



Owasso

6th - 7th - 8th

Grade Handbook

2018-2019

This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies.

SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

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NONDISCRIMINATION

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies * Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability) * Director of Special Services Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-8021 * Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Athletic Director Owasso Public Schools 12901 E. 86th St. N., Owasso, OK 74055 918-272-1867 * Age Act Coordinator (for questions or complaints based on age) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Outside Assistance may be obtained from: * U.S. Department of Education Office for Civil Rights One Peticcoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 (816) 268-0550 (816) 268-0599 (Fax) (877) 521-2172 (TTY) E-mail: OCR.KansasCity@ed.gov

The goal of this handbook is to inform parents of school guidelines. In addition, a goal of this handbook and all school rules is to help foster fully capable, independent, young adults. We know that goal requires the support of parents and we welcome that partnership.

ATTENDANCE POLICIES

Arrival at School

Students should not arrive at school until after 7:30 a. m. The building will not be open before then. Teachers will be on duty at 7:30 a.m. consequently, students other than bus riders should arrive at school between 7:30 a.m. and 7:50 a.m. Students are to be seated in the gym until dismissed by the duty teachers. Classes begin at 8:00 a.m. and end at 2:30 p.m. Once at school, students may not leave campus unless checked out by a parent/guardian.

Attendance

- For students to realize their fullest potential from their educational efforts, they should attend all classes. Poor or inconsistent attendance may impede a student's ability to pass to a succeeding grade level, or obtain credits needed at the secondary level for graduation. This attendance requirement includes both excused and unexcused absences. It does not include absences due to school activities.
- Anytime a student is absent from school, a parent/guardian should call the school office for each day the student is absent. Any student who is absent is considered unexcused until a parent/guardian calls the attendance office.
- Anytime a student arrives after 8:00 a.m. he/she must check in at the attendance office before going to class. A parent/guardian should call the attendance office to report the tardy.
- Regular attendance is most important in the building of a successful high school career. The daily experience is gained from regular school attendance is necessary of students to gain mastery of class curriculum.
- Classes for high school credit require a semester test worth 15% of the course grade. The maximum number of days that a student may be absent and still receive high school credit for the semester is nine. The maximum includes BOTH excused and unexcused absences. It does not include student activities.
- Parents of students who have excessive absences will be notified in writing. Attendance should be a priority for all Owasso Public School students.

Truancy Policy

Owasso Truancy Ordinance

Section 10-426 – Truancy

It shall be unlawful for any child who is over the age of twelve (12) 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; provided, that this section shall not apply if any child:

1. Is prevented from attending school by reason of mental or physical ability, to be determined by the Board of Education of the district upon a certificate of the school physician or public health physician or, if no such physician is available, a duly licensed and practicing physician.
2. Is excused from attendance at school, due to an emergency, by the principal teacher of the school in which the child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;
3. Who has attained his or her sixteenth birthday is excused from attending school by the school administrator in the school district where the child attends school, and the parent, guardian, or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that such child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18).

Any child under the age of eighteen (18) years who has been deemed truant by the school administrator in the school district where the child attends school shall be subject to citation by a law enforcement officer. A citation for truancy shall require a mandatory appearance in Municipal Court by the child. A parent, guardian or custodian shall also appear in Municipal Court with the child.

Tardies

Being on time to class each hour is required.

- Five minutes are allowed for changing classes. Under normal conditions, this is enough time to get from one class to another. Students should be in their respective classrooms in their seat when the tardy bell rings. Disciplinary action will be taken for unexcused tardiness.
- Any student not in their seat at the tardy bell will be considered tardy. First hour tardy students will be directed to the office for an admit pass.
- Students arriving to school after 8:00 a.m. will be considered tardy. Students arriving after 8:15 a.m. will be counted as absent for 1st period.
- All tardies to school, including those excused by a parent/guardian, will count towards the quarterly limit of five. Those tardies that are accompanied with a doctor's note will be the exception.

Tardies to School:

First Hour Tardies

- 1 – 5 Tardies per quarter: May be excused by a parent and will require a note or parent call
- 6 – 10 Tardies per quarter: Detention or other consequences will be assigned for each tardy to school. Parents will be notified of the consequences
- After 11 Tardies to school: Parents will be contacted to attend a parent conference and other consequences and/or counseling services may be assigned

Second-Seventh Hour Tardies

- 1-5 Tardies: Teacher assigned consequences
- 6-8 Tardies: Detention or other consequences
- 9+ Tardies: Detention, parent conference, counseling, or other measures

Early Dismissal

If it is necessary for a student to leave school before the end of the day, a verified parent/guardian must come into the office and sign him/her out and student must sign back in upon returning to school. Any student leaving campus without checking out through the office will be considered truant.

If a student should need an early dismissal with someone other than a parent/guardian, a parent/guardian must call the office, identify the person and give permission for them to be picking up the student. In order to maintain student safety, notes cannot be accepted for early dismissals. Early dismissals do NOT include lunch dismissals. Students checking out for lunch may only be signed out by those that are previously identified on InfoSnap. **Notes or calls will not be accepted for lunch dismissals.**

BEHAVIOR EXPECTATIONS FOR STUDENTS

The Board of Education of the Owasso School District adopts the following policy and procedures dealing with student behavior:

General Expectations

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Owasso Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demand, including respect for and obedience to school rules.

Student Discipline Policy

One of the most important phases of a person's educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is school's responsibility as a part of the total educational process to assist the student in the development of self-discipline

Discipline Code

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

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating

7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
12. Failure to comply with state immunization records
13. False reports or false calls
14. Fighting
15. Forgery, fraud, or embezzlement
16. Gambling
17. Gang related activity or action
18. Harassment, intimidation, or bullying, including gestures, written or verbal expression, electronic communication or physical acts
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because, of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or distribution of a caustic substance
29. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
30. Possession, without prior authorization, of a wireless telecommunication device
31. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells gun powder, pellets, etc.)
32. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended, therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
33. Possession of illegal and/or drug related paraphernalia
34. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval

35. Profanity
36. Purchasing, selling and/or attempting to purchase or sell prescription and nonprescription medicine while at school and school related functions.
37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
38. Theft
39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
40. Truancy
41. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing, tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee or the school
43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
44. Vandalism
45. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
46. Vulgarity
47. Willful damage to school property
48. Willful disobedience of a directive of any school official

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

The following discipline methods may be assigned by the principal or assistant principal for a student that engages in any of the behaviors listed under the Discipline Code section while at school, while on school vehicles, or going to or from or attending school events:

1. Counseling- May involve the classroom teacher, counselor, or administrator.
2. Detention- Students will be required to study before school, complete assignments, or do other school work during detention.
3. School Service- School service may be used in lieu of other normally assigned disciplinary actions. Service opportunities may include, but are not limited to cleaning cafeteria tables, grounds beautification, etc.
4. Alternative In-School Placement-Students will be allowed to come to school but will be isolated or restricted from the main flow of daily routine. School administrators will decide how many days of in-school placement a student serves based on the severity of the offense.

In school placement stays will be communicated to the parent or guardian by the school administrator.

5. Change of Placement-Students may receive a change of placement to an alternative educational setting in lieu of an out-of-school suspension lasting more than 10 days.
6. Out of School Suspension - Students may be suspended out of school as a result of a major offense, multiple offenses, or repeated offences. Length of short-term suspensions may include 1-10 school days. Length of long-term suspensions will be 11 days or more, up to or including one calendar year for long-term based on the level of offence(s).

Due Process and Student Suspensions

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve due process procedures.

Short term out of school suspensions (10 or fewer school days)

A short-term out-of-school suspension may be appealed to a committee composed of administrators and/or teachers. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become the final and non-appealable if a request is not timely submitted. The decision of the committee shall be final and non-appealable.

Long-Term Out-of-School Suspensions (In excess of 10 School Days)

Method of Appeal to the Superintendent of Schools or his/her Designee: An appeal can be presented by letter to the Superintendent. If no appeal is received within (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable. The Superintendent or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. At the conference, the Superintendent or his/her designee will read the policy, rule, or regulation the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent or his/her designee if he/she understands the rule and the charges against the student. At the conclusion of the conference, the Superintendent or his/her designee will state whether he/she will uphold, terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the suspension reviewed by the Board of Education.

Method of Appeal to the Board of Education: An appeal can be requested by letter to the Assistant Superintendent of Schools or the Clerk of the Board of Education. If no appeal is received within five (5) days after the decision of the Superintendent or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent and student will have the right to an "open" or "closed" hearing, at their option. Reasonable efforts will be made to accommodate the work schedule of parents.

Bullying

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take appropriate action. Students may make a report and all information will be confidential, and if you wish you have the right to submit the report anonymously. Please refer to the Owasso Public Schools Board of Education Policy link for more information on Bullying. POLICY [5.13](#), [5.45](#)

Cell Phones/Mobile Devices

The School District desires to provide a learning environment that is free from the distraction. It is the student's responsibility to ensure that all electronic devices are not in use during class hours, unless directed by the teacher to use them for educational purposes.

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, MP3 players, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant and disciplinary consequences may occur.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on cell phones and mobile devices. POLICY [1.76](#) , [5.31](#)

Closed Campus

The Owasso 6th, 7th, and 8th Grade Centers are closed at lunch. Students are required to eat lunch on campus. Students may bring their lunch or purchase the meals provided by the cafeteria. Students will not be permitted to leave campus during lunch except when they are checked out by a parent/guardian. We discourage the practice of delivery lunch. Should that be necessary, please make sure your student knows the lunch is being delivered and ensure it arrives before his/her lunch starts.

Directory Information

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

- Name
- Photo
- Athletic Information
- Honor Roll Status
- Grade Level
- Activities and Clubs

- Degrees, Honors, & Awards

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. Parents or eligible students have two weeks following this publication or notice to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about their student. POLICY [5.28](#)

Dress and Grooming Guidelines

- **The principal and assistant principal have total authority in the interpretation of the dress code.** If situations arise that are not specifically covered in the guidelines, the administration will interpret the situation in light of the basic intent of the policy and that ruling will be final until such time that the policy is revised or changed to cover this situation.
- T-shirts designed for street wear, and school sponsored organization shirts may be worn. Students will not wear clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia.
- Midriffs, halter tops, backless dresses, spaghetti strap shirts or dresses, and sleeveless garments resembling tank tops are not permitted. Midriffs will be covered at all times. Cleavage will be kept covered at all times.
- Tights and leggings may be worn only as other under garments which would require the proper attire over them and must following the 6" rule.
- Shorts, skirts, dresses may be worn but must meet the 6" rule. The rule states the item must be six inches from the floor when measured while the student is in the kneeling position. Jeggings without a functioning button, zipper or pockets may be worn only as an undergarment and must follow the same rule as tights and leggings, which must include proper attire over them and must follow the six-inch rule. Athletic, spandex, and boxer shorts are not acceptable dress attire. Sweat suits are acceptable in all classes.
- Students should wear their hair clean and well groomed. Extreme hairstyles that disrupt the educational process or endanger the health and safety of pupils will not be permitted. Students may be required to alter their hairstyles to meet the requirements for participating in activities.
- Students will not wear hats, caps, or headbands in the building. No exceptions except for medical reasons.
- Students will not wear clothing that has tears, holes, rips or is frayed. Trousers will not be dragging the floor. Sagging is not permitted.
- Writing on clothes, hands, or any other parts of the body is not permitted.
- Dangling pocket chains are not allowed.
- The dress and grooming policy applies to all school activities
- The staff and administration believe that good grooming, cleanliness and neatness are important for a good learning environment.

- Pajama bottoms/flannel pants may not be worn to school.

Eligibility

OSSAA scholastic eligibility standards are required of all students engaging in athletic and non-athletic activity programs. Eligibility is assessed on a weekly basis. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. A student must be passing with a D minimum in all subjects each time grades are checked. If not, the student will be placed on probation for the following week. If the grade or grades remain below a D average for a second week, the student will be ineligible to participate.

Emergency Procedures

Fire Drill Procedures

- Each building is equipped with its own fire alarm signal and procedure.
- Students will know and use the proper exit from anywhere in the school building.
- Students will evacuate the building immediately in a proper manner.
- Teachers will check roll once clear of danger.
- Fire Drills are practiced on a regular basis.

Tornado Drill Procedures

- Each building is equipped with its own tornado alarm signal and procedure.
- Students will 'duck and cover' in areas designated by the building principal.
- Tornado Drills are practiced on a regular basis.

Security Drills

- Security drills are practiced on a regular basis.

In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis. This will allow city and school officials to assess the situation and activate the school's crisis plan. Should there be an emergency (national, local or school), **parents are asked to:**

- Cooperate with safety and school officials.
- Wait for notification of how and when to respond. This notification will come via the Owasso Public School's communication tools, and local media. ***It is imperative that you refrain from using cell phones to contact your student as the overload will impair emergency personnel from performing their duties.***

FERPA

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

Grading Practice

- Our Owasso schools want to have strong communication with parents about their child's academic progress. We take that responsibility seriously.
- Parents have a right to be updated about their child's academic progress and Owasso Public Schools has provided various tools for that purpose.
- The electronic grade book is available to parents on-line, 24 hours a day, to accommodate a variety of schedules.
 - A parent will be able to see individual grades for each assignment as well as their child's average in each subject.
 - We encourage our teachers to take two grades a week in each subject but shorter weeks, holidays, or special projects may affect that expectation.
 - If there are challenges in accessing grades on-line, the office staff at their child's school is more than willing to help parents.
- Regular academic reports will be shared with the parents on the following schedule:
 - Report of Progress (End of 1st Nine Weeks)
 - Report Card (End of 1st Semester)
 - Report of Progress (End of 3rd Nine Weeks)
 - Report Card (End of 2nd Semester)
- Classroom teachers will utilize parent conferences to visit face-to-face with parents to discuss their child's progress.
- Should communication about grades be needed by either the parent or the teacher, that can happen at any time during the school year.
- Teachers will respond as quickly as possible to parents, but the first priority is always serving the children in the classroom. Therefore, it may be the next day before a grading question is answered.
- A child's academic success is a team effort between home and school. We're serving students together!

Graduation Requirements

A total of twenty-three units of credit must be earned during the four years of high school. Senate Bill 1792 passed by the Oklahoma Legislature and effective July 1, 2006 requires all students be automatically enrolled in the college preparatory graduation plan unless another plan is requested by a parent/guardian. Selection of the Core Curriculum Plan requires a signed notice from a parent/guardian. The specific requirements for the graduation plans are listed in the secondary course guide located on the Owasso High School webpage.

Please note:

- All students must be enrolled in six classes.
- Units of credits are earned on a semester basis. A student receives .5 unit of credit for each semester that he/she receives a passing grade in a given subject.
- Students are responsible to choose how they meet the requirements for a Personal Financial Literacy Passport.
- Students must fulfill a CPR requirement. Nurses will conduct training during senior year.

Grading Scale

GRADE	AP and COLLEGE CREDIT BEARING	ADVANCED	ACADEMIC
A (90-100)	4.4	4.2	4
B (80-89)	4.0	3.8	3
C (70-79)	3.0	2.8	2
D (60-69)	2.0	1.0	1
F (0-59)	0.0	0.0	0

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on graduation. POLICY [5.34](#)

Lunch Meal Deliveries

Students are required to eat lunch on campus. Students may bring their lunch or purchase the meals provided by the cafeteria. Students will not be permitted to leave campus during lunch except when they are checked out by a parent/guardian. Should that be necessary, please make sure your student knows the lunch is being delivered and ensure it arrives before his/her lunch starts.

Make-Up Work

- When a student is absent from class due to illness, it is the responsibility of the student to request missed assignments and return to the teacher.
- Each student will receive one calendar day for every day absent in which to turn in work. If the student is absent for THREE or more consecutive days, a parent/guardian may call on the morning of the THIRD and request assignments.
- The student will have one calendar day for every day absent in which to turn make-up assignments into the teacher.

Students who miss school for any school sponsored activity may get their work in advance and must turn it in the following day.

- When a student is absent longer than two (2) days, the parent may call the school to request assignments to be picked up in the office on the third day.
- When students are absent, they have the number of school days they were absent plus one school day to complete the homework assignment. (Example: If a student is absent 3 days, he has 4 days to complete his homework.) Any assignment turned in after the allotted days will not be accepted.
- Upon return from the activity, the above policy will apply.
- We strongly encourage families to take vacations during school breaks and over the summer.
- If a family must miss days for an activity, work will not be provided in advance.

Medication

Except for provisions allowed in the district Medication Administration Policy, students may not retain possession of or self-administer any medication. Students requiring medication at school must report to the School Nurse for appropriate paperwork and storage of medication. Narcotic medication will not be stored or administered at school by school personnel. The Medication Administration Policy is available in the Nurse's office and on the school website. Violation of this policy may result in discipline, including out of school suspension.

Drugs and Alcohol

1. Illegal and illicit drugs and alcohol

Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. A drug detection dog is used randomly on campus. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxication alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs (any amount), or other synthetic products used as mood-altering substances at school, while on school vehicles or at any school-sponsored event. "Illicit drugs" include steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" include paint, glue, aerosol sprays, and similar substances. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester. The length of a student suspension for violation of this rule may be shortened in some cases at the discretion of the building principal provided that:

1) The suspended student completes the school drug and alcohol education program counseling and
2) The student submits provides a negative drug test to the school nurse, with the cost of the being paid for by the student, a specified date at the parent's expense.

3) The student maintains their academics. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities. Drug testing policies and procedures are available in the nurse's office or online at the school's website.

2. Necessary Medications

- a. Students may not retain possession of and self-administer any medication at school for any reason, except as provided in the school district's policy on the Administration of Medicine to Students.
- b. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
- c. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline, which can include out-of-school suspension.

3. Distribution of Information

- a. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.
- b. Copies of these rules shall be provided to all students and their parents at the beginning of each school year.

Meningitis Information

Below is important information for parents about meningococcal disease and meningococcal vaccines as provided by the Oklahoma State Department of Education and Oklahoma State Department of Health. It is provided to parents of students in grades 6-12 in conjunction and compliance with SB 1467. Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitis. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood. Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, those without a spleen and those traveling to parts of the world where the disease is more common. The disease is spread by droplets in the air and direct contact with someone who is infected.

Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org. Please refer to the following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

Open/Emergency Transfers

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or denied in accordance with district policy. Priority for space and resources is assigned to resident students. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers POLICY [5.20](#)

Parent Bill of Rights

Owasso Public Schools is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.
25 O.S. Section 2001

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents Bill of Rights POLICY [1.69](#)

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain right regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment. POLICY [1.38](#)

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue,
SW Washington, D.C. 20202-5920
1-800-872-5327

Residency

Oklahoma law provides a definition of “residence” for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child’s residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Owasso Public Schools does not permit student to establish residency based on affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on residency POLICY [5.23](#)

Schedule Changes

Schedule changes will only be made for the following school board approved reasons:

- To balance the size of classes
- Student is enrolled in a course incorrectly or if prerequisite courses have not been taken.
- Medical conditions warrant a change.
- A schedule change for any reason, other than the above, requires approval from an administrator.

Search and Seizure

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

Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property.

Students who drive a vehicle onto school property do so as a privilege afforded them by the School District and not as a right.

Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property is deemed to authorize a search of the vehicle by the superintendent, principal, teacher, or security personnel at any time and for any reason deemed appropriate by the school principal or the Superintendent of Schools. Any student who refuses to peacefully submit his/her vehicle to a search when requested to do so may be suspended out of school for such refusal.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on search and seizures. POLICY [5.19](#), [5.29](#)

Student Internet Usage Agreement

As a part of the resources available to students, the district provides internet/network access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. Therefore, a parent/guardian may deny his/her child's access to the internet at school by notifying the school in writing. A form to deny your child's access to the internet is provided on the last page of the handbook. This notification must be made annually for each new school year. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses
- Damaging computers, computer systems, computer networks or computer services
- Violating copyright laws
- Downloading, uploading, or distributing software
- Using obscene language
- Harassing, attacking or insulting others
- Cyberbullying

To ACCEPT/DENY internet access for your student/s, click this [link](#).

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

Telephone

Students will be called to the phone during class only for an emergency. Parents are asked NOT to call students at school unless it is absolutely necessary. If it is necessary, the office staff will take a message and see that it is delivered in a timely manner. Students may only use the office phone for the following reasons:

- Emergency situations
 - To return a parent/guardian call
 - Need lunch or lunch money
 - In violation of dress code
 - Need transportation
 - School activity cancelled/time change
- * Students are expected to make their plans prior to coming to school

Textbooks/Library Books

Students are responsible for the textbooks issued to them. Each student will be expected to pay for any textbooks he/she loses or damages. The fee for damages varies depending upon the severity of damage. Lost or damaged textbooks or library books will be assessed at replacement value. Students

are expected to keep their books covered the entire year. Failure to do so may result in disciplinary actions.

Parents will be notified by school staff when materials are lost or damage occurs that results in an expense to parents.

Tobacco Policy

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles, including buses, or on the school campus. Possession of tobacco will be defined as any form of tobacco being on a student's person or in his/her purse, locker, gym bag, or vehicle. Electronic cigarettes are not allowed. Violation of this policy will result in disciplinary action. For tobacco possession or use, first time offenders could be given the option of attending a Tobacco Education Course. Repeat offenses or non-attendance of the class will result in the appropriate step of suspension.

Valuable Property

We encourage students to leave valuable items at home. If a student chooses to bring a valuable item(s) to school, the student does so at his/her own risk.

Visitors

All visitors must sign in and out in the main office, provide identification, and are required to use Lobby Guard. All visitors must wear a visible visitor's badge/sticker. Student visitors are not permitted on campus. Visitors not on the student contact list are not allowed during lunch without prior approval by the principal. A parent needing to see his/her child during the school day should report to the main office. Should anyone other than a parent request to see a student, the parent will be notified in order to grant permission. Visitors can be asked to leave by administrators at any time. Visitation privileges can and will be revoked if deemed necessary by administrators and SRO's.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on visitors. POLICY [5.19](#), [1.44](#)

Withdrawal from School

Parents who wish to withdraw their children must follow these steps:

- Parent should notify the office prior to the student's last day.
- Parents should complete all necessary paperwork to document the withdrawal.
- Fines must be paid and school property returned.
- In case of extenuating circumstances and the student is unable to follow this procedure, please contact the school administration.
- Grades and records will be sent to the student's new school, upon their request.