISP per the circumstances

Subsequent Offenses: ISP or out-of-school placement per the circumstances.

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

1st Offense- 5 days lunch detention

2nd Offense- 2 days in school detention

3rd Offense- 3 day suspension

4th Offense- 10 day suspension, possibly alternative education or virtual learning.

Subsequent Offenses- In school detention, Out of school placement per the circumstances

### **PROHIBITIONS OF MARIJUANA ON DISTRICT PROPERTY**

While the State of Oklahoma has authorized the use of medical marijuana (marijuana authorized for medical purposes pursuant to state law), marijuana is still a prohibited controlled substance under federal law. Because of the district's obligations to comply with federal law, marijuana is not allowed on district property or in any school vehicle, regardless of a student, employee, parent or any individual's status as a medical marijuana license holder or if the marijuana is otherwise considered "medical marijuana." District property includes, but is not limited to all school buildings, parking lots, grounds, equipment, and school vehicles. This

prohibition also extends to situations and contexts in which the district reasonably deems the possession of marijuana to be illegal pursuant to applicable law. In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, student handbook provision, or any other authority applicable to or adopted by the district, including but not limited to its drug/alcohol testing policy and its policy prohibiting the use of drugs and alcohol.

1st offense: 10 days suspension and law enforcement notified

2nd offense: 20 days suspension and law enforcement notified

3rd offense: Suspension for the rest of the year and law enforcement notified

**MISINFORMATION** – Willfully giving misinformation by commission (lying), or omission.

1<sup>st</sup> Offense: Lunch detention, After-school detention, or ISP per the circumstances

Subsequent Offenses: ISP or out-of-school placement per the circumstances

**OBSCENITY/PROFANITY** – Obscene materials, including but not limited to illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes,

CDs, videos, etc.) that are commercially or student-produced are prohibited. Profanity includes, but not limited to gestures, symbols, verbal, written, etc. is prohibited at school and all school-sponsored activities.

1<sup>st</sup> Offense: Lunch detention, After-school detention, or ISP per the circumstances

Subsequent Offenses: ISP or out-of-school placement per the circumstances

**PUBLIC DISPLAY OF AFFECTION (PDA)** – Inappropriate physical contact includes, but not limited to, intimate touching, kissing, etc., at school or a school-sponsored activity is prohibited.

1<sup>st</sup> Offense: Lunch detention, After-school detention, or ISP per the circumstances  
Subsequent Offenses: ISP or out-of-school placement per the circumstances

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

**Hand-held Metal Detector Checks**- Prior to searches using hand-held metal detectors, school districts officials shall take the following actions: A principal may decide to conduct a random check on all students who were in the bathroom, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. Before conducting the metal detector checks, the participating administrator will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.

**SEXUAL HARASSMENT** – Behavior shown toward another person without consent that is personally offensive to that person. It debilitates morale and therefore interferes with the working or learning 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 and written communications with sexual innuendoes, and the dissemination of information (gossip), true or false, about a person.

1<sup>st</sup> Offense: Lunch detention, After-school detention, ISP, or out-of-school placement, per the circumstances  
Subsequent Offenses: ISP or out-of-school placement per the circumstances

**SKIPPING CLASS** – Absent from class without authorization, yet otherwise attending school.

1<sup>st</sup> Offense: Restricted to campus for a period of time commensurate with the offense, After-school detention, or ISP per the circumstances  
Subsequent Offenses: ISP or out-of-school placement per the circumstances

**SKIPPING SCHOOL** – Failing to attend school or leaving school without authorization. Students must check out through the office prior to leaving school other than at the end of the school day.

1<sup>st</sup> Offense: Restricted to campus for a period of time commensurate with the offense, After-school detention, or ISP per the circumstances  
Subsequent Offenses: ISP or out-of-school placement per the circumstances

**THEFT** -

1<sup>st</sup> Offense: Return of the property, restitution for the property, and ISP or out-of-school placement per the circumstances.

Subsequent Offenses: Return of the property, restitution for the property and out-of-school placement, per the circumstances.

**TEXTBOOKS** – Textbooks/computers are the responsibility of the student that has checked them out. If a textbook is damaged or destroyed, it is the responsibility of the student to pay for the textbook/computer. The teacher of that specific class will determine whether a book is damaged to the point that it cannot be issued the next school year. Arrangements for payments of damaged textbooks will be made through the office of the Superintendent.

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

Tobacco/ Vape Use

1st Offense- 2 days of In school detention

2nd Offense- 3 days of Out of School Suspension

3rd Offense- 5 days of Out of School Suspension

4th Offense- 10 days of Out of School Suspension

#### **VANDALISM/DESTRUCTION OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS ON SCHOOL GROUNDS**

1<sup>st</sup> Offense: Restitution, lunch detention, After-school detention, ISP, or out-of-school placement per the circumstances.

2<sup>nd</sup> Offense: Restitution, ISP, or out-of-school placement.

**WEAPONS** – The possession or use of any weapon during the time a student is in attendance in Verden Public Schools, or is in transit to or from school or any school-sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited.

A weapon includes, but is not limited to, guns, rifles, pistols, shotguns, daggers, knives, razors, clubs, slapjacks, nightsticks, any device which throws, discharges, or fires objects, bullets or shells, explosive and incendiary devices, hand chains, artificial knuckles, or any other object that can reasonably be considered a weapon or dangerous instrument. Also prohibited is any facsimile or counterfeit weapon resembling a weapon. Exempt from this policy are any instruments and devices that may be considered a weapon under this policy, but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extra-curricular activity and are used in the appropriate manner. Any student, who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy.

A student who violates this weapon policy shall be subject to detention, in-school placement, and/or out-of-school placement. The principal shall consider all circumstances and the severity of the situation prior to determining a course of discipline for the infraction. The maximum penalty for being in possession of a weapon is out-of-school placement for the remainder of the semester and the succeeding semester, or one calendar year. All disciplinary actions may be appealed through the regular appeals process.



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