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Welcome Back Students!

We are all very excited about the new school year. It is our wish that you take pride in Vanoss School; we hope that you become involved in your school through vocational programs, clubs, and extracurricular activities. We believe that these activities, coupled with the knowledge acquired in the classroom, enrich your school experience and provide a foundation by teaching you valuable life skills. We hope that you choose to participate in some of the following:

Academic Bowl	FFA
Art Club	Interscholastic Competitions
ATAE	Science Club
Basketball	Softball
Baseball	Student Council
BPA (FBLA)	VICA (ATAE)
Cheerleading	4-H
Chorus	FCA
JOM	

No student or person associated with Vanoss School is to engage in hazing. Hazing is defined as any activity, which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to Vanoss School.

FORWARD

The purpose of this handbook is to acquaint students, parents, and teachers with the program of studies, student organizations, regulations, and practices of the Vanoss Public Schools. Students will find within these pages the answers to many of their questions. Parents are urged to familiarize themselves with the contents of this book in order that they may better understand the program of the school.

Attending school should be highly enjoyable. It is also an exceedingly serious matter that depends on a high degree of cooperation between the home, the school, the teacher, and the student. Without cooperation and understanding on the part of all concerned, the maximum benefits of an education cannot be obtained.

Our school operates with as few regulations as possible. It is a well-known fact that greater cooperation brings fewer restrictions, and on the other hand, poor cooperation brings the need for more regulations. Teamwork is necessary to make the most of school days.

To Students:

Student problems are fewer in number when it is known what is expected. The following list of expectations, if followed, will develop the qualities of citizenship that will help our students excel.

- Attend school regularly.
- Be on time for school and all classes.
- Move promptly and quietly through the halls between classes.
- Support school activities.
- Cooperate with all teachers, student officers, cheerleaders, chaperons, and other officials.
- Be orderly in conduct at all assemblies and events.
- Be courteous and honest in your relationship with others.
- Respect those in authority and leadership.
- Listen attentively to all announcements and check bulletin boards regularly.
- Complete assignments regularly and carefully.
- Await recognition by the teacher before speaking in class.
- Respond constructively to class discussions.
- Voluntarily make up work after and before absences.
- Depend on yourself in examinations.
- Do not expect or request special privileges.
- Help keep the building and grounds neat and clean.
- Do not deliberately deface or destroy school property or the property of others.
- Be proud to be a member of Vanoss School. Support Vanoss.

To Parents:

Your desire for your child and the desire of the school are the same – to give him or her the best possible guidance toward the realization of his or her highest capacities. To accomplish this goal, full cooperation between the home and the school is essential.

The following suggestions are intended to help you make the fullest possible contribution to your child's success in school.

- I. Regular and punctual attendance is the greatest single factor in school success. Therefore you should:
 - Put school first in your child's program.
 - See that he has at least eight hours sleep each night prior to a school day.
 - See that he practices good health habits.
- II. A minimum of one hour home study each day is essential to good schoolwork. You should therefore:
 - Provide a quiet, well-lighted place for this study away from television, radio, telephone, family conversations or other interruptions.
- III. A wholesome attitude toward school is essential not only to success in school, but also to good mental habits. The wise parents will, therefore, bring his questions and problems to the administrators and teachers personally and **refrain from criticizing the school to the child**. Discourage destructive criticism.
- IV. You may further help the school by:
 - Writing full explanations for absences and signing them yourself or notifying the principal by phone. Please notify the school as soon as possible when you know your child will be absent.
 - Studying reports carefully. They will be issued each nine weeks. Progress reports will be given to students soon after the middle of each grading period.
 - Realizing that progress reports may not reach you due to circumstances uncontrolled by the school.
 - Immediately calling for a conference with the teacher and the principal at any time you consider it would benefit the student. Conferences may be arranged by calling the teacher or principal involved.

- Refraining from telephoning students during school hours except for actual emergencies.
- Making it your business to know your child's teachers.
- Attending extra-curricular activities with your children.

SCHOOL HOURS

Beginning with the 2010-11 school year, classes will begin at 8:15 a.m. and will end at 3:10 p.m.

ASBESTOS

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

ALTERNATIVE EDUCATION

Students may be assigned to Alternative Education to meet requirements for graduation by administrators. Credits earned will be transferred to the transcript of Vanoss Public Schools. Students must provide their own transportation to Alternative Education, Pontotoc Technology Center and Concurrent Enrollment at ECU. Once admitted into the program students are required to adhere to rules and policies of the Alternative Education program, Vanoss School and the State of Oklahoma.

ATTENDANCE/ TARDY/ TRUANCY POLICY

Attendance Policy:

Students are expected to be regular and punctual in their school attendance. In order to receive credit for a course, a student cannot be absent more than 8 days each semester. Exceptions for extenuating circumstances may be requested through the principal. A student has the right to a hearing before the attendance committee concerning the violation of the absentee policy. Documentation must be provided at this meeting.

Excused absence is an absence in which the parent or guardian has notified the principal's office before the day the student is not in school or by 10:00 the day that the student returns to school. If an absence is not cleared in this time frame, it will become an unexcused absence. Parents will not be called to clear absences. **(An excused absence still counts as one of the 8 days allowed each semester.)**

Make-Up Work: A student has the number of days missed plus two to make up any missed assignments or tests.

Unexcused absence is defined as being absent from school for no apparent reason and without the parent contacting the school regarding the absence. It is recommended that the student make up the work missed, but a grade of zero will be recorded for any work due during such absences. The school principal has the full authority to discipline any student for being absent or tardy without a valid reason.

Activity absence is a school-sponsored event that is authorized by the school and the student isn't counted absent. A student must also meet the 90% rule in order to miss school for an activity, meaning that a student must be in attendance 90% of the days classes are held. This would equate to missing no more than **four days the 1st nine weeks** and no more than **8 days for the semester**. The same policy would be in effect for the 2nd semester of school. A maximum of 10 activity absences are allowed each year. (Competitions beyond district level aren't considered in this 10.)

Tardy Policy:

Tardiness interferes with the instructional process, which is a detriment to not only the student who is tardy, but to the other students in the class as well. Students are expected to be in the classroom with the necessary books, paper, and pencil when the tardy bell rings. Being late 15 minutes or more will count as an absence in that class. Tardies will accumulate for the entire **semester**. On the third tardy regardless of hour, the student will receive one hour of after school detention. However, **three tardies in any one class will result in one unexcused absence and the loss of semester test exemption.**

Truancy Policy:

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over five (5) years and under eighteen (18) years to neglect or refuse to cause or compel such child to attend and comply with school rules of VANOSS SCHOOL.

It shall be the duty of the attendance officer to enforce these provisions.

Fines for violations of the mandatory attendance laws are \$25.00-\$50.00 plus five (5) imprisonment for the first offense, \$50.00-\$100.00 and up to ten (10) days imprisonment for the second offense, \$150.00-\$250.00 and up to fifteen (15) days imprisonment for the third and subsequent offenses.

Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense.

Semester Test Exemptions:

In an effort to reward students for regular attendance and hard work in the classroom, Vanoss Public Schools has designed a semester test exemption policy. For those students who meet the following criteria, semester tests are not required.

Students will be exempt from taking semester test under the following conditions:

Student has an "A" and no more than three (3) absences.

Student has a "B" and no more than two (2) absences.

Student has a "C" and no more than one (1) absence.

(This is for excused absences only. Students will lose their exemption with only one (1) unexcused absence.)

*Activity absences will not count against the number of exemption absences.

*All other absences will fall under the attendance policy.

*Three (3) tardies will constitute an unexcused absence.

Attendance and Eligibility:

Students who are not in compliance with the attendance policy will become ineligible for extra-curricular activities at the time they exceed the number of absences allowed.

AUTOMOBILES

The following rules will help to establish proper control of student automobiles.

- All students driving vehicles to and from school must obtain a permit from the principal.
- No student will be issued a driving permit unless he has a driver's license.
- On arrival at school, students will park their cars in designated parking areas where they will remain until the end of the school day. No student shall move his or her vehicle during the school day without permission of the principal.
- Fifteen miles per hour speed limit on the road leading to the school will be enforced.
- Students driving cars are not to pass buses loading or unloading.
- Students are prohibited from sitting in their own or other cars parked on or near the school grounds.
- Students will park in the gymnasium parking lot only. Special permission must be given to park elsewhere. All vehicles will park properly (cars will be parked in a line on the east side of the gym facing east or west, side by side only). Random parking will not be allowed.

FAILURE TO COMPLY WITH THE ABOVE RULES WILL RESULT IN SUSPENSION OF DRIVING PRIVILEGES.

BULLYING POLICY

It is the policy of the Vanoss Board of Education to discourage and take steps toward deterring bullying behavior during the regular school day and at extra-curricular activities sponsored by Vanoss School. In accordance with Oklahoma Bullying Prevention Act of 2002, the following plan has been adopted:

Vanoss School to be implemented by all principals at all levels.

- a. Students should not be afraid at school or related activities.
- b. Students should voice fears to bus drivers, monitors, counselors, teachers and or principals.
- c. Students should learn how bullies could become heroes.
- d. Students should participate in grade appropriate "no bullying" activities; such as leadership training, bullying "tally sheets" and poster construction
- e. Both students and teachers should encourage positive role models, who will speak up and out against bullying and violent aggressive behavior.
- f. Students should treat new students in a positive manner.
 - i. Students may be called upon to help a new student learn his or her way around campus and with class schedules etc...
 - ii. Students are encouraged to develop leadership, which may deter bullying.
 - iii. Students should treat all students (including new students) with respect.
- g. High school students may be allowed to ride buses to help prevent bullying.
- h. Students may submit written suggestions concerning bullying in drop boxes.
- i. Students may call 1-888-567-9611 for safety issues concerning bullying. They may choose to be anonymous.
- j. Students exhibiting good citizenship will be recognized through awards such as; certificates, prizes, recognition at assemblies, etc.
- k. The superintendent will appoint a Bullying Prevention Committee (BPC) during the first semester of each year that will be composed of teachers, parents, students, and support staff. The BPC will file a report with the superintendent making recommendations and comments about the Vanoss School Bullying Prevention Plan.
- l. This policy also includes "cyber bullying", which is the use of electronic devises to harass, threaten, or stalk another individual. Cyber-bullying can also be defined as "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devises.

BUS RIDING RULES

I. Previous to Loading (on the road and at school)

- Be on time at the designated school bus stops. Keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful in approaching bus stops.
- Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.
- Students are to be picked up and dropped at designated bus stops only.
- Students will only be allowed to ride assigned bus.

II. While on the Bus

- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Assist in keeping the bus safe and sanitary at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- Bus riders should never tamper with the bus or any of its equipment.
- Leave no books, lunches, or other articles on the bus.
- Keep books, packages, coats, and all other objects out of the aisles.
- Help look after the safety and comfort of small children
- Do not throw anything out of the bus window.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Horseplay is not permitted around or on the school bus.
- Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
- Keep absolute quiet when approaching a railroad-crossing stop.
- In case of a road emergency, children are to remain in the bus.

III. After Leaving the Bus

- When crossing a road, go at least ten feet in front of the bus, stop, check traffic, watch for bus driver's signal, then cross the road.
- Students living on right side of road should immediately leave bus and stay clear of traffic.
- The driver will not discharge riders at places other than the regular bus stop, except, by proper authorization from a school official.

IV. Extra-Curricular Trips

- The above rules and regulations will apply to any trip under school sponsorship.
- Pupils shall respect the wishes of a competent chaperone appointed by school officials.

BUSES

No loitering in buses at any time. Students are not permitted to be in or near the bus at any time of refueling. The emergency door will never be used except in an emergency. The students are expected to follow the written rules posted in each bus. Each driver may assign seats to all students. Buses will not stop at local businesses except in case of emergency.

Parents, please do not follow a bus in order for your children to catch and board a bus. This is very unsafe. If your child misses the bus at his/her designated bus stop, please bring him or her to school or to a designated bus stop at which the bus has not yet arrived.

CAFETERIA

Students will not be allowed to charge meals in the 'Vanoss Cafeteria. All meals must be paid for in advance. The cost of meals will be \$1.00 for breakfast and \$2.00 for lunch. Adult meals are \$1.50 breakfast and \$3.00 lunches. Parents are encouraged to apply for free/reduced meals. For more information call Brenda Scott at 759-2251 Ext. 107.

CHANGING CLASSES

Approval of the principal and the teachers involved must be secured before program changes can be made. Changes in classes must be made during the first week of each semester. Changes will not be made if it causes an overload in a class or other problems.

CIPA

CERTIFICATION OF COMPLIANCE WITH THE CHILDREN'S INTERNET PROTECTION ACT:

Vanoss School installed "SONIC WALL" filtering in September 2003 in order to comply with CIPA and to protect against inappropriate access and /or transmission of materials that may be harmful to minors. "SONICWALL" allows the school to control access to the Internet and computer applications by managing the levels of accessibility, prevention the disclosure of personnel information over the internet, and blocking descriptive search engines results.

CONCURRENT ENROLLMENT

Qualifying juniors and seniors, with the approval of the principal or counselor, may enroll in college courses for college credit. The college course work does not count toward graduation, G.P.A., or class rank, but it will count as part of the student's class load. See the counselor or principal for information.

CORPORAL PUNISHMENT POLICY

Corporal punishment, which does not inflict bodily injury, may be administered by a principal after careful evaluation of the case. In each instance the following guidelines should be followed:

The paddling will be administered in the privacy of the principal's office or similar area with other certified person present.

Students may be paddled for the following offences:

- Use of profane, vulgar or abusive language.
- Deliberate defiance of stated rules.
- Damaging school property or property of another person.
- Fighting or extreme rowdiness.
- Disrespect for authority.
- Leaving campus without permission.
- Other offenses at discretion of principal.

CONTRACT FOR SUCCESS

Vanoss School offers a program for accelerated learning called, Contract for Success (CFS), which allows students the opportunity to progress at advanced pace in the courses in which they are most talented. Although the program varies somewhat from course to course, it generally allows students the option of studying independently for tests, taking tests at a faster pace than the regular class, and doing very little or no daily work.

Students in CFS will be asked to sign a contract with the teacher that will detail their expectations. If students or parents are interested in the CFS, contact the principal at the beginning of the school year.

CRISIS PREVENTION

Vanoss School incorporates crisis prevention techniques following training by a nationally certified crisis prevention instructor. These training techniques will be utilized by trained school employees in those extreme situations when students are non-compliant or when they become a danger to themselves or others.

DANGEROUS WEAPONS/SUBSTANCES

It is the policy of the Vanoss Board of Education that possession of dangerous instruments or weapons in school buildings, on school property, vehicles parked on school property, at school sponsored functions, or while in any school bus or vehicle used by the school for

transportation of students or teachers is prohibited. According to federal law, any student who violates this policy may be suspended from school for a period of not less than one year. The administration may modify the length of the suspension on a case by case basis.

Dangerous instruments or weapons include, but are not limited to: firearms (guns), fireworks, explosives, knives, razors, clubs, chains or other instruments used for assault or injury. Possession of weapon replicas shall be a violation of this policy. No one may use any article as a weapon to threaten or injure another person.

Students are forbidden to possess, use, share, deliver, assist in or participate in the transfer or sale of alcoholic beverages or controlled, illegal, addictive or harmful substances (including non-prescription substances that have a stimulating or depressing effect), or items represented to be any of the above substances, or drug paraphernalia while on school property or at school sponsored events. Students found to be in violation of this policy will be suspended and the police notified.

If a student is exhibiting evidence of intoxication by alcohol, a controlled substance, or non-prescription drug at school or at a school sponsored event, the student's parents or guardian will be notified immediately so that medical attention can be obtained if necessary.

DISCIPLINE

Any and all teachers have the authority to discipline any student at any time during the school day. Students that refuse a teacher's punishment will be referred to the principal. Students who refuse to accept punishment assigned by the principal will be placed in ASD (After School Detention), placed in in-school detention (ISD), suspended out of school, turned over to their parents, or possibly turned over to law enforcement officials. Also, students refusing punishment will be placed on the ineligible list immediately. Students placed in ISD will be considered ineligible for all activities until their assigned punishment has been completed.

DRESS CODE

All students are expected to be groomed and dressed appropriately with respect to the following criteria:

- Cleanliness – Clothing and grooming must be such that they do not constitute a health or safety hazard.
- Clothing – Attire must be adequate to insure a decent appearance. Footwear must be worn at all times. No house shoes shall be worn.
- Educational consideration – Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students. Unnatural coloring of hair or skin will not be tolerated. With ever-changing styles, additional guidelines are established to help maintain high standards. Standards of dress are provided so clothing and/or accessories do not distract from the educational process.
- Skirt and short length shall be no shorter than three inches above the top of the knee cap.
- Apparel with slogans which promote activities prohibited by the school district code of conduct is not permitted.
- Pants, trousers, jeans, walking shorts, etc. are to be worn at the waistline and belts are to be buckled. **No skin will be showing in the waistline area (front or back) standing or sitting.**
- Frayed or purposely torn clothing above the knee will not be allowed. **Saggy and baggy** clothing will not be allowed.
- Clothing and/or jewelry that relates to violence, gang activity, drugs, alcohol or tobacco is not appropriate.
- Accessories such as bandanas, gloves, hats, sunglasses or headgear are not acceptable.
- Clothing normally worn when participating in a school-sponsored extra-curricular or sports activity may not be worn to school unless approved by the principal.
- Cleavage is not allowed to be shown at any time. Shoulder straps must be three-finger width.
- Hoodies are not to be worn on the head inside of buildings.
- No visible body piercing, except for earrings, will be allowed.
- Distracting hair coloring is not allowed.

There may be changes, interpretations or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependant upon safety conditions or situations that develop.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. Disciplinary action may result

DRUG FREE SCHOOL POLICY

It is the intent of Vanoss Public Schools to maintain a drug-free environment. The use, possession, or distribution of illegal drugs is not only against the law, but is also against the school policy and is harmful to everyone concerned.

The unlawful possession of drugs, alcohol, or tobacco products (which includes cigarettes, cigarette papers, cigars, snuff, chewing tobacco, etc.) is also wrong and harmful.

Possession, use or distribution of illicit drugs, alcohol or tobacco products on or near school premises or at a school activity will not be tolerated. Disciplinary action up to and including suspension and referral for prosecution will be imposed if these standards are violated.

Students found guilty of violating this policy will also lose their eligibility (privilege of taking part in all extra-curricular activities) at Vanoss School. A meeting with the student, parent/guardian, and principal would be necessary to re-instate eligibility. If there is more than one violation of this policy, there will be no re-instatement of eligibility.

EMERGENCY DRILLS/EVENTS

Fire drills, tornado drills, bomb threats, and warnings will be communicated through the intercom system. Fire drills will end with an announcement over the intercom system.

Lock downs will be called by administration by use of intercom system or phone. End of lock down will be announced on intercom system or phone.

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT

Vanoss School has a district plan which meets the standards approved by the State Board of Education for providing educational opportunity to all handicapped persons from birth to 21 years of age who have not completed 12 years of education. A detailed summary of the services offered by the school is available in the principal's office or in the office of the Director of Special Services or Vanoss School.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1243g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School Officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Please contact the appropriate principal at 580-759-2623: Jr. High / High School, ext. 101, and Elementary, ext. 108

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

VANOSS SCHOOL OFFERS SPECIAL SERVICES

Vanoss Public School is looking for all children with exceptional needs between the ages of birth and 21 years old who have not received 12 years of education and who are residents Vanoss School District. Vanoss Public School ensures that Special Education and related services will be provided to those who qualify for:

Autism	AU	Specific Learning Disability	SLD
Deaf-Blindness	D-B	Speech or Language Impairment	SI
Deafness	D	Traumatic Brain Injury	TBI
Hearing Impairment	HI	Developmental Delays	DD
Mental Retardation	MR	Serious Emotional Disturbance	SED
Multiple Disabilities	MD	Orthopedic Impairment	OI
Visual Impairment	VI	Other Health Impairments	OHI

The following may be provided to those who qualify: Screening, education and **related** services evaluation; individual education programming, related services such as speech therapy; and referral to other agencies for assistance.

For more information contact: LaDeana Andrews Telephone: 580-456-7312
Address: 4665 CR 1555, Ada, Ok. 74820
Email: landrews@roff.k12.ok.us

FOOD/DRINKS

Any food or drink items will not be allowed in the classrooms, hallways, or lockers.

GRADING SCALE

Grade reports are issued at the end of each quarter. Progress reports are issued during the fifth week of each grading period (9 weeks). Final grades are issued at the end of each semester, and it is these semester grades that are recorded on a student’s official transcript for 9-12. Parents are encouraged to contact teachers and counselors any time during the school year regarding a child’s progress.

Grades are assigned by the following scale:

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

Students with “F” grades are placed on the failing list. The first week on the ineligible list places that student on probation for extra-curricular activities. The second consecutive week deems the student ineligible to participate in any activity.

GRADUATION REQUIREMENTS

In order to graduate from a public high school accredited by the State Board of Education **with a standard diploma**, students must pass Algebra I and English II of the EOI test and any two (2) of the remaining five (5) which include Biology I, English III, Geometry, US History and Algebra II. Students must also complete 24 units of High School credit including the following college preparatory/work ready curriculum units or sets of competencies at the secondary level:

These units must include

ENGLISH	4 UNITS
MATHEMATICS	3 UNITS
SCIENCE (LABS)	3 UNITS
SOCIAL STUDIES	3 UNITS
THE ARTS	1 UNITS
FOREIGN LANGUAGE	2 UNITS
(must be 2 units of the same foreign language) or	
COMPUTER TECHNOLOGY	2 UNITS

The remaining units may be acquired at the student's discretion as electives. Any exceptions must be approved by a majority of the Secondary Administrative staff.

Beginning with the 2006-2007 school year, 8th grade students entering the entering the 9th grade will be required to complete the college preparatory curriculum as set in law by Senate bill 982. The parents/guardian may give approval fro their child to enroll in the existing state high school graduation requirements.

ACHIEVING CLASSROOM EXCELLENCE ACT OF 2006

Beginning with students entering the ninth (9th) grade in 2008-2009, every student shall demonstrate mastery of the state academic content standards in the following areas in order to graduate form a public school with a standard diploma.

1. Algebra I;
2. English II (with a writing component)
3. Two of the following
 - a. Algebra II,
 - b. Biology I,
 - c. English III (with a writing component)
 - d. Geometry, and
 - e. United States History

To demonstrate mastery, the student shall attain a satisfactory score on the end-of-instruction criterion-referenced tests.

Students who do not attain a satisfactory score on any end-of-instruction test shall be provided remediation and the opportunity to retake the test until at least a satisfactory score is attained on the tests of Algebra I, English II and two (2) of the tests required or and alternative test.

Remediation may be provided by means which may include, but are not limited to retaking the class, extended time during the school day, a summer academy, tutoring, online coursework, or other supplementary services.

Testing will be offered (3) times a year.

Remediation and re-testing will not be required once the child has attained a satisfactory score in Algebra I, English II, and two (2) of the other five (5) required tests.

OHLAP

The Oklahoma State Regents for Higher Education offer **OKLAHOMA'S PROMISE—OHLAP** as a way for students to pay for college.

APPLICATION REQUIREMENTS

To enroll in the OHLAP program, a student must be:

- A. an Oklahoma resident
- B. enrolled in the eighth, ninth, or tenth grade in an Oklahoma high school.
- C. the child of parents, custodians or legal guardians who earn less than \$50,000 per year.

OHLAP APPLICATIONS MUST BE:

- A. **COMPLETED DURING THE SCHOOL YEAR IN THE STUDENT'S EIGHTH-,NINTH-, OR TENTH GRADE YEAR AND**
- B. **WITNESSED BY THE STUDENT'S PARENT(S), CUSTODIAN(S), OR LEGAL GUARDIAN(S) WHO ALSO AGREE THE STUDENT WILL COMPLY WITH OKLAHOMA'S PROMISE—OHLAP REQUIREMENTS.**

REQUIRED OHLAP COURSES

ENGLISH	4 UNITS
LAB SCIENCE	2 UNITS
MATHEMATICS	3 UNITS
HISTORY AND CITIZENSHIP	3 UNITS
FOREIGN LANGUAGE	2 UNITS
(both units must be in the same language) OR	
COMPUTER TECHNOLOGY	2 UNITS
(one foreign language and one computer technology will not meet this requirement)	
ADDITIONAL UNITS LISTED ABOVE	2 UNITS
FINE ARTS	1 UNIT

For more information contact Gary Johnson, Counselor.

GUN FREE SCHOOLS POLICY

Any student who brings a firearm to school will be expelled from school for a period of one year. The superintendent or superintendent's designee will review each incident and may modify the expulsion requirement on a case-by-case basis. The procedures that appear in the "Policies and Procedures for Special Education in Oklahoma" will be followed regarding the suspension of any student with disabilities.

HOLIDAY DELIVERIES

Vanoss School will not accept any holiday deliveries.

HOMEWORK

Teachers may assign noon detention to any student who fails to complete assignments.

IMMUNIZATIONS

All students must be in compliance with the state law on immunizations.

INTERNET AND NETWORK ACCEPTABLE USE AND SAFETY POLICY Revised November 4, 2008

All students of Vanoss Public Schools will be required to complete and have their parent/guardian sign an Internet access conduct agreement. Until the agreement is completed, the student will not be allowed access to the Vanoss Public Schools network of Internet access. A copy of the agreement will be distributed the 1st day of classes. Violation of any of the rules and regulations may result in a loss of access by the student, as well as other disciplinary or legal action

LATCH KEY

Afternoon latchkey is available for students PK through 6th grade whose parents' work or attends school. Afternoon latchkey is at the Pickett Site until no later than 5:30 p.m. Students must be properly enrolled to attend. Parents must have documentation of work or school at time of enrollment. The cost will be \$3.00 per child for the afternoon session. These services are offered on a prepay basis only. Any child using latchkey services that hasn't prepaid will be charged \$6.00 per child per day. There will be a \$1 charge per minute past 5:30 p.m. that a child is picked up late and DHS will be called after 6:00 p.m.

LEAVING CAMPUS

Any student who leaves campus for course work or any school related activity may transport only themselves to that course work or activity, or be transported by an approved adult, regardless of the students age.

LIBRARY /TEXTBOOK POLICY

- In the event a book (or non-print item) is lost or damaged beyond normal use:
- The student will pay replacement cost (as indicated on the material record)
 - Or will make arrangements with the librarian to make payment by other means.
 - Trips and parties will be revoked until payment is received in full.
 - Exemption from tests will be void until payment is received in full.

LOCKERS

Students in middle and high school will be assigned a locker. You must keep the same locker or get permission to change. Do not leave money in the locker. If you use a lock, a key or a combination must be left with the principal. Students have no reasonable expectation of privacy rights in regard to school lockers, desks, or other school property. These may be searched at any time without prior notification.

The use of multiple lockers will be punished.

LOST AND FOUND

Students finding articles on the school grounds or in the building with no knowledge of ownership are asked to turn them into their Principal or Mr. Johnson. If you have lost an article, please check with the Mr. Johnson. At the end of each 9-Weeks unclaimed items will be donated to a charity.

MEDICATION DISPENSING POLICY

- The term "medicine" as used in this policy means "non-prescription medicine" and filled prescription medicine. "Filled prescription medicine" is a prescription medication contained in the prescription vial with a label, which correctly states the name of the prescribing physician, pharmacy, prescription number, and directions for the administration of medicine.
- Only the following personnel shall be authorized to administer medicine at school: The school nurse, or in the absence of such nurse, the school principal, or school employees who have been designated in writing by the school nurse and the school principal as authorized to administer medicine. A nurse employed by the County Health Department working pursuant to an agreement made between the County Health Department and this school district may also administer medicine in the absence of the school nurse.
- No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends, and complete and sign the "Parental Authorization Form" which will be available at enrollment. When a student enrolls in a particular school, the parent or guardian of the student may sign a "Clinic Card" authorizing the appropriate personnel to administer non-prescription medication to the student during an emergency when the parent or guardian cannot be reached. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student.

4. Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the child's physician. All medications shall be properly stored, and not readily accessible to persons other than the persons who will administer the medication.
5. Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the type or name of the medicine, which was administered, the dosage of the medicine, which was administered, and the time the medicine was administered. The "Log of the Administration of Medicine" shall be used by each school to keep record of all medicine administered, and the time the medicine was administered during each school year.
6. The Board of Education adopts this policy pursuant to the provisions of 70 O.S. 1-116.2. Under this statute a school nurse, county nurse, administrator, or designated school employees are not liable to the student or his/her parent/guardian for civil damages for personal injuries to the student which result from acts or omissions of the school or county nurse, administrator, or designated school employees in administering any medicine pursuant to the provision of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful, or wanton negligence.
7. **Self Administration of Medication:**
The Vanoss School District will permit the self-administration of inhaled asthma medication by a student under the following conditions:
 - A. The parent/guardian provide, in writing, authorization for the student to administer the medication.
 - B. The parent/guardian provide a written statement from the physician treating the student that the student has asthma and is capable of self-administration of medication.
 - C. The parent/guardian provide the school with an emergency supply of the student's medication.
 - D. The Vanoss School District and its employees shall incur no liability as result of any injury arising from the self-administration of medication by the student.

MENINGITIS

According to state law school districts must provide information on meningitis for students in grades 6-12. Vanoss Public Schools provides this information during enrollment.

NON-DISCRIMINATION POLICY

It is the policy of the Vanoss Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquires concerning application of this policy may be referred to **Beverly Rambo**, Compliance Coordinator.

School District: 1009
Telephone: (580) 759-2503 ext. 113

Address: 4665 County Road 1555
Ada, OK 74820

PERSONAL RELATIONSHIPS

Student relationships, while under the supervision of the school, are expected to be in good taste. Holding hands, embracing, kissing, or putting an arm around a shoulder or waist is not permissible anywhere at school or school functions.

PROFICIENCY-BASED PROMOTION

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

Proficiency Based Promotion is a system, which awards credit for student's knowledge in the core curriculum areas, i.e. social studies, language arts, the arts, languages, mathematics, and science through an assessment process. 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.

Elementary, middle school, or high school students demonstrating proficiency will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Students must progress through a curriculum area in a sequential manner.

If students demonstrate proficiency for 9-12 curriculum areas, appropriate notation will be entered on the high school transcript. The unit will count toward meeting the requirements toward graduation.

Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will not be noted on the transcript.

It is the responsibility of the educators of each local school district to select the best means of assessing proficiency for their students. The assessment should be appropriate to the curriculum area and shall be aligned with curriculum and instruction. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.

For more information regarding Proficiency Based Promotion:

**Contact: Gary Stidham, High School 580-759-2503 Ext. 101
Marjana Tharp, Elementary 580-759-2623 Ext. 108**

SAFE CALL

The Oklahoma State Department of Education has established a telephone number for students to call to report what they consider to be dangerous situations. The safe call number is **1-877-SAFECALL EXTENSION OK 1**. The local SAFECALL number provided by Vanoss School, to be used during the school day is 580-759-2251 or 1-888-567-9612.

SEMESTER EXAMS

Semester exams are given during the last week of each semester. Unless exempt, a student will take an exam in each class in which he/she is enrolled. Exemptions are based on attendance and grade average. Specific criteria are as follows:

- A student will be eligible for exemption from a class if he/she has a grade of:
- C (70-79) and No More than 1 Absence
 - B (80-89) and No More than 2 Absences
 - A (90-100) and No More than 3 Absences

(STUDENTS WITH AT LEAST ONE UNEXCUSED ABSENCE OR THREE TARDIES IN ANY ONE CLASS OR HAVE BEEN ASSIGNED IN-SCHOOL DETENTION WILL LOSE THEIR EXEMPTION)

SCHOOL BOARD POLICIES

- I. Minimum attendance during a grading period is 90% with administrative approval of exceptions.
- II. All students graduating must have 24 credits (beginning in 2002).
- III. All junior and senior high school students enrolled in Vanoss School must attend classes the entire school day.
- IV. Students who are delinquent of any fine or debt from the library, activity fund raisers, lunch room and/or latch key will be ineligible for any activity participated in by Vanoss Public Schools until proper compensation is made. (Example: stock shows, athletic events, music, business, and/or academic competitions, all field trips, clubs – Art, FFA, ATAE, BPA, FCCLA, etc.)
- V. Students will not possess any wireless telecommunications devices on school property or while attending any school-sponsored activity on or off school property without permission. (See the Wireless Communications section of the handbook.)

SCHOOL CLOSING

Should conditions develop necessitating the closing of school, announcements will be made on local television and radio stations, or call the school (extension 111).

SEXUAL DISCRIMINATION

The Vanoss School District hereby gives notice it does not discriminate on the basis of sex in its educational programs or activities. The District complies with state and federal regulations for implementing Title IX of the Educational Amendment of 1972. Vanoss School is an equal opportunity employer and does not discriminate against students in the education process.

SEXUAL HARASSMENT

Vanoss School forbids discrimination against or harassment of any student on the basis of sex. This policy applies to all students and employees whose work is subject to the control of school personnel. **Sexual harassment** includes verbal or physical sexual advances and demeaning comments related to gender. In addition, written material, or the slanderous nature, which names or otherwise identifies a student will not be tolerated. Students who feel they have been or are being sexually harassed should report the incident(s) to an administrator, counselor, or teacher.

STATE TESTING REMEDIATION

Students who do not attain a satisfactory score on any state mandated test will have an opportunity to participate in remediation. Remediation may be provided by means which may include, but are not limited to retaking the class, extended time during the school day, summer academies, tutoring, online coursework, or other supplementary service.

STUDENT ENROLLMENT

To insure maximum educational opportunities, students of Vanoss Public School will be required to enroll in and attend seven classes per year. The high school principal and the superintendent must approve any exceptions to the above policy.

TELEPHONE

The telephones located in the offices are for business use only. Students may receive emergency calls only. Students will not be called to the telephone except in case of an actual emergency.

TEXTBOOKS

Textbooks are furnished to students, without cost, as provided by law. They are to be used by students to whom it was issued and may not be transferred to another student but must be turned in to the teacher from whom received. Upon leaving school, or at the closed of school, each student must settle for loss or damage other than ordinary wear.

VALEDICTORIAN AND SALUTATORIAN

Senior

Valedictorian and salutatorian honors should have a very special meaning. In order to insure that students receiving such academic honors from Vanoss School the following regulations shall apply:

Valedictorian and Salutatorian will be determined by grade point average (GPA). Calculations will begin first semester of the ninth grade year and end at the end of the first semester of the senior year.

Beginning with the Junior class of 2008-09 the following classes will be considered five (5) point classes for the purpose of determining a Valedictorian and Salutatorian. All other classes will be four (4) point classes.

- | | |
|-----------------|--------------|
| 1. PHYSICS | 3. CHEMISTRY |
| 2. TRIGONOMETRY | 4. CALCULUS |

Students must have two consecutive semester grades earned at Vanoss High School in order to qualify for Valedictorian and Salutatorian Honors.

8th Grade

The 8th grade valedictorian and salutatorian will be determined by the following method. The students with the highest GPA, cumulative from the first semester of his/her 5th grade year to the first semester of his/her 8th grade year will be valedictorian. The student with the second highest GPA within the same period of time will be the salutatorian. In order for a student to be considered for valedictorian or salutatorian, he/she must have completed two entire consecutive semesters at Vanoss School.

VANDALISM AND GRAFFITI

Students, who vandalize, deface damage or destroy school property or the property of others will be disciplined, possibly required to pay for repair or replacement or possibly be prosecuted.

VISITORS

All visitors must report to the office when entering the building. Visitors disturb the regular classroom situation; therefore, we do not allow student visitors.

WIRELESS TELECOMMUNICATION DEVICES RULES

Students are allowed to have cell phones in their possession while at school, but may not have them turned on or use them during school hours.

Students caught using a cell phone, sending text messages, videoing, or using other electronic device during school hours will be punished.

Students who allow other students to use their cell phones or other electronic devices during school hours will be punished.

Students who refuse to give their cell phone or other electronic devices when asked by a teacher or administrator will be subject to suspension.

Students caught using text messaging or cheating on test with the use of a cell phone will be subject to punishment, including suspension.

Students will be allowed to have and use cell phones on after school trips with sponsor permission.

WITHDRAWING FROM SCHOOL

Parental consent is necessary before a student will be allowed to permanently withdraw from school. The student must pick up a "Student Withdrawal" form in the office and have each of his/her teachers complete and sign the appropriate space of the form. The librarian must also sign the form. When the completed form is returned to the office, final withdrawal will be processed.

WORK PERMITS

Work permits allowing students to be employed outside school hours must be obtained in the principal's office. Students must have a work permit, signed by the principal, to be legally employed.