



Owasso High School 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.

Table of Contents

SCHOOL DISTRICT MISSION STATEMENT	1
ADMINISTRATIVE PROCEDURES	4
ABSENTEES	4
ATTENDANCE	4
BULLYING	5
CARE OF SCHOOL PROPERTY	5
CELL PHONES/MOBILE DEVICES	5
CLASS REQUIREMENTS	5
CLOSED CAMPUS POLICY	6
CONCURRENT ENROLLMENT	6
DIRECTORY INFORMATION	6
DRESS AND GROOMING POLICIES	7
DRUGS	7
EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS	8
FERPA	8
GRADUATION REQUIREMENTS	9
GUIDANCE AND COUNSELING PROGRAM	9
HALL PASSES	10
LIBRARY MEDIA CENTER	10
MAKE-UP WORK	10
MEDICATION	10
MENINGITIS INFORMATION	10
MOTOR VEHICLE REGISTRATION FEES	11
MOTOR VEHICLE REGULATIONS AND PENALTIES	11
OHS SEMESTER TEST EXEMPTION POLICY	12
OPEN TRANSFERS	12
PARENT BILL OF RIGHTS	12
PROTECTION OF PUPIL RIGHTS (PPRA)	12
RESIDENCY	13
SCHEDULE CHANGES	13

SEARCH AND SEIZURE.....	13
SEXUAL HARASSMENT	14
STUDENT DISCIPLINE POLICY	14
DUE PROCESS AND STUDENT SUSPENSIONS.....	17
SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS	17
LONG-TERM OUT-OF-SCHOOL SUSPENSIONS	18
STUDENT IDENTIFICATION	18
STUDENT INTERNET USAGE AGREEMENT	18
TARDINESS TO CLASS.....	19
TOBACCO POLICY.....	19
TRUANCY	19
VISITORS	20
WITHDRAWALS.....	20

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 Petticoat 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

ADMINISTRATIVE PROCEDURES

ABSENTEES

1. Anytime a student is absent from school, please call the proper attendance office each day he/she is absent
OHS Seniors: 918.272.8092
OHS Juniors: 918.272.8094
OHS Sophomores: 918.274. 3033
OHS Freshmen: 918.274. 3031
Notes will not be accepted.
2. The student must report to the attendance office, make contact with a parent to clear the absence, and receive an admit slip to class. These steps must be completed before 3:00 p.m. Consequences may be assigned for any unexcused absence. The absence is considered unexcused until parental or guardian contact is made.
3. If an absence is anticipated, please clear the absence ahead of time with the teachers and attendance office. **Parents who will be out of town and unable to contact the attendance office in case their student is absent must contact the attendance office before leaving town and designate the person/persons responsible for clearing their student's absence while they are unavailable.**
4. There are two types of absences: excused and unexcused. School work missed because of an **excused** absence is to be made up by the student. It is the responsibility of the student to check with the teachers to see what work was missed and when it is due. A student going on a field trip, an activity trip, or vacation must check before the trip with his/her teachers for his/her assignments. The student will receive full credit for the make-up work when it is turned in, on or before the specified time. When a student receives a truancy, there is to be no make-up work. For excused absence a student will receive a day for every day out. For a school activity, work is due on the due date or immediately upon return.
5. Anytime a student leaves campus after 8:00 a.m., he/she must check out through the attendance office. If a student leaves campus without checking out, he/she will be considered truant.
6. Anytime a student arrives after 8:00 a.m., he/she must check in with the attendance office. Failure to do this will result in one detention.
7. Seniors and Juniors may use one day per semester to visit a college or armed service as a school activity. An official letter must be turned into the attendance office the day the student returns to school.
8. A student who does not have a parking permit must be signed out by a parent or guardian.
9. If a student is checked out during 4th hour, lunch is a part of 4th hour, he/she will receive and absence for 4th hour.

ATTENDANCE

Regular attendance is most important in the building of a successful high school career. The daily experience gained from regular school attendance is necessary of students to gain mastery of class curriculum. **The maximum number of days that a student may be absent and still receive credit for the semester is nine.** The maximum includes **BOTH** excused and unexcused absences. It does not include student activities. On the sixth absence, a letter will be mailed home. A letter will also be

mailed home on the 8th absence to inform parents of the importance of the student being in attendance and not losing credit due to attendance. On the tenth absence in a class, the student will lose credit in that class. A letter will be mailed home stating that the student has lost credit, due to attendance. If a student does lose credit, due to attendance, the parents/guardians may submit an appeal to an assistant principal. Appeals should be submitted within five school days of when the parents/guardians were informed that a student has lost credit due to attendance. Parents/guardians will be required to complete an appeal form and provide documentations to substantiate the reasoning for the student missing more than nine school days in a given semester. A decision will be made regarding the outstanding circumstances and determine if credit will be given for any/all classes.

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 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](#)

CARE OF SCHOOL PROPERTY

It is essential that a wholesome respect for public property be fostered. Students who damage or destroy school property shall be required to make complete restitution. Other disciplinary action may be taken to insure school facilities are appropriately maintained.

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](#)

CLASS REQUIREMENTS

To be classified as a sophomore, a student must have earned a minimum of 4.5 units of credit at the beginning of the school year. To be classified as a junior, a student must have earned a minimum of

9.0 units at the beginning of the school year. To be classified as a senior, a student must have earned a minimum of 16.0 units at the beginning of the school year.

CLOSED CAMPUS POLICY

The campus at Owasso High School will be closed from the time a student arrives on campus until 2:30 p.m. **The parking lot will be off-limits to students during this time.** There are six times when a student can be on the parking lot legally during this period. These situations are the following:

1. **Students Arriving Late to School.** These students will report directly to the attendance office to check in. They will receive an admit and proceed to class.
2. **Students With an Early Dismissal.** These students must have an early dismissal pass signed by the attendance office.
3. **Students Arriving from Morning Vo-Tech.** These students must be wearing their Tulsa Technology Center ID.
4. **Students Leaving for Afternoon Vo-Tech.** These students must be wearing their Tulsa Technology Center ID.
5. **Students Involved in Sixth Hour Athletics.** These students may leave campus to report to their practice areas.
6. **Students Involved in Concurrent Enrollment.** These students may arrive late or leave early due to their concurrent schedule.

Any other student in the parking lot during this time will be in violation of the Closed Campus Policy. Whether the student has actually left the campus or not will not be an issue. Violation of this rule will be documented and disciplined as truancy.

CONCURRENT ENROLLMENT

Junior and/or senior students who are in good academic standing and have completed most of their high school requirements have the option of participating in a concurrent enrollment program if they meet requirements set by the State Regents of Higher Education. This allows the student to enroll in area college or university courses. Thus they may begin their higher education studies before they graduate from high school.

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 POLICIES

The school policies are the result of the cooperative effort of the school board and the administration. It is understandable that criteria be established to prohibit extreme styles and designs in clothing which might disrupt the education process or endanger the health and safety of pupils. The following dress and grooming policy applies at school, while on school vehicles, or going to or from or attending school events.

1. Students will not wear clothing or accessories that display pictures, lettering, or numbering that is profane, vulgar, repulsive, obscene, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverage, low-point beer, drugs drug related items, or paraphernalia. Midriffs, halter tops, backless dresses, and sleeveless garments resembling tank tops are not permitted.
2. Shorts, skirts, dresses, and holes in pants must be no more than six inches from the floor when measured while the student is in a kneeling position. Tights and leggings may be worn only as other undergarments, which would require the proper attire over them and must follow the six-inch rule. All pants may be worn as long as they have functioning button, zipper and pockets. Pants 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.
3. All students are required to wear shoes.
4. Students will wear their hair clean and well-groomed. Hair styles that disrupt the educational process or endanger the health and safety of students will not be permitted. Students may be required to alter their hair styles to meet school requirements.
5. Students will not wear hats, caps, bandanas or hoodies in the school building. The only exception will be for medical reasons.
6. Dresses, tops, and skirts must be worn in good taste.
7. Pajamas and/or house shoes are inappropriate school attire
8. Facial and body piercings that disrupt the educational process or endanger the health and safety of students will not be permitted.

Those who wear clothes that do not conform to the guidelines will be sent home to change clothes, and detention will be assigned. **The assistant principal and principal will have total authority in interpreting the dress code to all students.** If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy, and that ruling will be final until such time that the policy is revised or changed to cover that situation.

DRUGS

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 includes a change of placement for the remainder of the current semester and the following semester. The length of a student's change of placement 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's drug and alcohol education program, 2) The student submits a negative drug test to the school nurse, with the cost of the test being paid for by the student, 3) The student maintains their academics. **All repeat offenders of the Owasso Drug and Alcohol policy are not eligible for a shortened suspension.** 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 at the Mid-High.

EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS

Clubs and other organizations are offered on a voluntary basis. Wholehearted participation in these activities is encouraged. **In order to attend practice or participate in an extracurricular activity, a student must be in attendance three hours on the day of the activity. Failure to be in attendance will result in the student being withheld from the activity.**

Students participating in school activities are subject to the eligibility rules. **A student who is ineligible shall not be allowed to miss school or be approved to participate in any school activity, during the school day or after the school day.** Academics come first; passing grades take priority. In the instance where the school activity is a part of a performance-based class where participation in the activity is required for a grade, an alternative assignment may be used as a substitute for the missed school activity.

Academic eligibility will be monitored on a weekly basis per Oklahoma Secondary School Activities Association guidelines. For complete details on these guidelines, go to: www.ossaa.com.

All clubs are required to maintain a charter or constitution and to function in accordance with its guidelines. A student appealing a teacher's/sponsor's/coach's decision cannot participate in extracurricular activities until the appeal process has been completed. All students involved in competitive extracurricular activities will be subject to random drug testing. Parents must submit a signed consent form **before** participation. Students are not allowed to participate until the signed consent form is submitted. A list of organizations is provided on the school website.

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](#)

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](#)

GUIDANCE AND COUNSELING PROGRAM

The high school guidance and counseling offices are available to support students in the areas of academic, career, social and personal issues. Students should sign up in the counseling office to see a counselor. The counselor will send for the student during the day as soon as possible. Crisis situations will be addressed immediately. Students, parents and teachers are encouraged to refer individual students to the counseling staff when they have a concern about the well-being of a particular student. Referrals for outside resources are made on an informal basis and are optional for students or parents.

Small group counseling is utilized to address academic issues within the classroom. Mediation is available to high school students who are experiencing conflict with another student that has not

reached a level requiring disciplinary action. Referrals to local resources are available for pregnant/parenting teens to provide health education regarding maternal/child needs. Educational groups are available bi-monthly conducted by the school nurse. Tobacco education and group counseling is available for students who have expressed concerns regarding substance use issues. Conflict resolution training is available to high school students who have violated Owasso High School's policy regarding threatening behavior and/or bullying for the first time.

HALL PASSES

Any student out of the classroom for any reason should have a hall pass or other documentation signed by a staff member. Students without a hall pass or other documentation from a staff member should not be allowed out of class.

LIBRARY MEDIA CENTER

The mission for Owasso Libraries is to provide an opportunity for students and staff to become effective users of ideas and information, to encourage the enjoyment of reading, and to promote life-long learning.

The OHS Library Media Centers has a comprehensive online card catalog, the internet, online subscriptions, periodicals, and a collection of thousands of books.

- The OHS and OMHS Library Media Centers are open Monday through Friday from 7:30 a.m. until 3:00 p.m. You are welcome to use the library for study groups, individual study, to read, or to browse the various sections in the library.
- You must have your current ID to check books out from the library.
- Books are checked out for a two-week time period. Students may renew books, if they have the book(s) with them, unless a reserve has been placed on the books. Reference books are not checked out.

MAKE-UP WORK

There are two types of absences: excused and unexcused. School work missed because of an **excused** absence is to be made up by the student. It is the responsibility of the student to check with the teachers to see what work was missed and when it is due. A student going on a field trip, an activity trip, or vacation must check before the trip with his/her teachers for his/her assignments. The student will receive full credit for the make-up work when it is turned in, on or before the specified time. When a student receives an unexcused absence, there is to be no make-up work.

MEDICATION

Except for provisions allowed in the district Medication Administration Policy, **students may not retain possession of or self-administer any medication.** Student's 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.**

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](#)

MOTOR VEHICLE REGISTRATION FEES

Motor vehicle registration fees support the cost of security and maintenance of the parking lots and drives. For the security and well-being of our students and staff, vehicles driven to school must be registered and display the appropriate permit on the rear view mirror.

Parking Permit Fee: \$20

To encourage the voluntary registration of motor vehicles, a \$20 surcharge will be added to registration fees assessed on unregistered vehicles found in the lot.

Parking in a No-Parking Zone

\$20 fine

Parking in a Handicapped Zone

\$20 fine

Improper/Reckless Driving

\$20 (improper) \$30 (reckless) fine

No Parking Permit

\$20 fine plus permit fee, if applicable

- Students must make arrangements for paying fines with the grade-level principal. Failure to do so may result in the loss of driving privileges for a specified time period or other disciplinary action.
- Students who acquire four tickets in a year will lose their driving privileges for a specified period of time.
- Parking is a privilege and any unsafe operation or violation may result in revocation of parking privileges.
- Multiple offenses can but are not limited to vehicle being towed and parking privileges being revoked.

MOTOR VEHICLE REGULATIONS AND PENALTIES

1. All motor vehicles driven to school by students must be properly registered.

2. All students must obey the 10 MPH campus speed limit and Oklahoma traffic laws when operating a motor vehicle on campus.
3. Vehicles are to be operated in a safe and responsible manner at all times.
4. Student vehicles are to be parked in student-designated areas which are marked with white paint. The parking spots marked in yellow are for staff and visitors at the High School. At the Mid High, staff parking spaces are numbered with the others being student parking spots. All bus loops and entrances must be kept clear for busses and/or emergency vehicles.
5. In an effort to secure student vehicles, students are not permitted in the parking lots during class period or between classes. Students who go to the lots without an authorized pass to do so will be subject to disciplinary action.
6. Any student(s) involved in an accident or who has had his/her vehicle tampered with or vandalized should file a report in the assistant principal's office immediately.
7. Parking permits are properly placed when hung on the rear view mirror.

OHS SEMESTER TEST EXEMPTION POLICY

All students are required to take each of their semester finals in the fall semester. Students may exempt Spring semester finals if they meet the following **FULL** year requirements.

1. 6 absences for the full year and a "A" in both semesters of the class
2. 5 absences for the full year and a "B" in both semesters of the class

The only type of absence that does not count against exemptions is the Student Activity (SA) absence. Students who are exempt cannot come to school during the hour of that final.

OPEN TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The fact that the district has adopted an open transfer policy does not mean that every transfer application will be accepted.

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 (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

Circumstances which may warrant a schedule change are as follows:

1. Academic Misplacement
2. Schedule error
3. Adjustment to meet graduation, Oklahoma Promise or NCAA requirements
4. Completion of 1st semester activity (e.g. athletics, marching band)
5. Concurrent enrollment in a college course

Applications for a requested schedule change may be obtained from a Counselor. Criteria for approval or disapproval of a schedule change may include:

1. Academic record
2. Graduation plan
3. Administration Approval
4. Parent conference
5. Availability in a core course

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 peaceably 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](#)

SEXUAL HARASSMENT

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

STUDENT 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 the school's responsibility as a part of the total educational process to assist the student in the development of self-discipline. In the process, sometimes it becomes necessary to assign consequences for students for inappropriate behavior that interferes with the educational process.

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 (non-appealable)** – Students will be required to study before school, complete assignments, or do other school work during detention.
3. **School Service (non-appealable)**- 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(non-appealable)**- 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(non-appealable)** – 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 (appealable)**- 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).

The principal or assistant principal shall have the authority to assign any of the above disciplinary options to any student who engages in the following behavior at school, while on school vehicles, or going to or from, or attending school events:

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. Disruption of the educational process or operation of the school
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's (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. Examples of immediate negative effects include, but are not limited to, negative reaction by the victim, overt face to face confrontations at school or school events, etc. Students found in violation of any of the above may be suspended out of school for a definite period of time, which shall not extend beyond the current school semester and the succeeding school semester, except that any student who is determined to have brought a firearm to a school under the jurisdiction of the School District shall be suspended out of school for a period of not less than one calendar year. **Participation in the school's extracurricular activities is a privilege, not a right.** When a student's behavior results in an out-of-school suspension, COP, or ISP, the student immediately (notwithstanding the filing of an appeal) forfeits the privilege of participating in all extracurricular activities of the school. In addition, when the principal determines to impose alternative in-school placement or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the student's offense.

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

Ten 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 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 Ten 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 five (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 not 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 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 not appealable. The Board will hear the appeal as soon as possible. The Board's decision is final and not 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.

STUDENT IDENTIFICATION

All students will be required to possess the Student Identification (ID) card assigned to them at all times during the school day for identification purposes and the safety of the campus. Students must, upon request, identify themselves to any school personnel.

ID cards are not to be covered with pins, stickers, pictures or other objects, nor should they be altered in any way. Lost ID's will be replaced at a cost of \$5.

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](#)

TARDINESS TO CLASS

Owasso High School believes punctuality is important, thus the responsibility for punctuality rests with the student. Time management skills will serve students in the future following graduation. Student tardiness to any class is not permitted. Teachers will use appropriate classroom management skills to curb student tardiness according to the student handbook. Discipline may include, but is not limited to, lunch or after school detention, ISP, suspension from school, restriction of extracurricular activities, loss of on campus parking privileges, etc. Teachers/Administrators will be required to contact a parent prior to these discipline measures. Tardies will accumulate on a per period basis each semester. All tardies beyond five per period will be considered excessive and subject to additional discipline.

Definition of Tardy: A student is tardy if not in the classroom when the tardy bell rings. A student who is more than ten (10) minutes late for any period may receive a truancy code for class that day. All students must check in at the appropriate attendance office for any first period tardy.

Procedure for Tardies:

- 1st tardy verbal warning
- 2nd and 3rd tardy parent contact by teacher, detention assigned
- 4th tardy detention assigned, admin referral
- 5th Admin referral, additional consequences

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.

TRUANCY

A truancy occurs when a student is absent without parents' knowledge or approval, or a student is not in his/her assigned area during the designated time. The policy for truancy is as follows:

1. First Offense: A student who is truant one, two, or three hours will receive two hours detention for every hour or partial hour missed. A student truant more than three hours will receive alternative in-school placement.
2. Repeat Offenses: Alternative in-school placement or additional consequences

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](#)

WITHDRAWALS

Any student needing to withdraw from Owasso High School must inform the appropriate attendance office. Parents will be contacted. Upon the parents' approval, the student will receive a withdrawal form to take to his/her teachers. When the form is complete, the student will receive all of his/her records if there are no holds on the student's records.