

STUDENT-PARENT HANDBOOK

All students and parents are responsible for the information and regulations included in this handbook and are subject to all rules set forth by the Sallisaw Board of Education, Oklahoma State Department of Education, and Oklahoma Secondary School Activities Association. All personnel hired by the Sallisaw Board of Education are authorized to enforce these rules and regulations.

Sallisaw High School
Sallisaw, Oklahoma
Revised June 2019

Dear Students:

Welcome to Sallisaw High School. We believe that you are our nation's most valuable resource. We will have high expectations for you to learn the educational and personal skills you need to be successful in the changing world we live in.

We, as a staff, will provide you with an environment in which you can learn self-discipline and responsibility. To maintain that effective environment or school climate we must ask for excellence from all the parties involvedstudents, parents and staff.

We are all looking forward to a great year!

Cordially yours,

Sallisaw High School Staff

SALLISAW PUBLIC SCHOOLS
2019-2020
SCHOOL CALENDAR

August 12	Teacher's Report
August 12-13	Professional Days
August 14	Teacher's Work Day
August 15	Students Report
September 2	Labor Day-No School
October 11	End of First Quarter
October 14	Parent/Teacher Conf. P.M.
October 15	Parent/Teacher Conf. P.M.
October 17	Professional Day-No School
October 18, 21	No School
November 25-29	Thanksgiving Break
December 20	End of first Semester
December 23-January 3	Christmas Break
January 6	School Resumes
January 20	Professional Day
February 13 3:30-9:30	Parent/Teacher Conf. P.M.
February 14	No School
March 6	End of Third Quarter
March 16-20	Spring Break
April 10	No School/Snow Day
May 14	End of fourth Quarter
May 15	Graduation
May 15	Teacher's Work Day

MISSION STATEMENT

OUR MISSION: To empower all students to make educated choices and meet challenges of the future as a productive citizen. Sallisaw High School is committed to excellence.

CODE OF STUDENT CONDUCT

Arrive on time daily

Respect the authority of the teachers and school administrators

Cooperate in the development of good habits of behavior

Assume responsibility for your own actions

Come to school well-groomed and dressed appropriately

Help keep all school property clean and free from unnecessary destruction

Respect the rights of others

Do not bully or harass others

Keep parents informed regarding school assemblies, supplies needed, and written information sent home from school.

Come to school with the necessary materials and prepared to work.

BELL SCHEDULE

FIRST LUNCH		SECOND LUNCH	
1 ST PERIOD	8:05-8:55	1 ST PERIOD	8:05-8:55
2 ND PERIOD	9:00-9:50	2 ND PERIOD	9:00-9:50
3 RD PERIOD	9:55-10:45	3 RD PERIOD	9:55-10:45
LUNCH	10:45-11:15	4 TH PERIOD	10:50-11:45
4 TH PERIOD	11:20-12:15	LUNCH	11:45-12:15
5 TH PERIOD	12:20-1:10	5 TH PERIOD	12:20-1:10
6 TH PERIOD	1:15-2:05	6 TH PERIOD	1:15-2:05
7 TH PERIOD	2:10-3:00	7 TH PERIOD	2:10-3:00

PEP RALLY BELL SCHEDULE

FIRST LUNCH		SECOND LUNCH	
1 ST PERIOD	8:05-8:55	1 ST PERIOD	8:05-8:55
2 ND PERIOD	9:00-9:50	2 ND PERIOD	9:00-9:50
3 RD PERIOD	9:55-10:45	3 RD PERIOD	9:55-10:45
LUNCH	10:45-11:15	4 TH PERIOD	10:50-11:40
4 TH PERIOD	11:20-12:15	LUNCH	11:45-12:15
5 TH PERIOD	12:20-1:00	5 TH PERIOD	12:20-1:00
6 TH PERIOD	1:05-1:40	6 TH PERIOD	1:05-1:40
7 TH PERIOD	1:45-2:20	7 TH PERIOD	1:45-2:20

GENERAL RULES FOR STUDENT BODY

HALL PASSES

Students must have a hall pass from their teacher in order to leave the classroom, unless the teacher deems the situation an emergency. The hall pass demonstrates that the student has permission to be in the hallway during instruction time.

HANDBOOK

A digital copy of the handbook is accessible on our website (www.sallisawps.org).

ATTENDANCE POLICY

Regular class attendance is essential for the student to achieve to the best of his or her ability. Only necessary and legitimate reasons for being out of school are considered explained. These reasons could be illness of the student, serious illness of a family member, funeral of a close friend or relative, or some other pressing emergency.

When a student is absent from school, the principal's office must be notified before the student will be allowed to return to class. Parents must call the attendance office before 9 A.M. on the day of absence at 775-7761. **This call may explain the absence but not excuse the absence.**

More than 9 days absent in a semester will result in no credit unless the attendance committee or the principal decides that there are circumstances, such as hospitalization, car accident, or some other extreme situation which would justify the waiving of this regulation. If a student misses more than 9 days, a parent/guardian must attend a committee meeting to explain the extenuating circumstances that led to the excessive absences. The parent/guardian of a student who misses more than 9 days may be referred to the district attorney for truancy violation. This regulation excludes school-sponsored activities which are addressed by a separate policy.

If the student or parent/guardian wishes to appeal the decision of the attendance committee ruling, they would follow the appeal process outlined below:

1. Write a letter of appeal to the Principal.
2. In that letter include documentation for the dates that caused the student to accumulate excessive absences.
3. Explain why you feel these absences should be waived in order to allow the student to receive credit in the class(es) in question.

A student must be absent for three (3) days before teachers may send home missed assignments with the student. The student is responsible for requesting all assignments.

UNEXCUSED ABSENCES

Unexcused absences are given when there is no satisfactory or legitimate reason for an absence. **Vacation, hunting, and fishing are examples of unexcused absences even though the student's parents may consent.** If the parent does not consent, this type of absence is classified as truancy and will be dealt with as such. (The student will **not** be allowed to make up work for unexcused absences.)

ATTENDANCE LAWS

By law, schools must report any and all students who dropout of school to the Department of Public Safety. They must also report all students who miss ten consecutive days of school or fifteen days of school in a single semester. Once the Department of Public Safety receives notification from the school, they are mandated by law to take action within fifteen days. This action includes a certified letter giving written notice that your driving privileges and driver's license will be canceled.

TRUANCY

A student is considered truant when he or she: (1) leaves school without the permission of the principal; (2) leaves home to attend school but fails to arrive; (3) leaves class and does not return; (4) fails to go to class. The parent of any student found guilty of truancy will be contacted and asked to come to the school for a conference with the student and the administration. Students will receive zeros for work missed as a result of truancy and may be referred to the resource officer.

1. The first occurrence of truancy will result in one day of ISS, and the parent will be notified.
2. The second occurrence of truancy will result in two days of ISS, plus a parent conference.
3. The third occurrence of truancy may result in out of school suspension.

TARDINESS

Each student is allowed two tardies per semester per hour to take care of illness, oversleeping, running out of gas, cars not starting, etc. **After the second tardy, all tardies are unexcused and the student's teacher will notify the assistant principal for action.**

1. The third and fourth tardy will result in detention.
2. The fifth tardy will result in detention or ISS.
3. The sixth and all additional tardies could result in suspension.

***Chronic tardiness could result in long-term suspension from school.

Any missed detentions must be pre-approved or may result in the student receiving ISS or suspension from school.

Any student more than (15) minutes late will have an absence recorded for that class and detention will be assigned unless previous arrangements have been made.

CLOSED CAMPUS

In 1993, the Board of Education adopted a closed campus policy for Sallisaw High School. As students arrive on campus they will be required to remain on campus until dismissed at the end of the school day. **Any student leaving campus during the school day must have parent/guardian permission and the permission of the principal.** Any student in violation of this rule will be considered truant.

TECHNOLOGY CENTER TRANSPORTATION POLICY

No student will be allowed to drive to Tech Center classes unless approved by the principal. If afternoon Tech Center students find it necessary to have their automobiles at Tech Center, their parents must sign a permission form. Those students must drive to Tech Center in the morning and ride the bus back to the high school campus for morning classes. All morning Tech Center students are expected to ride the bus to and from the Tech Center campus. A signed Transportation Contract is required for all students attending Tech Center classes. Students are not allowed to transport or ride with others to the Tech Center under any circumstances. Anyone violating this policy may have their driving privileges revoked and/or receive In School Suspension.

ABSENCE ON DAY OF ACTIVITY

To be eligible to participate in extracurricular activities, a student must be present at least 3 hours the day an activity is scheduled or the preceding school day if the activity is scheduled on a weekend, holiday or an all day school activity. Any exception to this policy must be approved by the principal in advance.

ELIGIBILITY

1. A student must have a passing grade in any five subjects counted for graduation that he or she was enrolled in during the last semester he or she attended fifteen or more days.
2. If a student does not meet the minimum scholastic standards, he or she will not be eligible to participate in any school activity during the first six weeks of the next semester they attend.
3. A student who does not meet the above minimum scholastic standard may regain his or her eligibility by achieving passing grades in all subjects he or she is enrolled in at the end of a six week period.
4. Pupils enrolled for the first time must comply with the same requirements. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

STUDENT ELIGIBILITY DURING A SEMESTER

1. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The school may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Career Tech student grades will be monitored in the same manner as on-campus students.
2. A student must be passing all subjects during a semester. If a student is not passing all subjects on the day of the grade check, he or she will be placed on probation for the next one week period. If a student is still failing one or more classes during the next week on the grade check day, he or she will be ineligible to participate during the next one week period. The ineligibility period will begin on Monday and end on Sunday.
3. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one week period (Monday through Sunday).
4. "Passing grade" means work that would be entered on the records if the semester were to close at that time.
5. No student will be allowed to go on any school sponsored trip if they are failing a class.
6. A student must attend school 90% of the time to be eligible to participate in extracurricular activity competitions. Attendance eligibility will be run concurrently with academic eligibility.

MAKE-UP WORK

Students will be given one day after returning to school to make arrangements with the teacher for make-up assignments. The teachers will allow up to 3 days to make-up work for each day missed. Regardless of the reason for an absence, it will be the responsibility of the student to make up any work missed. The student must see the teacher concerning missed assignments. If an assignment or test is planned while a student is present, it is the responsibility of the student to have his or her assignment prepared or take the test when he or she returns to class, whichever is applicable. Students will receive full credit for make-up work done within the guidelines of this policy. **NO LATE WORK WILL BE ACCEPTED.**

TELEPHONE CALLS AND MESSAGES

Except in an emergency, no student will be called to the telephone or given a message while in class or assembly. Students are to request permission to use the principal's office telephone in case of an emergency or school business only. The school phones will not be used to call in an order for lunch.

DELIVERIES

Deliveries of flowers, gifts or balloons must be made in the Counselor's office.

WITHDRAWAL FROM SCHOOL

After a parent notifies the counselor, a student withdrawing from school should check out in the counselor's office by picking up a withdrawal slip and having all necessary teachers and staff sign it. This will clear the student's records so they may be sent to his new school. Failure to do this often causes a delay in sending records. All school fines and debts must be cleared before any official records may be sent. A student will go through this withdrawal process when going to alternative school, Black Diamond Academy.

SUSPENSION

It is not the goal of Sallisaw High School to suspend students unnecessarily but Sallisaw High School students must learn that there will be consequences for unacceptable behaviors. Suspension is used as a form of discipline utilized when the infraction by the student is considered serious or is a repeated infraction of school rules. Maximum time of suspension, according to Oklahoma School Law, is the current school semester and the succeeding semester except for a gun violation. In the case of a gun violation the suspension is one calendar year.

Any student suspended out-of-school for 3 days or less will not be allowed to make up any school work or assignments during that period of time.

An Educational Plan shall be given to students suspended for more than 3 days after the third day of suspension. If a student moves into Sallisaw school district and is currently under suspension, Sallisaw High School will honor the suspension from the previous district.

Any student found guilty of the following acts while in attendance at school, in transit to or from school, at any social function, or when present at a facility under the contract of the school district may face possible suspension.

1. Fighting, assault and battery
2. Showing disrespect for faculty, staff, or other school employees
3. Immorality, profanity, or vulgar gestures
4. Possession, threat, or use of a dangerous weapon
5. Use, sale or possession of narcotics, alcoholic beverages, dangerous and controlled substances or paraphernalia
6. Continued truancy or tardiness
7. Theft or possession of stolen property
8. Conduct which jeopardizes the safety of others
9. Conduct that disrupts the normal education process
10. Cheating

11. Failure to attend assigned detention
12. Threatening statements or actions
13. Vandalism to other students' property
14. Destruction of school property
15. Truancy
16. Bullying, Intimidation, Harassment physically or electronically

APPEALS/DUE PROCESS

If for any reason a school administrator finds it necessary to suspend a pupil, the following procedures will be accorded as minimum of the due process clause of the Fourteenth Amendment of the Constitution of the United States.

1. Immediate removal of a student whose conduct: disrupts the academic atmosphere of the student; endangers fellow students, teachers, or school official; or damages property.
2. A phone call or notice to be mailed within 24 hours to the student's parent of the reason(s) for the removal from school, and proposed suspension.
3. Not later than 72 hours after the actual removal of the student from school, the student and his parents must be given an opportunity to be present at a hearing before the school administrator who will determine if a suspension should be imposed. Such a hearing, which is not a judicial proceeding, must provide at a minimum:
 - A. Statements in support of the charge against the student upon which the hearing is conducted
 - B. Statements by the student and others in defense of the charge and/or explanations of the student's conduct
 - C. The administrator is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing
 - D. The administrator should within 24 hours advise the student and his or her parents by letter of his decision and the reasons therefore

Additional appeal procedures are as follows:

Any student who is guilty of immorality or violation of the regulations of a public school may be suspended by the principal. Suspension shall not extend beyond the current semester and the succeeding semester, provided the student suspended shall have the right to appeal the decision of such principal to the Board of Education of the district, which shall upon a full investigation of the matter, determine the guilt or innocence of the student, and its decision shall be final.

Senate Bill 452 became law on May 6, 2003. The bill amends 70 O.S. § 24 – 101.3 and relates to student suspension. The amendment provides that a local board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing for a student who has been

suspended out of school for more than (10) days. The decision of the local board or the hearing officer is final.

CHECK OUT PROCEDURES

No minor student may leave the school grounds unless a parent checks the student out in the principal's office. Students 18 years of age or older must have permission from a principal to leave campus for legitimate reasons during school day, i.e., doctor, funeral. (Any student in violation of this rule will be guilty of truancy.)

WEAPONS FREE POLICY

It is the policy of this school district to comply fully with the Weapons Free School Act.

1. Any student in this district who uses or possesses a firearm at school, at any school-sponsored event, or in or on school property, including school transportation will be removed from school for not less than one full calendar year. Such firearms or weapons will be confiscated and released to proper legal authorities.
2. The Sallisaw Board of Education prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers a weapon as defined below:

“Any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.”

Any student who violates Section 2 of this policy will be subject to discipline, which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Students with disabilities are subject to this policy and will be disciplined in accordance with the individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

ZERO TOLERANCE

Fighting is a socially unacceptable behavior that will not be tolerated at school in order to maintain positive student interaction, and to ensure the safety of all students at school. In most instances, the local law enforcement will be informed and all students involved shall be removed from the premises. Anyone who is involved in a physical fight, regardless of who “started” the

fight, may be suspended from school. The Principal and Assistant Principal reserve the right to consider each case on its own merit.

Inciting violent behavior, such as encouraging others to fight, will not be tolerated. Two or more students confronting another student is intimidating and a form of harassment or bullying. Inciting, harassment, and bullying could be suspension offenses.

BULLYING /INTIMIDATION /HARASSMENT

The Sallisaw Public Schools' student conduct code prohibits harassment, intimidation, and bullying. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to gestures, written, verbal, or physical acts, or electronic communications.

Bullying is a form of aggressive behavior that is intentional, hurtful, (physical and psychological), and/or threatening and persistent (repeated). There is an imbalance of strength (power and dominance). The mistreatment must be intentional, harmful, threatening, and occur more than once. Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. The matter should be reported to the building principal who will investigate the report and determine if the school discipline code was violated. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The bullying policy is found at FNCD, FNCD-R, FNCD-P, and FNCD-E in the school district's policy manual. If you would like to receive a copy of the policy, please contact Russell Tillery at 775-7761

THREATS

Any student making threats of any nature may be suspended. A psychological evaluation (at the parent's expense) may also be required of the student before returning to school.

SEXUAL HARASSMENT

It is the policy of the Sallisaw School District to maintain a school environment that is free from sexual harassment. Sexual harassment is against the law, deemed unacceptable conduct in the school environment and will not be tolerated.

“Sexual Harassment” is defined as any unwelcome sexual advances, request for sexual advances, request for sexual favors, and/or other inappropriate verbal, visual, written (including electronic), or physical conduct of a physical nature, whenever such harassment occurs on School District property or at school-sponsored events. Examples include verbal abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, and non-verbal harassment (gifts, pictures, drawings, cartoons). Any student that feels that they are being sexually harassed is to report the incident to a faculty member, counselor, or administrator.

TOBACCO/SIMULATED TOBACCO PRODUCTS

The use or possession of tobacco or simulated tobacco products in any form is not permitted in the school building, on school grounds, on school buses, or at a school activity. Tobacco is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner suitable for chewing, smoking, or both. Simulated tobacco products are defined as products that imitate tobacco products, including, but not limited to cloves, bidis, kreteks, and vapor smoking with or without nicotine. This policy also applies to those items commonly called electronic cigarettes or vapes. Students found to be in possession of or using any tobacco or simulated tobacco product may be suspended from school for up to 10 days on the first offense and may be required to complete a tobacco education program in a timely manner. The school counselor/nurse will provide available programs to assist in this requirement. Proof of completion must be filed with the assistant principal. Board Policy CKDA(24)

DRUG FREE POLICY SALLISAW HIGH SCHOOL

- A. In recognition of the clear danger resulting from illicit drug and alcohol abuse and in a good faith effort to promote the health, safety, and well being of students, employees, and community as a whole, the Sallisaw Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades K-12.
- B. Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful.
- C. It shall be the policy of Sallisaw Public Schools that any teacher who has reasonable cause to suspect that a student may be under the influence or a said student has in his or her possession alcohol or a controlled dangerous substance while in school or while attending school-sponsored events, shall immediately notify the principal or his designee of such suspicions. The principal or his designee shall make a determination as to the

validity of the suspicion. If it is determined that the student is in violation of this policy, the principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student in this matter.

- D. The student, upon the first offense may be suspended from school for the remainder of the current semester and possibly the next semester. During that period the student must enter a counseling or treatment program. The student will not be permitted to return to school until the school receives confirmation from the administrator of the program that the student has entered. If the school official in charge cannot contact parent or legal guardian, he will take whatever action he deems necessary in the interest and welfare of the student and student body, e.g., calling the physician listed by the parents or the emergency ward of the local hospital. In all such cases the law enforcement officials will be advised (federal, state, and local). Thereupon, every attempt will be made to notify the parents or legal guardian so they might be present at the law enforcement interview or might give their permission for an interview without their presence.
- E. Standards of conduct as outlined in Paragraph C and disciplinary sanction in Paragraph D will be a part of notification to parents and students: “The Drug Free Schools and Communities Act Amendments, PL. 101-226 requires that State, as well as Local education agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.”
- F. Notification is hereby given to parents and students that compliance with the standards of conduct as related to the Drug and Alcohol Policy is mandatory.
- G. Effectiveness of this program will be evaluated by:
 - 1. Daily Records
 - 2. Attendance Records
 - 3. Grades
 - 4. Teacher Documentation
- H. Any medication prescribed to the student that is to be taken during school, must be taken to the nurse's office in the original bottle with the label on it upon arrival at school. The nurse will administer the medication as prescribed.

CELL PHONES AND SOUND SYSTEMS

The use of cell phones and smartwatches is permitted at school during limited times of the day. Students may use their phones prior to the start of school, during passing period, and during their lunch. During instruction times the phones and smartwatches are to be turned off and not in use

in any manner unless the teacher requests that students use them for instructional purposes. Parents are asked not to call or text their child during school hours.

If a student is in violation of the cell phone policy during school hours:

1st Offense; The phone will be confiscated and held in the main office until the end of the day and returned to the student after 3:00 pm.

2nd Offense; The phone will be confiscated and held in the main office. The student will be given 3 days of noon detention. The phone will be returned only to the parent.

3rd Offense; The phone will be confiscated and held in the main office. The parent will be required to attend a parent conference and the student could be assigned 5 days noon detention or In School Suspension. The phone will be returned only to the parent.

4th Offense; The student will be assigned In School Suspension or suspended out of school. The phone will be returned only to the parent.

LASER POINTERS

Laser pointers will not be allowed at school or any school activities. A violation of this policy may result in suspension and the confiscation of the item.

VENDING MACHINES

Food and drinks will be allowed in classrooms at the discretion of the teacher.

MCKINNEY –VENTO EDUCATION ASSISTANCE ACT

Anyone who lacks a fixed, regular and adequate nighttime residence may be considered homeless. If a student is found eligible for services under the McKinney-Vento Act, the school district may be able to assist in removing barriers that hinder a student's opportunity to receive a free and appropriate education. Parents/Guardians who think their student may qualify for services under McKinney –Vento Education Assistance Act should contact Martha Howell, Assistant Superintendent or Dana Stites, Homeless Liaison at 918-775-5544.

NOTICE FAMILY RIGHTS AND PRIVACY ACT

(Section 24-102 of Title 70)

Parents and eligible students of the Sallisaw School District I-001 have the following rights under the Family Educational Rights and Privacy Act and the FERPA Policy approved by the Sallisaw Board of Education.

1. The right to inspect and review the student's education records
2. The right to exercise a limited control over other people's access to the student's education records
3. The right to seek to correct the student's education record; in a hearing if necessary
4. The right to report violations of the FERPA to the U.S. Department of Education

5. The right to be informed about FERPA rights

Parents or an eligible student may request a copy of this FERPA policy in writing or in person from the Superintendent's Office, Sallisaw Public Schools, 701 South J.T. Stites St., Sallisaw, OK 74955. Copies of education records may be obtained from each student's Principal's Office. If needed, the district will arrange to provide translations or interpretations to non-English speaking parents in their native language. All rights and protection given to parents under FERPA and Sallisaw Public Schools policy transfer to the students when he or she reaches age 18 or enrolls in a post-secondary school. At that time, the student becomes an "eligible student."

ASBESTOS NOTICE

In response to the Asbestos Hazard Emergency Response Act, P.L. 99-519 and EPA regulations, we have completed a survey of our buildings for asbestos containing building materials.

As a result of our recent building survey concerning asbestos, we are pleased to announce that areas that contain asbestos pose no health problems.

The management plan (results of the survey) will be available for parents' viewing during office hours in the office of the high school principal. Please call for an appointment.

**SALLISAW PUBLIC SCHOOLS
GRIEVANCE PROCEDURES**

It is the policy of Sallisaw Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, or qualified disability in its educational programs and activities.

This includes, but is not limited to admissions, educational services, financial aid, and employment. We feel that all individuals deserve the same standing in the school world.

Inquiries concerning the application of this policy may be referred to Chad Jasna, Eastside Elementary at (918) 775- 9491.

Anyone in the Sallisaw School District as English Language Learners or is visually or hearing impaired, can contact the School District for assistance as needed in regard to school and/or employment.

CHILDREN IN NEED OF SPECIAL HELP

We are looking for children and young people, 3-21 years of age, who may be in need of special education services. Those special education services may include the following handicaps:

speech or language disabilities, learning disabilities, or emotional disturbances. Please contact Erika Dickerson Director of Special Programs, at (918) 775-7761.

PROFICIENCY BASED PROMOTION

All students in grades K-12 are eligible for Proficiency Based Promotion if they perform at the 90% level on designated assessments. Elementary or secondary students may advance one or

more levels in the core curriculum areas. Parents are encouraged to confer with school officials to determine what is appropriate for their child. One assessment will be given in the fall and one in the spring.

READING PROFICIENCY

Oklahoma law mandates that students must satisfactorily complete the 8th grade reading test prior to receiving any driver's license in the State of Oklahoma. Students will be given the opportunity to take the reading test in 8th grade. If the student does not pass the test at that time or if a student moves into the district from out of state, they have the opportunity to take a reading proficiency test at Indian Capital Tech Center the first Friday of every month at 9 AM or by appointment with a Sallisaw High School counselor.

Students who do not pass the 8th grade OCCT Reading Assessment will be enrolled in a reading intervention or tutorial class upon entering the 9th grade. This class could take the place of an elective or the Oral Communications Class.

Students will undergo an initial reading assessment during the first week of the school year. The student will then begin the program designed for them by the assessment. Student progress will be monitored regularly and progress reports will be assessed on a quarterly basis. Quarterly and semester grades will be assigned to the student according to the work completed on the program. If adequate reading progress is made the student will be able to exit the program and be transferred to a different class at the end of the semester.

STUDENT RECORDS

This school district will maintain and release "directory information" without parents' prior written consent unless the parent or student, if more than 18, inform the district that any or all of the following information should not be released without prior consent: The following information is designated as "directory information": a student's name, address, and telephone listing, and date and place of birth; parent or lawful custodians' name, address, and telephone listing; major field of study and grade level classification (e.g., elementary, 7th grade, soph.); students' participation in officially organized activities and sports: photograph, weight and height of a member of athletic teams; dates of attendance, dates of enrollment, withdrawal and re-entry; diplomas, certificates, awards, and honors received; most recent previous educational agency institution attended by the student. Each year the school will allow ten days from the date of such public notice for parents to inform the Superintendent in writing of specific directory information pertaining to such students that should not be released without prior consent of the parent, legal custodian, or the student if he or she is over the age of 18. If no objections are received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

VISITORS

All visitors to the school must first sign in at the principal's office and secure a visitor's badge. No visitors or pets are allowed in the classroom.

DRESS AND APPEARANCE

The Sallisaw Board of Education believes that the majority of the students in public schools recognizes their own individuality and has no need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the Board of Education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities or create a health or other hazard to the student's safety or to the safety of others.

1. Dress and grooming should be clean and in keeping with health and sanitary practices.
2. Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities such as shop, lab work, physical education, art, or Tech Center training.
3. Good standards of dress and grooming reflect sound judgement, poise, and increased maturity. All students regardless of sex must dress modestly, properly, and neatly.
 - A. Students are not permitted to wear mini-skirts on the school grounds, to be defined as any skirt that ends higher than the fingertips extended down each side.
 - B. Tank tops may not be worn. Clothing advertising or exhibiting sexual connotations, drugs, alcohol and tobacco may not be worn. No gang paraphernalia such as doo-rags, sagging pants; affiliated t-shirts etc. may be worn.
 - C. Shorts must also meet the fingertip rule. Yoga pants, leggings, jeggings, spandex and all other form fitting clothing of stretch material must have an outer garment worn over them that meets the fingertip rule.
 - D. Students are not to wear hats, caps, or other "head gear" not designed to be worn inside public buildings. Students may not wear baseball type caps inside the school buildings.
 - E. Midriff and transparent clothing or strapless tops will not be allowed.
 - F. Slashed clothes will not be worn if slash is above fingertip length
4. Extracurricular activities-dress and appearance will be determined by the instructor and Oklahoma Secondary School Activities Association. Athletic uniforms will be a noted exception.
5. It is expected that Sallisaw students will be appropriately attired and groomed at all times and the Administration reserves the right to consider each case on its own merit.
"Extreme" dress or grooming will not be tolerated.
6. Shoes must be worn at all times.

7. If a student is found in violation of the dress code policy, the student will be asked to choose appropriate attire from the school clothes closet. If appropriate attire is not available from the clothes closet, students will be asked to contact a parent or guardian to bring a change of clothes. The student in violation may be assigned to In-School Suspension until that change of clothing arrives.

GRADING POLICY

The letter grades A, B, C, D, F, and I will be used to indicate the level of achievement of all students enrolled in regular classes in Sallisaw High School. Along with scholarship, such factors as initiative, attitude, cooperation, attendance, and individual improvements may be taken into consideration when determining the student’s final grade. The letter grades used will indicate the following degree of achievement in regular classes.

PERCENTAGE	LETTER GRADE	DESCRIPTION
90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failing
	I	Incomplete

If a student has an incomplete grade for a grading period, a grade of “I” will be entered on the report card. The incomplete work must be completed within a two week period. An “I” cannot be recorded on the permanent record. It will be the student’s responsibility to see that all “I’s” are completed. If the work is not completed or arrangements made, the “I” will become an “F”.

TESTING

1. Students who have been absent, but were present when a weekly or daily test was scheduled, will be required to make up the test on the day they return to school, providing no new test material has been introduced.
2. Semester tests will be administered in all classes.
3. Semester tests and nine weeks exam will be administered during the last week of the nine weeks or semester. Even hour classes (2, 4, 6) will test two days prior to the last day of the nine weeks or semester and odd hour classes(1, 3, 5) will test on the next to last day

with seventh hour split evenly between the two days. The last day of the nine weeks and semester will be utilized for make-up exams.

4. Out-of-town trips are not considered sufficient reason to miss nine weeks and semester exams. Unless an emergency arises, permission will not be granted for students to take exams early. This creates additional work for the teacher at the close of school when time is not available. Should there be an emergency, the principal will determine if the emergency warrants a student taking the exam early. Makeup for first-semester exams must be initiated by the student and will be administered on the last day of the semester or at a time determined by his or her teacher. Arrangements for the second-semester make-up exams must be made with the principal before the close of the last day of school if the student is unable to take them on the last day of school.
5. When computing the final semester grade, the semester exam will be assessed at 20% of the final grade. The remainder of the semester grade will be determined by student performance over the rest of the semester.
6. Credits are earned on a semester basis. A student receives credit for each semester he receives a passing grade in a given subject. One-half credit is earned for each semester.

HONORS GRADUATES

1. Distinguished Honor Graduates: The top two percent of students in the senior class who meet the requirements as outlined by school policy. These students will be asked to participate in graduation ceremonies.
2. Honor Graduate: A student in the senior class who has at least a 3.5 GPA
3. on an honors scale and completes at least nine AP or Pre-AP classes- the GPA requirement is based on seven cumulative semesters.
4. In considering selection of Honors Graduates, only those students who have been enrolled in Sallisaw High School from the beginning of their senior year will be considered.
5. Colleges/universities request weighted and non-weighted grade point averages. Final rank is determined with a weighted (A1=5 points) GPA.
6. It is recommended that Students at Sallisaw High be allowed to enroll in a maximum of three AP or Pre-AP classes during a school year. The student may be allowed to enroll in more than three Honor's classes per semester with parent request and principal permission.

AP or PRE-AP CLASSES

Sallisaw High School Advanced Placement classes are open to any student who demonstrates the appropriate skills necessary to succeed in a rigorous college level curriculum. We believe that to

maintain appropriate academic standards, students should enroll in the AP program ultimately to successfully take the College Board Exams.

For this reason, while courses should be open to any student who exhibits the qualities required to successfully complete the courses, we believe that a clear set of prerequisites should be developed for each subject area.

The grading scale for AP and Pre-AP classes will be as follows;

A1	94-100	5 points
A2	88-93	4 points
B	80-87	3 points
C	70-79	2 points

Any student who scores below 75% at the end of a quarter or who is disruptive to the purpose of the class will be placed on academic probation in the Honors Program. If the grade or behavior does not improve in a specified time the student will be moved to a regular class and will not receive Honor Graduate Credit for their effort.

To be enrolled in an AP/Pre-AP class, students must submit an enrollment form with teacher and parent consent or exception approved by a principal.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued to students each 9 weeks to provide information to parents about progress being made.

Students of Sallisaw High School can expect that during the fifth week of each nine weeks period, the teachers will provide progress reports to parents of all students who are working below ability levels or are in danger of failing. Those reports will be in a written form. Progress reports are the responsibility of the student. Progress forms are available in the counseling office. Two (2) progress reports per quarter will be granted - one (1) each 4½ weeks time frame. Notice of Concern reports will be sent home with the student midway of each nine –week grading period. Reports will be in triplicate form, with one copy sent to parents, one copy retained by the teacher, and one copy filed in the Counseling Office. Letters of Ineligibility are given to students weekly to deliver to their parent/guardian. We encourage all parents to contact the counselor’s office to get Wengage login information. This will allow parents/guardians to monitor their students grades and attendance.

STUDENT CLASSIFICATION

Freshman—Enter from 8th grade

Sophomores—4 High School units or more

Juniors–11 High School units or more
Seniors–17 High School units or more

CLASS RINGS

Juniors may order and receive their class rings from school sanctioned company during their Junior year.

SCHOOL DAY PICTURES

Each year school day pictures are scheduled for one day in the fall followed up with one day for retakes at least four weeks later. To be featured in the yearbook all students must have pictures taken by the school approved photographer so that the yearbook will be complete. Students are not obligated to order or purchase pictures. If pictures are ordered, they must be paid for the day pictures are taken. If a student does not have his/her picture taken that student will not appear in the yearbook school day section. Due to deadline constraints retakes are not guaranteed to be featured in the yearbook.

SENIOR PICTURES

The Black Diamond Yearbook Sponsor will schedule two dates in the fall for a school approved photographer to be at the school to take senior pictures for the yearbook and the senior panel. Senior students may use the photographer of his or her choice for senior pictures for themselves but the only photographs used for the senior panel are those taken by the school approved photographer. If the senior student does not attend either photo shoot scheduled by the school and wishes to be featured on the senior panel it will be the responsibility of the student/guardian to schedule a photo session with the school approved photographer and make appropriate arrangements with the photographer to notify the yearbook sponsor of the late submission of the senior picture. Contact the yearbook sponsor for photographer contact information and ensure it is not too late to be put on the senior panel.

Each year the SHS Principal, Yearbook Sponsor, and Yearbook Staff will determine what format will be used for senior pictures in the yearbook. Seniors will be notified in advance of this decision, so they will have time to prepare for the photo shoot.

PHYSICALS/CONCUSSION ACKNOWLEDGEMENT

All students must have a current physical report, concussion acknowledgement form, sudden cardiac arrest information form and drug testing form on file and signed before participation will be allowed.

ACCIDENT INSURANCE

All students who participate in interscholastic athletics must show evidence that they have accidental injury insurance. Parents are financially responsible for their own insurance policies.

GUIDANCE AND COUNSELING

Guidance and counseling services are available for every student in school. These services include assistance with educational planning, career and occupational information, interpretation of test scores, help with school, home, or social concerns, or any question the student would like to discuss with the counselors.

CHANGE OF ADDRESS

If a student has made any changes in their name, address or phone number, they should give this information to the counseling office.

FUNERALS

Students will, with parental permission, be allowed to attend funerals of friends. Parents should contact the school as quickly as possible to make the necessary arrangements. A written request by parents is required for attendance documentation.

MOTOR VEHICLES

Students are to observe rules of safety in operating their motor vehicles. Parking space is available on the parking lot north of the high school building. Students will avoid parking in driveways or loading zones. There will be no sitting in parked cars around the school. Students will not drive a car to school without a valid license, parking permit, and automobile insurance. Students will not visit their cars during class time or between classes without permission from the office. Students are not allowed to transport or ride with others to athletics or ICTC.

Any student found to be in violation of school parking lot rules, speed limit rules, or driving in a reckless manner may be assigned detention suspended for 20 school days, and/or receive ISS for the first offense and for the remainder of the semester, or possibly the next semester, for the second offense as well as additional days of ISS. No student parking will be allowed on the west side of the high school building until 3:05 P.M.

LOCKERS

Lockers are issued each year for the convenience of the students. All lockers should be kept locked at all times. Students are not to give their combinations to others and will not share lockers. Article 20, Section 489 of School Laws of Oklahoma states school lockers, desks, and

other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such a search.

EMERGENCY DRILLS

Sallisaw High School has established procedures for dealing with a wide range of crises and emergency events. Routine drills and practice sessions are conducted periodically to ensure our preparedness. Drills and practice sessions are intended to teach students proper behavior and appropriate responses in emergency situations. All teachers and students should be familiar with the evacuation pattern for any room they occupy. Students are expected to listen closely to adults and follow their directions quickly during all drills or actual emergencies.

PUPILS - SEARCHES

The Superintendent, Principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or 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, wireless telecommunication devices, 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 a least one other authorized person, said person to be of the same sex if practicable.

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

GRADUATION REQUIREMENTS

It is the policy of the Board of Education that a minimum of twenty-five (25) units of credit be earned in the subject areas listed under “Types of Diplomas” to be eligible for graduation. At

least nineteen (19) of the twenty-five must be earned in the top three (3) grades (10, 11, and 12). In order to graduate from the district, students shall complete the following core curriculum units at the secondary level. **No Senior will be allowed to participate in a baccalaureate or the commencement exercise if they are not enrolled in all classes needed to meet graduation requirements. Seniors who are only one credit short in meeting graduation requirements may go through baccalaureate and or graduation activities.**

TYPES OF DIPLOMAS

The Sallisaw School District offers three types of diplomas: Standard Diploma, College Preparatory/Oklahoma Promise, and Diploma of Honor. During their students eighth grade year or upon enrolling in high school, parents will sign which diploma their student will be pursuing. The student will receive guidance from counselors to determine the proper course of study for the goals of each student. *Students who move from another state for or during their senior year may be allowed to graduate with requirements of the state and school formerly attended.

*** STANDARD DIPLOMA**

4 units of Language Arts (4 English or ACE Remediation)
3 units of Math (at least Algebra I)
3 units of Laboratory Science (at least Physical Science and Biology I and one course equal to or above in rigor)
4 units of Social Studies
½ unit Oklahoma History/ ½ unit of Geography
1 unit US Government
½ unit World History, ½ unit Personal Financial Literacy
1 unit US History
2 units of Arts (Music, Art, Humanities, or Speech Drama / Debate*)
1 unit of computers or foreign language
9 units of electives

25 Total Units

2 Units of the same Foreign Language is highly recommended.

***New requirement beginning with the 9th grade class of 2015-16**

***COLLEGE PREPARATORY DIPLOMA**

4 Units of Language Arts (same as Standard Diploma)
3 Units of Math, Alg I, Alg II, Alg III, Geometry, Trig, and or Calculus.
3 Units of Laboratory Sciences (same as Standard Diploma)
4 Units of Social Studies (same as the Standard Diploma)
2 Units of the same Foreign Language or Non-English language or 2 Units of Computer Technology

2 Units of Arts (same as Standard Diploma)

7 Units of electives earned at the high school and/or Tech Center courses approved for college admission.

25 Total Units

***DIPLOMA OF HONOR**

4 units of Language Arts (same as Standard Diploma)

4 units of Math (Minimum of Algebra I, and II, Geometry, and College Algebra/Trigonometry)

4 units of Lab Science (Minimum of Physical Science, Biology I, and two other upper level sciences)

4 units of Social Studies (same as Standard Diploma)

2 units of Arts (same as Standard Diploma)

1 unit Computer Technology (at least Fundamentals of Technology)

2 units of Foreign Language

6 units of electives

27 Total Units

*Must have 9 AP/Pre-AP courses in the four core areas and at least a 3.5 cumulative GPA

*Beginning with the Freshman 2013 all eighth grade classes applied to high school credit will be calculated for high school GPA.

Those students pursuing a Diploma of Honor must have all Correspondence Courses completed and final grades transcribed at the same time the first semester grades are posted for the Fall Semester of Senior year in order to qualify for Distinguished Honor Graduate.

ACADEMIC LETTERS

Sallisaw High School desires to recognize those students who excel in academics by awarding them an academic letter. In order to emphasize their scholastic nature each letter will embody the lamp of knowledge. They are to be awarded at the end of each school year. To be considered for the award the student must be in attendance at Sallisaw High for the complete school year. For grades 9-12 the letter will be awarded on a cumulative grade point average as follows:

9th grade- 4.0

10th grade- 3.80

11th grade 3.75

12th grade- 3.50

Only one letter will be given to a qualifying student, bars will be given to those students who qualify in subsequent years.

ENROLLMENT

All Sallisaw High School students must be enrolled in seven classes unless enrolled in concurrent enrollment or ICTC. SB1105 (2016) Returning seniors are only required to attend school the number of hours to complete graduation requirements.

CONCURRENT ENROLLMENT ONLINE COURSES

Sallisaw High School Seniors and Juniors may substitute a unit of elective credit for each 3-hour concurrent enrollment class, distance learning or online class. The student must successfully complete the course with a grade of “C” or above. Approved concurrent classes will be determined by the college. No high school grade will be awarded or calculated in the grade point average; it will only substitute a unit of high school elective credit. A total of three units (9 college hours) may be earned. More concurrent classes may be taken, but only three units will be awarded.

A principal will determine approval of the institution granting the college credit, online class or distance learning class prior to student enrollment.

ONLINE CREDIT RECOVERY POLICY

Students who are deemed deficient in credits will be eligible to participate in this program. Prior to each school year a list of eligible students will be considered by a committee of counselors and administrators to determine which students should be placed in this program. The committee will also decide how many elective courses will be replaced by the online course and completion goals and plans to assist the student in recovering all deficient credits.

Students may attend class in the computer lab under supervision, in lieu of an elective. Attendance and progress will be monitored daily and progress grades will be given both quarterly and at the end of the semester. When students have successfully completed their deficient requirements they will be released at the end of the semester to enroll in other electives.

STUDENT COUNCIL & CLASS OFFICERS

Qualifications for the Student Council & Class Officers are:

1. A student may not hold more than three elective offices at any time.
2. A student has the option of resigning a position in order to accept another.
3. Meetings for the election of officers must be approved by the principal.
4. Student Council Officers and Representatives must have and maintain a 3.0 GPA.

STATE HONOR SOCIETY

Qualifications for the State Honor Society are:

1. The student must be in the top 10 percent of his class.
2. Sophomores, Juniors, and Seniors will be selected on the basis of grade point average for 2nd semester of the previous year and the 1st semester of the current year.
3. Freshmen will be selected on the basis of GPA for the first semester of the current year.

NATIONAL HONOR SOCIETY

The first time a student may apply is after Sophomore First Semester Grades are received.

Qualifications to be considered for the NHS are:

1. The student must have a 3.5 cumulative GPA and submit a complete application to the NHS Sponsor.
2. This average must be on a schedule containing a minimum of four core subjects each semester.
3. Leadership, character, community service, academics, and teacher evaluations are criteria considered by a faculty council.

LIBRARY BOOKS AND TEXTBOOKS

Textbooks are purchased and furnished by the State of Oklahoma and, therefore, are the property of the state. These books are expensive, large sums of money are spent each year so that students in Oklahoma may have free textbooks.

Pride should be taken in the care and maintenance of books. Students should not write or mark in them in any way. Any student who abuses books will pay for the book at replacement cost.

Students will be required to pay replacement cost for any lost text or library book that is checked out to them. The replacement of a defaced or removed barcode will cost the student \$3.00 per barcode.

STUDENT ORGANIZATIONS

HB 1826 directs that school districts annually notify parents and guardians about clubs and organizations sponsored by or under the direction and control of the school. Sallisaw High School currently has the following clubs or organizations:

Student Council

Spanish Club

National Honor Society

Math and Science Club

Drama Club

FFA

Native American Club

FFA

FCCLA

BPA

Sallisaw Youth Coalition (SYC)

Recycling Club

Independent Art Study Club

Art Club

Bass Fishing Club

Leadership Team

Any parent not wanting their child to be involved in one of the above listed organizations must notify Sallisaw High School in writing.

REGULATIONS REGARDING STUDENT INITIATIONS

It is the policy of the Sallisaw Board of Education that all administrators and teachers of Sallisaw Public Schools enforce the following regulations regarding the initiation of students by other students or teachers as defined in the following statements.

No student or employee of Sallisaw Public Schools is to take part in, encourage, or approve of any student participation in the illicit act of “initiating” any student of Sallisaw Public Schools. Initiation is to be defined as any rite, ceremony, or ordeal as pertains to “hazing” or physical or mental harm. The term hazing is to be defined as harassment by banter, ridicule, criticism, threat, or act of physical harm.

Furthermore, initiation as defined here is to be distinguished from the act of installation which shall be an approved function for students of Sallisaw Schools as defined here. Installation is defined as the socially endorsed induction of students, by teachers, sponsors, or other students, into an office, rank, dignity, or membership of any school sanctioned organization.

Additionally, installation will carry the connotation of being an activity of benevolence to those involved.

ACTIVITY TRIPS

Students representing the school at out-of-town events will be required to ride the bus to the event site. The return trip may be altered only with parental permission; arrangements will be made with the sponsor of the activity in advance of the trip. Activity trips are a privilege for students. Any student that has not been in compliance with school rules and policies may be denied this privilege as well as attendance at other school sponsored events.

ACTIVITY/ATTENDANCE REGULATIONS

The maximum number of absences for activities, whether sponsored by the school or an outside organization, which removes the student from the classroom shall be ten (10) days per school year. Activities to be included in the ten days are: All sports, music, speech, 4H, drama, debate, student government, class (grade) meetings, and 1 college day for juniors/seniors (additional

days may be allowed at the discretion of administration). Students need to bring an official document to the office from the college when they return from a college visit. Technology Centers are included.

Excluded are: (1) participation by athletes for meets, tournaments, and contests sponsored by the Oklahoma Secondary Schools Activities Association (OSSAA) as a part of the State's playoff systems for OSSAA recognized sports and activities, i.e. district, regional and state levels; (2) assemblies; (3) field trips; (4) scholastic contests; (5) school sponsored picture taking; (6) senior class graduation business (measuring for caps and gowns or purchase of announcements; (7) orientations by college recruiters; (8) one visit by a senior to a college he is considering attending; (9) purchase and fitting of school rings; (10) serving as a page in the Legislature; and (11) state and national level contests of the State Vocational Board of Education for which the right to compete must be earned. If a student is enrolled in an activity class and is away from school for that class during the time it is scheduled, it is not considered an absence for an activity. Students must be scholastically eligible in order to miss class for an activity.

DETENTION

Noon detention for 1st lunch is from 10:45 to 11:15 am and for second lunch is 11:45 am to 12:15 pm. A sack lunch will be available to students that are assigned lunch detention. Students are not allowed to bring food or drink to lunch detention.

RULES FOR DETENTION

1. Be on time. Tardies will be considered as an absence.
2. No talking.
3. Bring your studies and work.
4. No sleeping.
5. Students will be offered a Sack lunch while in Noon detention.
6. Students will be dismissed by the D-Hall Instructor when time has been successfully completed. Students must make sure they have received the D-Hall Instructor's dismissal.
7. Violation of any of the above will result in additional detention days.
8. Students who fail to go to the assigned D-Hall may be assigned ISS or suspended at the principal's discretion.

SCHOOL BUS CONDUCT

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

Students should conduct themselves while under the supervision of the bus driver as though the driver was a teacher. Students who cannot conduct themselves properly on the buses will be

expected to find other means of travel. Students are to remain seated and should refrain from rowdiness and from making distracting noises. Wireless speakers are prohibited.

CAFETERIA

While each student is in the cafeteria or going through the lunch lines, he/she is expected to act respectfully towards others. Cutting in line will not be allowed. Students are to leave the table clean when finished. The throwing of any items is not allowed during lunch. During lunch periods, students are not allowed to be in the halls or the gym area. Students are to remain in the cafeteria or the commons area. No one is allowed to eat outside during lunch time or before school.

CHEATING OR PLAGIARISM

Cheating is not acceptable behavior regardless of the form it takes. Students guilty of cheating on a test or homework assignment will be given a zero for that test or assignment. Plagiarism on a report or term paper will result in a zero for that assignment also. Plagiarism is defined as, “to steal and use the ideas and writings of another as one’s own.” Students may be assigned ISS or Suspended for cheating or plagiarism.

HIERARCHY OF BEHAVIORS

The students will accept the punishment, as designated by the administrator and/or teacher, or be suspended from school until a parent or guardian returns with him or her for a conference with the administrator and teacher involved.

LEVEL I MISBEHAVIOR

INFRACTION

- Unexcused tardiness
- Disruption of class or assembly
- Lunchroom misconduct
- Inappropriate display of affection
- Failure to bring materials to class
- Failure to do assigned class work
- Use of mischief making devices
- No signed hall pass

PENALTIES

- A student/teacher conference
- In class-disciplinary action
- Assigned school duties other than class work
- A student/counselor conference
- A parent/teacher conference
- A student/teacher/principal conference
- Exclusion from extracurricular activities
- A student/parent/teacher/principal conference
- Detention or ISS
- Campus-site service

LEVEL II DISRUPTIVE AND DISORDERLY BEHAVIOR

- Cutting class
- Leaving school without permission
- Truancy
- Bus misconduct
- Profanity
- Altering or disrupting school records
- Defacing school property
- Harassment of students or personnel
- Immoral conduct
- Disrespect for school personnel
- Cheating
- Display of Affection (second or more offenses)
- A student/parent/principal conference
- Exclusion from extracurricular activities
- Detention or ISS
- Campus-site service
- Withdrawal of privileges
- Financial restitution
- Suspension
- Involve law enforcement

LEVEL III ILLEGAL BEHAVIOR

- Theft/destruction of school property
- Assault (verbal or physical)
- Fighting
- Vandalism
- Use or possession of drugs or alcohol
- Possession, threat, or use of a weapon
- Reckless driving
- Possession or use of fireworks
- Possession or use of tobacco
- Detention or ISS
- Campus-site service
- Exclusion from activities
- Suspension
- Expulsion
- Refer to court related services
- Involve law enforcement
- Financial restitution

OUT-OF-SCHOOL ACTIONS

Sallisaw Public Schools recognizes that the out-of-school conduct of students who attend Sallisaw High School are not normally a concern of the school, however, the school district believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect on the normal operation of our school.

Therefore it is the policy of the school district that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school.

Such activity can include, but not limited to, the following;

1. Damaging school property.
2. Engaging in activity which causes physical or emotional harm to other students, teachers, or other school personnel.
3. Engaging in an activity which directly impedes discipline at school or the general welfare of the school activities. (Reference: 70 O.S. 6-114)

IN SCHOOL SUSPENSION RULES

The rules for In-School Suspension (ISS) is as follows:

1. Students must bring all books and materials to class. A library book should also be brought.
2. A building administrator will assign the length of time a student will be assigned to ISS and will consist of whole days. Half days and partial days may not count toward days assigned.
3. ISS will begin at 8:05 am and end at 3:00 pm.
4. Students will eat lunch in the cafeteria between the two regularly scheduled lunch periods. A sack lunch will be available. Students in ISS will not be allowed to bring food or drink.
5. Tardies will not be permitted and the high school administrators will have the option of adding additional days for tardies.
6. If a student is ill and cannot serve his or her time in ISS, we must have a parent phone call, notes will not be accepted. Unexcused absences will result in the student receiving additional days in ISS. The missed day moves to the day you return, you will serve your time.
7. Students will not be allowed to bring anything to ISS except books and assignments needed to complete. There will be no talking, gum, candy, soft drinks, or electronic devices allowed in ISS.

8. Cell phones are to be turned in to the assistant principal or principal before the student goes to ISS. They may be picked up when the student is released from ISS.
9. There will be no breaks allowed between classes. The ISS instructor will allow periodic restroom breaks.
10. Students assigned to ISS will not be allowed to participate or attend any school activity on the days assigned.
11. Discipline problems will not be tolerated in ISS. Students who do not cooperate may be suspended off-campus. The conditions for returning to school after such a suspension will be to serve the remaining time in ISS.
12. ISS is not free time. Students will be required to complete all assignments assigned by the instructor.

DISCIPLINARY ACTIONS

The use of the computer resources is a privilege, not a right. Violation of the Computer Lab Policy may result in one or all of the following consequences.

- Termination of computer and or Internet access
- Removal from computer class
- Disciplinary action by the Principal
- Restitution
- Reporting to authorities if Federal or State laws are violated.

DRUG TESTING FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES

The Board of Education of the Sallisaw School District, in order to protect the health and safety of students participating in extracurricular activities and to educate and direct students participating in extracurricular activities away from drug and alcohol use and abuse, has adopted a drug testing policy.

Statement of purpose and intent;

1. It is the desire of the Board of Education, administration, and staff that every student in the Sallisaw School District refrains from using or possessing, alcohol and illegal or performance enhancing drugs. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in extracurricular activities. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.
2. Participation in school-sponsored extracurricular activities in the Sallisaw School District is a privilege, not a right. Students who participate in these activities are respected by the

student body and are expected to conduct themselves as good examples of behavior, sportsmanship, and training. Therefore, these students carry a responsibility to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.

3. Sallisaw High School strives to create an educational environment free of alcohol and illegal and performance enhancing drug use. This policy is not intended to be disciplinary or punitive in nature. It is intended to educate, intervene, and prevent students from potential harm from inappropriate drug use. Students and parents may obtain a complete copy of the Sallisaw Public Schools Drug Testing policy from the Principal or the Athletic Director of Sallisaw High School.

NCAA ELIGIBILITY

Student athletes who are considering participation in college sports must be knowledgeable of the NCAA Eligibility requirements. Students may receive a copy of those requirements in the High School Counseling Office.

TORNADO DRILL POLICY

Sallisaw Schools strive to ensure the safest possible environment for student learning. Periodic safety drills will be conducted to provide both students and staff with needed information and to assure their safety in case of an emergency such as fire, tornado, crisis, etc. In accordance with the policy of the Sallisaw School Board of Education, tornado drills are to be conducted at least two times per school year, once in September and once in March, to ensure that students and school personnel know what they are to do when a signal for a tornado has been given.

CPR/AED Training

Oklahoma law requires public school students in ninth through twelfth grade to complete CPR and defibrillator training course at least once before graduation.

MENINGOCOCCAL DISEASE

According to Oklahoma School Law, we are required to provide parents with information about Meningococcal Disease. You may obtain an English or Spanish version of this information from your child's building nurse or counselor at any time. This information is also published on the Sallisaw School District website which is www.sallisawps.org. If you have questions, please contact the Sallisaw School Nurse at 775-6561.

CONCURRENT ENROLLMENT

Beginning with the graduating class of 2020, core concurrent enrollment courses (English, Math, Science, and Social Studies) will be credited as advanced courses for equivalent SHS courses.

Concurrent enrollment Humanities will be credited as a fine arts credit for graduation purposes. Other concurrent courses will be credited as SHS elective credits.

Concurrent enrollment will affect class rank and GPA. If you need more information, please contact your student's counselor.

MILITARY STUDENTS

Children of military families who move from another state and who have satisfactorily completed a similar state history class in another state is exempt from the Oklahoma History graduation requirement.

APPROPRIATE USE POLICY

Sallisaw Public Schools (SPS) provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by SPS teachers and administrators, and to demonstrate good digital citizenship and ethical behavior at all times.

SPS uses a filtering system to track and monitor all computer and Internet use on the SPS network. The system is designed to prevent access to educationally inappropriate sites. SPS educators can request that a specific site be blocked or unblocked by contacting the Chief Technology Officer (CTO). It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher. Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber crimes:

Criminal Acts: These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

Libel Laws: Publicly defaming people through publishing material on the Internet, email, etc...

Copyright Violations: Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on

the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

By signing the Acceptable Use Policy, students and parents/guardians acknowledge the following rules and conditions: As a Sallisaw Public School student, I understand that the use of the school network and email is a privilege, not a right. I understand that my school network and email accounts are owned by SPS and are not private. SPS has the right to access my information at any time. I understand that SPS administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement. I will use technology in a manner that complies with laws of the United States and the State of Oklahoma. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.

STUDENT RESPONSIBLE USE:

1. **I am responsible for my computer account and email account.** I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
2. **I am responsible for my language.** I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
3. **I am responsible for how I treat other people.** I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
4. **I am responsible for my use of the Sallisaw Public School network.** I will use SPS computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any SPS computer resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the SPS network for illegal or commercial activities is prohibited.
5. **5. I am responsible for my conduct on all online sites.** I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.

6. **I am responsible to be honest while I am online.** I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out emails, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
7. **I am responsible for protecting the security of the Sallisaw Public Schools' network.** I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
8. **I am responsible for protecting school property.** I understand that vandalism is prohibited. Any damage done to school property will be subject to disciplinary action and restitution for damages. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).
9. **I am responsible for respecting other people's property online.** I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download and/or stream materials protected by copyright including, but not limited to, music and movies.
10. **I am responsible for following school rules whenever I publish anything online.** I will follow all guidelines set forth by the SPS and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including but not limited to: blogs, wikis, and discussion forums.

Acceptable Use Policy for Networks, including the Internet, Students & Parents/Guardians:

REFERENCE: 21 O.S. §1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

DISCIPLINARY ACTIONS

The use of the computer resources is a privilege, not a right. Violation of the Computer Lab Policy may result in one or all of the following consequences.

Termination of computer and or Internet access

Removal from computer class

Disciplinary action by the Principal

Restitution

Reporting to authorities if Federal or State laws are violated.

GRADUATION/BACCALAUREATE

Graduation and baccalaureate are dignified celebrations of student accomplishments. Only school approved tassels, stoles and honor cords may be worn over the gowns at graduation and baccalaureate. Students are not allowed to decorate their cap/mortarboard.

TESTING REQUIREMENTS

HB 3218 (2016) repeals End-of Instruction testing graduation requirements. The EOI's will be replaced with Grade 10 assessments in Math, English Language Arts, and Science for the 2016-2017 school year. U.S. History must be tested once during high school. Juniors will take a Science Content Assessment which is aligned to the Oklahoma Academic Standards for Science in addition to the ACT test. HB 3218 directs districts to "adopt a plan that establishes the assessment or assessments those students are required to take in order to graduate from a public high school with a standard diploma". Local graduation requirements policy adopted by the district board of education may exceed state requirements for graduation.

PROM

Prom guests must be under the age of 21 and approved by the principal prior to the prom. Unless guests have already graduated, they must be enrolled in school or home-schooled. Sophomores may attend if invited by a current SHS Junior or Senior.

ONLINE COURSE PROGRAM

Welcome to eLearning, a nontraditional approach to learning. If you are interested in using Edgenuity you will be required to sign a student contract. Here are a few of the rules for using Edgenuity.

If you are working outside of the school day only, you will need to work a minimum of 7 hours a week per course. You will have access to a calendar of due dates that will keep you on track to complete your courses as scheduled. Each grade will be figured in on your grade point average.

If you are using Edgenuity in addition to a traditional classroom setting you will be required to work a minimum of 7 hours a week per course. You will have access to a calendar of due dates

that will keep you on track to complete your courses as scheduled. Each grade will be figured in on your grade point average.

If you do not log in and work for 10 consecutive days you will be dropped from the program and given an F for the course. Each grade will be figured in on your grade point average.

If the course is not completed in the time allowed you will receive an F for the course. Each grade will be figured in on your grade point average.

An SHS staff member will check in with you at least once a week using the eLearning communication system. Please reply to my first correspondence by confirming your receipt as well as providing me with a contact phone number for you and a parent email address if possible.

We will help you with test-taking and study skills strategies, content learning support, course pacing support and milestone achievement as well as Email support.

If you are interested in using Edgenuity, please see the counselor they will have you fill out an online form to be reviewed for eligibility into the program.

INDEX

Academic Letters	27
Accident Insurance	23
Activity and Attendance Regulations	30
Activity Trips	30
AP/Pre-AP Classes	21
Appeals to Suspension/Due Process	11
Asbestos Notice	17
Athletic Physicals	23
Attendance Policy	06
Bullying	13
Cafeteria	31
Cell Phones	15
Change of Address	24
Cheating or Plagiarism	32
Check-out Procedures	12
Children in Special Need	17
Class Rings	23
Closed Campus	08
Appropriate Use Policy	37

Code of Student Conduct	04
Concurrent Enrollment	28
Deliveries	10
Department of Public Transportation	07
Rules	
Detention	31
Dress and Appearance	19
Drug-Free Policy	14
Drug-testing for extracurricular activities	35
Eligibility	08
Emergency Drills	25
End of Instruction testing	36
FERPA	16
Fighting	12
Funerals	24
Grading Policy	20
Graduation Requirements	25
Graduation and Baccalaureate Attire	40
Grievance Procedures	17
Guidance and Counseling	24
Hall Passes	06
Hierarchy of Behaviors	32
Honors Graduates	21
In-School Suspension	34
Laser Pointers	16
Library Books/Textbooks	29
Lockers	24
Make-up work	09
McKinney-Vento Act	16
Mission Statement	04
Motor Vehicles	24
National Honor Society	29
NCAA Eligibility	36
Notice of Family Rights and Privacy Act	16
Online Credit Recovery	28
Out-of-School Actions	33
Proficiency Based Promotion	17
Prom	40

Pupil Searches	25
Reading Proficiency	18
Report Cards and Progress Reports	22
School Bus Conduct	31
School Calendar	03
Senior Pictures	23
Sexual Harassment Policy	13
State Honor Society	28
Student Classification	22
Student Council and Class Officer	28
Student Initiation	30
Student Records	18
Student Organizations	29
Suspension	10
Tardiness	07
Tech Center Transportation Policy	08
Telecommunications and Electronic Devices	15
Telephone Calls and Messages	09
Test Requirement Policy	40
Testing	20
Threats	13
Tobacco/Simulated Tobacco	14
Tornado Drill Policy	36
Truancy	07
Types of Diplomas	26
Unexcused Absences	07
Vending Machines	16
Visitors	19
Weapons Free Policy	12
Withdrawal	10
Zero Tolerance	12

