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**Indianola Public School**  
**P.O. Box 119**  
**Indianola, OK 7442**  
**Phone: 918-823-4231 or 918-823-4244**  
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This handbook, prepared for Indianola students, teachers, parents, and interested members of the community who reside within the boundaries of this school district, is designed to help all concerned individuals become familiar with the rules and regulations of Indianola Public School. Approved by the Indianola Board of Education, these rules are a part of the board policy governing the students who attend Indianola Public School. The students and staff of Indianola Public School are to abide by the rules and regulations in this handbook.

***Indianola Public School encourages parents and community members to take pride in the school and the academic and extracurricular activities of the students. Our school can be highly successful with us as educators and parents functioning as a team. The success of our school system is directly proportional to the amount of time and work applied to the cause.***

### **NON-DISCRIMINATORY STATEMENT**

It is the policy of the Independent School District #25, Pittsburg County, Oklahoma 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. Indianola Public School is in compliance with Title IX., VI. Section 504 and other state and federal programs.

### **VISITORS**

Parents are invited to visit our school as often as they wish. All visitors must check in at the respective Principal's office upon entering the building.

Parents or other designated adults wishing to check a student out of school before dismissal of school must sign the student out in the principal's office.

Parents or other designated adults wishing to conference with a teacher may do so during the teacher's assigned conference hour. Prior arrangements should be made with the teacher.

Student visitors or younger relatives will not be permitted to visit classrooms during school hours.

## **GOALS AND OBJECTIVES**

It is the goal of Indianola Public School to have high expectations for all students and help each student achieve success in reaching their highest potential to become a secure, self-reliant individual who recognizes the significance of one's life and the ability to contribute successfully to society.

Indianola School not only concerns itself with the acquisition of knowledge, but with physical, social, emotional and moral development as well.

### **OBJECTIVES:**

1. To enable students to become more secure, self-reliant individuals by helping them acquire knowledge of themselves and an appreciation of the world in which they live.
2. To prepare each student to make his/her contribution to society by helping him/her recognize the responsibilities, duties, and privileges in our changing world.
3. To develop students who demonstrate mastery in reading, writing, language arts, mathematics, science, social studies and technology.
4. To develop students that develop and apply skills to problem solving, make equitable decisions, communicate, demonstrate reasoning ability and critical thinking.
5. To enable students to develop their strengths and talents in academics, athletics, language, technology and vocational fields.
6. To establish shared accountability among students, parents, and teachers with productive communication and parent involvement to build a strong family/school partnership.

***With our combined efforts, this will be a great year at Indianola School.***



**JULY**

24 – Pre-enrollment

**AUGUST**

7-8 - Teacher Professional Days

9–First day of class for students

14 – Open House 4:00-7:00p.m.

**SEPTEMBER**

4 – Labor Day (NO SCHOOL)

14 – P/T Conf. 4:00-7:00pm

15 – P/T Conf. 8:30 – 11:30 am

**OCTOBER**

6 - End of first 9 weeks

9– 1st day of 2nd nine weeks

19-20- Fall Break for students (NO SCHOOL)

27 - 6pm School Carnival Program

**NOVEMBER**

20-24 - Thanksgiving Break (NO SCHOOL)

**DECEMBER**

TBA – Elementary Christmas Program

19- End of 1st Semester

**(Dec 20-Jan 2 Christmas Break)**

**JANUARY**

3- Teacher Professional Day (NO SCHOOL)

4- Students return

15 – Professional Day (NO SCHOOL)

**FEBRUARY**

1 – P/T Conf. 4:00-7:00pm

2 – P/T Conf. 8:30 – 11:30 am

**MARCH**

2 – Last Day of 3rd 9 weeks

5 – 1st day of 4th nine weeks

19-23 Spring Break

**APRIL**

2, 13, 20- Bad Weather Days

(No school if not used for bad weather)

28 – Prom 7:00 p.m.

**MAY**

14- 8<sup>th</sup> Grade graduation

17 – Kindergarten graduation

18 – Last day of school for students

Pre-enrollment for 2017-2018 pre-school students

1st – 8th grade Awards Assembly 9am

12th Grade Graduation 7pm

21 - Professional Development Day

## BELL SCHEDULE

Elem			Period length	Post-class switch	
1	8:00 AM	-	8:50 AM	50	5
2	8:55 AM	-	9:50 AM	55	5
3	9:55 AM	-	10:45 AM	50	5
Lunch	10:50 AM	-	11:20 AM	30	0
4	11:20 AM	-	12:10 PM	50	5
5	12:15 PM	-	1:05 PM	50	5
6	1:10 PM	-	2:05 PM	55	5
7	2:10 PM	-	3:00 PM	50	0
Revised 7/21/2017					
HS			Period length	Post-class switch	
1	8:00 AM	-	8:50 AM	50	5
2	8:55 AM	-	9:50 AM	55	5
3	9:55 AM	-	10:45 AM	50	5
4	10:50 AM	-	11:40 AM	50	0
lunch	11:40 AM	-	12:10 PM	30	5
5	12:15 PM	-	1:05 PM	50	5
6	1:10 PM	-	2:05 PM	55	5
7	2:10 PM	-	3:00 PM	50	0

Teachers are not on duty until 7:45 a.m. Students who arrive before 7:45 a.m. are unsupervised. Any student arriving before 7:45 a.m. must report to the cafeteria. At 7:45, Elementary and Jr. High students must come in the elementary building into their class until the first bell rings. High School students will remain outside by the High School west entrance. When the weather is bad students may come into the High School foyer. High School students are not to wait in the gym or Elementary building during lunch. Students will not be allowed to leave campus to eat lunch or go to the local stores for lunch. **THIS IS A CLOSED CAMPUS.**

## ENROLLMENT

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code." Those requirements are as follows:

1. A preschool child must have attained the age of 4 on or before September 1<sup>st</sup>.
2. A kindergarten child must have attained the age of 5 on or before September 1<sup>st</sup>.
3. A first grade child must have attained the age of 6 years on or before September 1<sup>st</sup>.
4. A birth certificate or hospital record must be presented at the time of enrollment in preschool, kindergarten, or first grade.

5. A child entering school for the first time (preschool, kindergarten, first grade, or students transferring from one school to another) must present a certification form signed by a physician or authorized representative of the State Department of Health stating the child is adequately protected against tetanus, whooping cough, diphtheria, rubella (7-day hard measles), (3-day German measles), polio, mumps, chicken pox, hepatitis A&B and hib vaccine for preschool.

### **PERMISSION TO LEAVE SCHOOL**

Students must receive permission from the administration or professional staff before leaving the school for any reason. In order to leave school a Parent/guardian must be contacted and the student must be signed out in the office. Students who fail to check out will be considered truant and will be dealt with accordingly. **NOTES WILL BE VERIFIED WITH PARENTS OR GUARDIANS TO DISMISS STUDENTS FROM SCHOOL UNLESS FOR SCHOOL SPONSORED ACTIVITIES.** Parents should contact the principal's office personally or by telephone.

### **SCHOOL DISMISSAL**

Classes will be held according to the approved annual calendar. A copy of the calendar is available from the principal or the superintendent. If inclement weather necessitates the closing of school, an announcement will be sent out through School Messenger and made over the following radio/tv stations.

KMCO            101.3 FM            KNED            1150 AM

Tulsa Television Stations – Channels 2, 6, and 8

Parents are urged to listen to these stations rather than calling the school.

The superintendent will consult with the transportation director and will make the decision as to whether to close school or not. Every attempt will be made to make these decisions prior to the 10:00pm news or before 6am. Seldom will classes be dismissed early for bad weather and then only when all elementary school students' parents have been contacted.

### **ATTENDANCE**

Good attendance is a quality trait of successful students. An absence is a day lost; it can never be regained or made-up because it cannot be repeated. Please call the school when your child is absent.

It is difficult to master subjects if the student is not in school. The following policy is designed to help students meet the PASS requirements as outlined by the State Department of Education.

## ATTENDANCE POLICY

The parent or guardian will assume the responsibility to call or provide a note to the school each morning that the student is absent or late.

A student must not miss more than 10 days per semester to receive a passing grade for the semester grading period. Students who miss more than 10 days will receive a grade of 59 (F) (unless the student has earned a lower grade) for the semester.

The principal should be notified in cases of an extended illness. Medical documentation is required and the student may qualify for homebound services. The principal may make discretionary rulings in cases of extraordinary situations or chronic conditions.

No consideration will be given to one day illnesses **without a doctor's note**. If a student is absent for 2 or more consecutive days, or if absences are due to a long term counseling or physical therapy, then consideration will be given in determining the 10 days per semester rule.

Parents will be notified starting at 9:30AM with automated calls notifying student absence. On 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> absences, a warning notice will be mailed. A student who is about to receive a failing grade due to excessive absences may appeal the decision to the "Attendance Committee," composed of the principal and two teachers. This appealing requesting a hearing must be submitted in writing to the principal within 5 days of the mailing of the failing notice. Should this appeal prove unsatisfactory to the student, a further appeal may be made to the Superintendent, in writing, within the following 3 days.

Students are allowed ten (10) days for school approved activities. Participants in school-sponsored events are not counted absent from their classes. In order for a student to be counted in attendance, the school activity must be under the direction and supervision of a teacher.

The following are exceptions approved by the OSSAA and are not included in the ten days:

- State Competition (Athletic, Academic, Speech)
- Spring Livestock Show (if competed in local and county shows)
- District Livestock Show (if competed in local and county shows)
- State and National Meetings, Contests, or Recognition Ceremonies in which a student has earned the right to compete or be recognized.

The following will be counted as an excused school absence:

- Two college days
- Selling adds for Yearbook – must obtain prior approval

- Retrieval of items for fundraising events – must obtain prior approval

Total days allowed for absences (excused and unexcused) from class are ten (10) days per semester. **Students in grades 7-12 are responsible for requesting makeup work upon returning to school.** Two days will be given for the first day and one day for each additional day of absence. Therefore, if a student missed two days he/she has three days to complete makeup work. When the assignment is turned in and is acceptable to the teacher, the zero will be removed.

**Truant students will not be allowed to make up work and will be disciplined by the principal. Students are considered truant if parents are not aware they are absent. Skipping class or leaving school grounds without permission is considered truancy.**

Each teacher will keep an accurate accounting of attendance in every class this may be viewed on *Wen-GAGE Gradebook*. After the 7<sup>th</sup>-9<sup>th</sup> absence, the parent or guardian will be notified by mail. Also a letter may be sent to the district attorney if excessive absences occur.

### **TARDIES**

Students are provided 5 minutes to change classes, go to the restroom, and to their lockers. Students should be in the classroom and seated when the tardy bell rings. Any student not in his/her assigned seat when the bell rings will be marked tardy by the teacher. Students will be assigned detention, ISD and finally short term suspension for excessive tardies.

### **ELIGIBILITY REQUIREMENTS FOR EXTRA CURRICULAR ACTIVITIES**

Any students participating in an extracurricular activity must meet the following requirements including school sponsored trips.

A student must be passing all classes in which he/she is enrolled each week to meet scholastic eligibility. **Eligibility period begins Monday at 8:00am thru Sunday of that week. Students will not be taken off the list in the middle of the week.** A student may participate while on scholastic probation. Scholastic eligibility applies to all activities which involve competition between two or more schools.

The senior trip eligibility will follow the same guidelines and depend on points obtained from grades 9-12.



### **CLASS SCHEDULES**

Class schedule changes may be made ***only*** for legitimate reasons and with the specific approval of the principal or counselor. Such changes must be requested and made before the end of the 2 week of the fall semester and the first 5 days of the second semester. Other changes will be made during the semester should school authorities feel that such a change would be beneficial to the class and/or individual or if such change is needed as a graduation requirement. Parents shall be notified in such situations.

### **LEAVING CLASS**

Students will not be allowed to leave class without written permission (hall passes) and should not be allowed to leave class excessively. It is the responsibility of the teachers to keep track of students assigned to their class.

### **DISCIPLINE POLICY**

Indianola Public Schools' primary goal is to educate students who reside in the school district. Discipline is a part of the education process. When the behavior of an individual student comes in conflict with the rights of others, corrective actions must be taken. Students will be disciplined for any cause which disrupts the authority, dignity or order of school or is inconsistent with the health, safety, welfare, or legitimate educational purpose of other students.

All students enrolled in Indianola Public Schools will be expected to abide by the rules and regulations as set forth by the Board of Education, administration and teachers. These rules and regulations are applicable while in attendance at school, at school-sponsored activities, and while being transported to or from school.

When the student boards the bus, enters school grounds or embarks upon a school-sponsored activity, and only at that time, does he/she become the responsibility of the school district. Such responsibility shall end at the close of the school day and the student departs the school grounds, is delivered to the regular bus stop or the student is delivered to the point of pickup, in the event of extra-curricular activities.

Fighting will not be tolerated. Both parties involved will be disciplined unless one party is innocent of any fighting back. After two fights in one year the student may be removed from school for the remainder of the semester.

Senate Bill 1553 requires all Disciplinary Records to be sent with the student's academic records when transferring to another school district.

## **DISCIPLINARY ACTIONS:**

### A. Classroom Disciplinary Action

- Warn student.
- Loss of privileges, or lunch detention.
- Temporary removal from class or group
- Parent/guardian conference
- Conference with student, teacher/administration

### B. Administration Disciplinary Action

- Conference with administration
- Detention (*before or after school*)
- In-school detention
- Corporal punishment, if approved by the principal and agreed to by parent/guardian, either by telephone or permission granted on enrollment form.
- Clean, straighten or repair items or facilities damaged
- Financial restitution.
- Saturday School
- Involve law enforcement.
- Refer to other social agencies.
- Suspension/Expulsion and/or a combination of disciplinary actions.

## **IN-SCHOOL DETENTION**

In-School Detention (ISD) will be a structured class situation with the emphasis being placed on intensive student intervention. The primary purpose of this program is to allow most student offenders to remain in school and keep up with academics while being disciplined.

A student who has spent the day in ISD may not attend or participate in a school activity that same day.

The following behaviors listed are provided as examples. It is not intended to be a complete list. The principal has the right to determine if any behavior or action warrants the student being placed in ISD.

Below are examples of behaviors and actions that can lead to a student's being referred to the principal's office for ISD.

- Continual non-compliance with classroom rules.
- Failure to adhere to the dress code.
- Hallway misconduct.
- Class disruption.
- Disrespect or defiance toward any staff member.
- Cafeteria misconduct.
- Excessive failure to take books and supplies to class.
- Using profanity.
- Stealing or being in possession of stolen property.
- Failure to attend detention.
- Truancy.
- Failure to adhere to bus rider rules.
- Excessive tardiness.
- Behavior in class which interferes with the learning of others.
- Public display of affection
- Refusal to do required assignments.
- Cheating on assignments or tests.
- Driving or sitting in cars during lunch or class periods.

## **EXPULSIONS AND SUSPENSIONS**

The administration has the authority to suspend any student in accordance with existing state laws. Students, who conduct themselves in such a manner as to have a detrimental and/or demoralizing effect on the student body and/or educational process, may on recommendation of the administration, be suspended. During the time of suspension, the student should not be on the school grounds. Suspended students forfeit the right to attend any school sponsored activities on the Indianola School Campus during the length of their suspension. This shall include but is not limited to sports activities, assemblies, and graduating exercises, school trips, whether during the school day or after school hours. Long term suspension which is considered to be more than 10 consecutive days will require the student to be on the Modified Alternative Track. Some causes for disciplinary action, suspension and/or expulsion include, but are not limited to, the following:

1. Continued willful disobedience or disrespect to school personnel.
2. Damaging or defacing school property.
3. Repeated truancy or tardiness.
4. Profanity, vulgarity or obscene gestures.
5. Stealing.
6. Fighting at school or school functions.
7. Immoral conduct.
8. Possession or use of tobacco, alcoholic beverages, narcotics, drugs, stimulants, etc. on the school premises, or being under the influence of alcohol or drugs when in attendance at school functions.
9. Repeated intimidation, harassing or verbal abuse of a student or school personnel at school or school sponsored activity.
10. Unauthorized absence from school, class, or leaving school grounds without permission.
11. Carrying dangerous weapons at school or school activities.
12. Disruptive behavior at school activities.
13. Poor sportsmanship at school activities.
14. Refusal to follow a directive, verbal or written, from an administrator, teacher or bus driver.
15. Making unauthorized phone calls.
16. Reckless driving on campus or adjacent streets.

## **MODIFIED ALTERNATIVE EDUCATION TRACK**

The parent/guardian will report to the principal's office at a predetermined time to obtain the student's assignments and to return all completed assignments. New assignments will not be given until prior assignments are returned. The principal will arrange a time for the student to return to the campus after school hours to take tests as needed.

## **HIGH SCHOOL STANDARDS OF DISCIPLINE**

Detention – Lunch    ISD – In School Detention    Short Term Suspension -1-10 days  
 Long Term Suspension – 11 days to the current semester and the next semester. This list does not include all possible rule violations. Violations not listed will be dealt with in an appropriate manner according to district policy.

<b>Rule Violation</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
Assault on a teacher or staff member	Up to Current semester & Next		
Disrespect Non Compliance	Up to 3 days detention – 3days ISD	Up to 10 days ISD	Up to 5 days Suspension-L.T. Suspension
Disruptive Conduct	Up to 3 days detention	Up to 5 days ISD	Up to 3 days suspension
Dress Code violation	Up to Correct the violation	Up to 3 days detention	Up to 3 days ISD
Drugs and Alcohol possession, use, or selling	Up to L.T. Suspension		
Drugs and Alcohol – under the influence	Up to 5 days suspension	Up to L.T. Suspension	
Fighting	Up to 5 days Suspension	Up to 10 days Suspension	Up to L.T. Suspension
Firearm or destructive device	Up to Suspension 1 calendar year		
Harassment- Remarks & Notes, Gesturing etc.	Up to 3 days ISD – 5 days suspension	Up to 5 days suspension L.T. suspension	Up to L.T. Suspension
Hazardous Items	Up to 5 days detention-5 days suspension	Up to 5-10 days suspension	Up to L.T. Suspension
Internet Misconduct	Up to 5 days ISD	Up to 10 days Susp.	Up to L.T. Suspension
Intimidation	Up to 3 days Suspension	Up to 5 days suspension	Up to 10 days Susp.
Misconduct on bus	Up to 3 days detention	Up to 5 days ISD	Up to Suspension and/or loss of bus privilege
Profanity, pornography, vulgar gestures	Up to 5 days detention – 3 days Suspension	Up to 5 days ISD – 5 days Suspension	Up to 10 days - L.T. Suspension
Profanity to teacher or staff	Up to 5 days Suspension	Up to 10 days Suspension	Up to L.T. Suspension
Stealing/ possession of stolen property	Up to 5 days Suspension	Up to 10 days Suspension	Up to L.T. Suspension
Tardy	Up to 1 day detention	Up to 3 days detention	Up to 5 days ISD – Susp.
Threat to school or staff	Up to 5 days ISD – L.T. Suspension	Up to L.T. Suspension	
Threat to student	Up to 5 days suspension	Up to 10 days suspension	Up to L.T. Suspension
Tobacco use or possession	Up to 3 days ISD	Up to 3 days Suspension	Up to 5 days suspension – L.T. Suspension
Truancy	Up to 3 days ISD	Up to 5 days ISD	Up to 5 days suspension
Vandalism	Up to 1 day – 5 days ISD + Cost	Up to 5 days ISD – 5 days Suspension + Cost	Up to 10 days Suspension – L.T. Suspension + Cost
Weapons Possession	Up to L.T Suspension		
Wireless Telecommunication Devices	Up to Confiscated returned at the end of the day.	Up to 3 days Detention Confiscated returned only to parent/guardian	Up to 3 days ISD Confiscated returned only to parent/guardian
Hazing	Up to 5 days suspension	Up to L.T. Suspension	

### **ELEMENTARY STANDARDS OF DISCIPLINE**

In elementary school, up to the 8<sup>th</sup> grade, previous behavior, maturity level of the student, intent and severity of the incident will be considered when determining the disciplinary action. This list does not include all possible rule violations. Violations not listed will be dealt with in an appropriate manner according to district policy.

<b>Rule Violation</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
Assault on a teacher or staff member	Up to Current semester & Next		
Disruptive Conduct	Up to 3 days detention	Up to 5 days ISD	Up to 3 days suspension
Dress Code violation	Correct the violation	Up to 3 days detention	Up to 3 days ISD
Drugs and Alcohol possession, use, or selling	Up to L.T. Suspension		
Fighting	Up to 3 days ISD – 5 days Suspension	Up to 7 days ISD – 10 days Suspension	Up to 5 days - L.T. Suspension
Firearm or destructive device	Up to 1 calendar year Suspension		
Harassment-Remarks & Notes, Gesturing etc.	Up to 3 days ISD – 5 days suspension	Up to 5 days suspension L.T. suspension	Up to L.T. Suspension
Hazardous Items	Up to 3 days detention-5days suspension	Up to 10 days suspension	Up to L.T. Suspension
Internet Misconduct	Up to 1 day detention-5 days suspension	Up to 10 days suspension	Up to L.T. Suspension
Intimidation	Up to 3 days ISD	Up to 10 days ISD	Up to 10 days suspension
Misconduct on bus	Up to 3 days detention	Up to 5 days ISD	Up to Suspension and/or loss of bus privilege
Non Compliance Disrespect	Up to 3 days detention	Up to 5 days ISD	Up to 3 days suspension
Profanity, Pornography, vulgar gestures	Up to 3-5 days detention – 3 days suspension	Up to 5 days ISD – 5 days Suspension	Up to 10 days - L.T. Suspension
Profanity to teacher or staff	Up to 5 days suspension	Up to 10 days suspension	Up to L.T. Suspension
Stealing/ possession of stolen property	Up to 5 days ISD	Up to 10 days Suspension	Up to L.T. Suspension
Tardy	Up to 1 day detention	Up to 3 days detention	Up to 5 days ISD – L.T. Suspension
Threat to school or staff	Up to 5 days ISD – L.T. Suspension	Up to L.T. Suspension	
Threat to student	Up to 5 days suspension	Up to 10 days suspension	Up to L.T. Suspension
Tobacco use or possession	Up to 3 days ISD	Up to 3 days suspension	Up to 5 days suspension L.T. Suspension
Truancy	Up to 3 days ISD	Up to 5 days ISD	Up to 5 days suspension
Vandalism	Up to 1 day detention – 5 days ISD + Cost	Up to 5 days ISD – 5days Suspension + Cost	Up to 5 days Suspension – L.T. Suspension + Cost
Weapons Possession	Up to L.T. Suspension		
Wireless Telecommunication Devices	Up to Confiscated returned at the end of the day.	Up to 3 days Detention Confiscated returned only parent/guardian	Up to 3 days ISD Confiscated returned only parent/guardian

## **TOBACCO POLICY**

The Indianola Public School Board of Education is committed to providing a healthy and productive environment for all persons using the school facilities. Effective August 14, 2017 vapes/e-cigarettes, smoking, chewing, or any other use of tobacco by staff, students, and members of the public is prohibited on, in, or upon any school property 24 hours a day, 7 days a week, including non-school hours. This policy applies to all school sponsored events held on or off campus.

## **DRUG-FREE SCHOOLS**

### **ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES**

The Drug Free Schools and Communities Act Amendments, PL. 101-226 requires that state, as well as local educational 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.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students.

The possession or use of certain drugs is a serious violation of the law and is punishable by fine and/or imprisonment. A student is required to know the laws about drugs and is required to obey the same laws on school grounds as elsewhere. Schools are a part of society and are subject to the same laws as the rest of society.

It should be noted that school discipline will be imposed independently of court action. Students may be suspended for up to 2 semesters for any violation of this policy

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the principal's office.

### **REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

It shall be the policy of the Indianola Board of Education that any public school teacher who has reasonable cause to suspect that a student may be under the influence of, or said student has in his/her possession:

1. Intoxicating beverages as defined in Section 163.2 of Oklahoma Statutes;
2. Alcoholic beverages as defined in Section 501 of Title 37 of Oklahoma Statutes; or a

3. Controlled dangerous substance as defined in Section 2-101 of Title 63 of Oklahoma Statutes,

shall immediately report the matter, upon recognition, to the school administration and a parent or legal guardian of the student regarding the matter. (Ref.: O.S. Title 70, Section 133)

No officer or employee of the Indianola School District or member of the Indianola Board of Education shall be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance to any medical treatment, social service agency or facility, any student reasonably believed to be abusing or incapacitated by the use of intoxicating beverages, alcoholic beverages, or a controlled dangerous substance unless such assistance or referral was made in bad faith or with malicious purpose.

Every teacher employed by the Indianola Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his/her possession intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. (Ref.: O.S. Title 70, Section 24-132)

Immediate notification will be given to the parent or guardian if their child is suspected to be under the influence of or has in his/her possession intoxicating beverages, alcoholic beverages, or a controlled dangerous substance.

**When a student is suspected of being in violation of federal, state, or local law for possession, use or distribution of any illegal drug or controlled substance, the local law enforcement agency will be immediately notified. The administration will communicate all available information to the police and offer full cooperation of the administration and faculty to a police investigation.**

#### **DRUG DOG**

A drug dog may be used on campus at any time without prior notification to students. The dogs may be permitted to search all vehicles on school grounds or at school events for the purpose of student & guest safety.



## DRESS CODE

Student's school dress and grooming should be in a fashion as to not distract from the normal educational process. Guidelines which should be used by parents to assist their student in adhering to school policy are as follows:

1. Hair should be clean, well groomed, and color must be normal in nature and not draw attention away from the educational process. **(i.e., pink or blue are not natural hair colors and are not appropriate.)**
2. Jeans with holes above mid-thigh or that are excessively baggy will not be permitted. **Undergarments should not be seen.**
3. Skirts and shorts may be worn provided they extend to the middle of the thigh, as determined by the principal, and must not be indecent while standing or sitting.
4. Clothing and/or jewelry featuring sexually-oriented or offensive and disruptive pictures/themes, drugs, tobacco or alcohol are not permitted.
5. No "spaghetti" straps will be allowed on dresses or blouses. Straps should be 2" (three fingers) wide. Clothing that exposes the back or are low cut are not appropriate.
6. Caps/hats are not to be worn in school buildings by male or female at any time. They must be removed when entering the building, **(extenuating circumstances must be cleared through the principal.)**
7. Piercings, other than earrings in the ears are not permitted.
8. Students are required to wear shoes during school hours and when participating in or attending school functions.
9. Muscle shirts, pajama bottoms, halters, see-through clothing, clothing with bare midriffs, or shirts with overly exaggerated or cut out arm holes, without having another shirt underneath, will not be permitted.
10. Leggings and/or yoga pants may be worn with a shirt that covers to the middle of the thigh.

Students are to practice good personal hygiene by keeping clean, wearing clean clothes to school, and being neatly groomed. Being neatly groomed includes keeping hair clean, brushing teeth, and using deodorants on the body to avoid embarrassment to students as well as to the people around them.

If dress is questionable to the teacher the principal will make the final decision. Dress which does not meet the appropriate guidelines will not be permitted. Parents will be notified and students will be sent home to change or stay in the ISD classroom for the remainder of the day. Absence and/or tardies as the result of such action will be considered as UNEXCUSED.

## **PARTICIPATION IN SCHOOL-SPONSORED ACTIVITIES AND TRIPS**

When students are at a school-sponsored function, students are under school supervision and rules at all times. Inappropriate behavior may result in parents being called and/or asked to take the offending student home. Repeated behavior may result in a student being banned from school activities.

A list of students going on a trip will be given to all teachers, drivers, and the administration; only Indianola class members may attend class trips. Students making a school-sponsored trip will travel in the transportation provided ONLY. Students must stay together with their sponsor while on school-sponsored trips. In the event a student is to be picked up by anyone other than a parent or guardian, a note of authorization must be presented to the staff member in charge of the activity. The authenticity of the note can be questioned, and if there is doubt, the school has the right and/or responsibility to refuse to recognize the note and not release the student. A parent may sign his/her child out at the conclusion of the school sponsored activity.

## **PROM**

No students eighth grade or younger may attend Prom (from Indianola or any other school). Students that want to bring dates from other schools must have prior approval from the principal and a signed form of conduct responsibility by the student's parent/guardian. Students that want to bring guests that are out of high school must have prior approval from the principal. No students or dates of students over the age of 21 will be allowed.

## **BULLYING/HARASSMENT/INTIMIDATION**

**Bullying** is the general term applied to *a pattern of behavior whereby one person with internal anger and consequent aggression and lacking interpersonal skills chooses to displace his/her aggression onto another person, chosen for his/her vulnerability with respect to the bully, using tactics of constant criticism, nit-picking, exclusion, isolation, teasing, etc., with verbal, psychological, and physical violence.* **Threatening behavior** is defined as *any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel, or school property.* Threatening behavior, harassment, intimidation and bullying is strictly prohibited. Threatening behavior, harassment, intimidation and bullying by electronic communication, whether or not the communication originated at school is strictly prohibited. **Electronic communication** is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone, or other wireless telecommunication device, or a computer.

All incidents of harassment, intimidation, bullying, or threatening behavior reported to school officials for the purpose of determining the severity of the incidents and their potential to result in future violence will be investigated by school administrators.

- Students found to be using bullying tactics towards other students will receive appropriate disciplinary actions.
- School administrators reserve the right to contact local law officials as needed.
- The school may recommend that available community mental health care options be provided to the student, if appropriate.
- School officials may request the disclosure of information concerning students who have received mental health care that indicates an explicit threat to the safety of students or school personnel.

### **SEXUAL HARASSMENT**

Sexual harassment will be considered an assault and may result in out-of-school suspension. Sexual harassment is defined as any offensive behavior of a sexual nature that is unsolicited and unwelcomed.

### **HAZING/INITIATIONS**

Hazing is prohibited by any student organizations or any person associated with any organization sanctioned or authorized by any governing board of the public or private school or institution of higher education.

### **ELECTRONIC DEVICES**

Electronic devices such as IPODS, CD or MP3 players may not be turned on or used within the school building or on school grounds from 7:30-3pm. If on certain occasions teachers permit use in the classroom, devices must be turned off when you leave the classroom.

*Cell telephones are not to be used at school by students (unless express permission is given by the administration). They may be taken on their school-sanctioned trips to contact parents after school practices/school activities. **These devices are to be turned off and put away upon arrival at school and may not be turned on or used within the school building or on school grounds from 7:30-3pm.***

**1<sup>st</sup> offense** – Cell phone confiscated and returned at the end of the day

**2<sup>nd</sup> offense** – Detention 3 days; Cell phone confiscated and returned only to a parent/guardian.

**3<sup>rd</sup> offense** -- In-School Detention for 3 days. Cell phone confiscated and returned only to a parent/guardian. Continued infraction of the rules will result in extended time in ISD and/or Suspension.

## GRADING SYSTEM

Grades for all courses at the Indianola Public School will be as follows:

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 and below	F (failing)
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
I	Incomplete

Kindergarten will receive M, and S progress reports which indicate the areas and skills mastered and those in which the student is still working on to make needed progress.

Grades, first through sixth, will receive grades in: Written Language, Spelling, Math, Social Studies, Science, Reading, and S, N, or U in Physical Education.

## REPORT CARDS

Report cards will be issued to students following the end of each nine-week grading period. Report cards at the end of school will be given to students after they have cleaned their lockers and cleared all debts. **Progress reports** will be sent home with the students at the end of the fifth week of each 9 week grading period. Please log onto *Wen-GAGE Gradebook* to view your child's current classroom performance and assignments. You may obtain login information from the office.

## SEMESTER TEST EXEMPTION

Grade of: A with 4 absences or fewer for the entire semester

Grade of: B with 3 absences or fewer for the entire semester

Students that have been in ISD or Suspended during the current semester will not be exempt from semester tests.

## HONOR ROLL REQUIREMENTS

### **Superintendent's Honor Roll for the Nine Weeks:**

A grade of A / 90% or above in all classes on the nine-week report card.

### **Principal's Honor Roll for the Nine Weeks:**

A grade of A's and B's / 80% or above in all classes on the nine-week report card.

### **Superintendent's Honor Roll for the Semester:**

A grade of A / 90% or above in all classes on the semester report card.

**Principal's Honor Roll for the Semester:**

A grade of A's and B's / 80% or above in all classes on the semester report card.

**Superintendent's Honor Roll for the Year:**

A grade of A / 90% or above in all classes for both semesters.

**Principal's Honor Roll for the Year:**

A grade of A's and B's in all classes for both semesters.

**GRADUATION REQUIREMENTS**

To meet state graduation requirements students are required to obtain 23 Units.

**4 units Language Arts**

**3 units Mathematics**, 1 Algebra and 2 which may include, but are not limited to the following courses: Algebra II, Geometry, Trigonometry, Math Analysis or Precalculus, Statistics and/or Probability, Computer Science.

**3 units Science**, 1 Biology and 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology, Principles of Technology, qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science) or other science courses with content and/or rigor equal to or above Biology I.

**3 units Social Studies**, 1 United States History, ½ to 1 United States Government, ½ Oklahoma History, 1 selected from the subjects of History, Civics, World History, Geography, Economics or other social studies courses with content and/or rigor equal to or above US History, US Govt. and OK History.

**2 units of Art**, which may include, but are not limited to, courses in visual arts and general music

**8 units Electives**

TOTAL: 23

**Students and their parent(s) must choose to complete the State Graduation Requirements (indicated above) or the College Preparatory/Work Ready Curriculum Standards from the Achieving Classroom Excellence Act of 2005 (ACE).**

College Preparatory Curriculum Requirements include:

**4 units English**

**3 Laboratory Science**, limited to Biology, Chemistry, Physics, or any lab science course with content and/or rigor equal to or above Biology.

**3 Mathematics**, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I.

**3 History and Citizenship Skills**, 1 United States History, ½ to 1 United States Government, ½ Oklahoma History, 1 selected from the subjects of History, Civics, World History, Geography, Economics or other social studies courses with content and/or rigor equal to or above US History, US Govt. and OK History.  
**2 units of the same Foreign Language or non-English language or 2 units of Computer Technology** approved for college admission requirements.  
**1 additional unit selected from any of the above** or career and technology education courses approved for college admission requirements.  
**1 unit or set of competencies of Fine Arts**, such as Music, Art, or Drama, or Speech

**Personal Financial Literacy Requirement**

Students must complete and demonstrate satisfactory knowledge in 14 areas of instruction related to financial literacy. These competencies are integrated in existing courses.

**If a student has not fulfilled all the requirements of the State Board of Education and the Indianola Board of Education prior to graduation exercises, the student will not be permitted to participate in any of the graduation exercises. An exception would be a student lacking only one unit. That student may participate, but would not receive a diploma until the unit is earned.**

**VALEDICTORIAN AND SALUTATORIAN SELECTION**

High school valedictorian and salutarian selection will be based on grade point averages of all grades taken for high school credit through the first semester of the senior year. The only students who qualify for this award are those students who:

1. If transferred prior to the senior year, a student must be in attendance at Indianola School for the last three semesters to be considered.
2. The student with the highest grade point average will be the valedictorian and the student with the next highest GPA will be the salutarian based on a 5 point scale.

GPA will be rounded to the nearest hundredth (4.06). In case of a tie, honors will be awarded to each student. Students who enroll in honors classes will have their semester grade in those classes counted on the following scale from the list of honors classes. This scale is based on a 5 point system and is only significant for determining the top honor students in the senior class.

A- 5pts.	<u>Lists of Honors Classes</u>		
B- 4pts.	Analytic	Geometry	Accounting
C- 3pts.	Alg. III	Plane Trig	Math Analysis
D- 2pts.	Biology II	Chemistry	Second year foreign language
E- 0pts.	All Advanced Placement Classes		College Concurrent

All classes from other schools will be evaluated by the school counselor and high school principal before being considered as an honor class. This procedure will only be used to determine the top two honor students. Any other use of GPA will be counted on the regular 4 point scale. This includes any information sent to colleges.

Eighth grade valedictorian and salutatorian selection will be based on grade point averages of all grades taken for grade 7 through the first semester of grade 8.

### **PROFICIENCY BASED PROMOTION**

Proficiency based promotion is a system which awards credit for a student's knowledge in a core curriculum area. Elementary and secondary students in the Indianola Public Schools demonstrating proficiency will be given credit for their earning and will be given opportunity to advance to the next level of study in the appropriate core curriculum area.

Proficiency testing dates will be during the first two weeks in August of each school year and the last two weeks in May. Written requests must be submitted by the parent/guardian, student or educator. If the student is under the age of 18, the request must be approved by the parent or guardian.

The counselor will make arrangements to administer the test. The student must score at least 90% on the testing instrument. There will be no notation made when a student fails to score at the proficiency level. Students will continue to progress sequentially through the required curriculum.

### **CONCURRENT ENROLLMENT**

A school day for all high school students shall consist of not less than six (6) hours (360 minutes) devoted to school activities, excluding the noon period. Students meeting requirements set forth by the Oklahoma State System of Higher Education will be allowed to enroll concurrently. Students must:

1. Twelfth grade students must be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year.
2. Students must meet published criteria of the State Regents for admission to the institution for which application is made. This includes having taken the ACT or the SAT.
3. Eleventh grade students must achieve a composite score at the 90<sup>th</sup> percentile or above on the ACT, or achieve a combined verbal and mathematical score on the SAT at the 90<sup>th</sup> percentile or above.
4. Students may enroll in 6 college hours per semester beginning their junior year. (If they meet college entry requirements.)

A concurrent enrollment class may be counted as a core or an elective credit.

### **OHLAP (OKLAHOMA'S PROMISE)**

For eligible families earning \$50,000 or less, OHLAP will pay for tuition at any Oklahoma college, University and select Career Tech courses. Students must apply in their 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grade year. OHLAP requires certain courses to be taken and a 2.5 cumulative GPA for all course work must be maintained throughout High School.

Applications and course requirements may be obtained from the counselor in the high school office or you may find further information on the internet at [www.okhighered.org](http://www.okhighered.org).

### **STUDENT ASSESMENT**

Oklahoma is currently trying to reestablish new guidelines for testing,

34 CFR 300.160 Participation in assessment.

In general. - All children with disabilities are included in all general State and district wide assessment programs, including assessments described under section 1111 of the Elementary and Secondary Education Act of 1965, with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs.

### **SPECIAL PROGRAMS AND ORGANIZATIONS**

**Academic Teams (Quiz Bowl):** Training and Competition is available for top academic students in grades 4-12.

**4-H Club:** Available for students from 3<sup>rd</sup> grade through the 12<sup>th</sup> grade. The 4-H program goal is to develop citizenship, leadership, and life skills of youth.

**FFA:** Is available for students in grades 8-12. FFA is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

**FCCLA:** Is available for students in grades 7-12. FCCLA promotes personal growth and leadership development through Family Consumer Sciences education.

**FCA:** Fellowship of Christian Athletes focuses on serving local communities by encouraging, equipping and empowering people to make a difference for Christ.

**Scholastic Organizations:** National Honor Society and Oklahoma Honor Society. Students must maintain a specific GPA to be eligible for membership.



**Athletic Programs:** Basketball grades 3-12, Softball grades 7-12, Track grades 7-12, Baseball grades 7-12, and Cheerleading 9-12.

**Student Council:** Provides an opportunity for students to develop leadership skills. Students are selected on a competitive basis.

**Gifted and Talented:** Students may be referred by teachers or parents. After appropriate testing, students will be selected. Enrichment is provided in the classroom, field trips and/or participation on the academic team.

**Library Media Center:** Classes are scheduled weekly in the library for Elementary students up to the 6<sup>th</sup> grade. Students will be responsible for all materials checked out. Books may be checked out for 2 weeks. In the event of a book loss, the book borrower will be charged the original cost of the loss. Computers are available for educational enrichment when supervised by the classroom teacher.

**Guidance Counseling:** Guidance counseling is available for all students on a referral basis. The guidance program is to assist individuals in making appropriate decisions and adjustments, in accepting the responsibility of their choices and following a course of action in harmony with their choices.

**Special Services:** Indianola Public School is committed to locating and serving children age 3-21 with disabilities. Services are provided in accordance with procedures set forth by the Oklahoma State Department of Education and the Individuals with Disabilities Act (IDEA) and other related legislative mandates. To make a referral for services, obtain complaint procedures or request further information, call 918-823-4244 to request assistance from the Principal or Special Education Director.

**Elementary After School Program:** The purpose of the After School Program is to provide supervised care for students who need to remain at the school until their parent or guardian can retrieve them. Operating hours are 3:00 – 6:00 p.m.

**High School and Jr. High students that** are not participating in an after school program will need to leave school campus at 3pm unless otherwise accompanied by a staff member.

### **GYM**

Students are not permitted in the gym **at any time** unless supervised by a faculty member. Drinks, chewing gum and street shoes are not permitted. After hour use of the gymnasium is open only to student athletes currently enrolled in the basketball and/or other appropriate programs. Student athletes will be granted permission to enter the gymnasium after hours when the coaches/authorized

faculty have opened the facility and are present supervising. Anyone behaving in an inappropriate manner will be asked to leave.

Students who request not to participate in PE activities must have a note from a parent with reason stated.

### **LOCKERS**

Lockers will be assigned for appropriate grades and remain the property of the Indianola Public Schools. Students should not leave money or other articles of value in their lockers. Students are not to change lockers without the permission of the administration. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time.

Students may bring a key or combination lock to secure their locker. A copy of the key or combination must be kept on file in the principal's office.

### **MEAL PRICES**

Breakfast and lunch is provided in the school cafeteria for the benefit and convenience of both the student and parent. Lunch bills will be sent home monthly. (Prices are subject to change.)

#### **Grades 9 - 12**

Breakfast		Lunch	
Faculty .....	2.00	Faculty .....	4.00
Visitor Adult .....	2.00	Visitor Adult .....	4.00
Regular .....	1.00	Regular .....	1.75
Reduced .....	.30	Reduced .....	.40

#### **Grades PK - 8**

Breakfast		Lunch	
Faculty/Adult .....	2.00	Adult .....	4.00
Regular .....	1.00	Regular .....	1.50
Reduced .....	.30	Reduced .....	.40

### **CAFETERIA RULES:**

Students will not be allowed to take food outside the cafeteria. Breakfast and lunch must be consumed in the cafeteria.

Return all trays and utensils to the dishwashing area. Leave the table and floor around the area in a clean condition. Deposit all litter in the waste basket.

Students may bring their lunch. **STUDENTS MAY NOT LEAVE SCHOOL GROUNDS AT LUNCH TO GO TO THE LOCAL STORES.**

## **STUDENT DRIVING AND PARKING**

Driving is a privilege offered by the parent and the school. This privilege can be suspended or revoked by the school for behavior that is unacceptable or dangerous. This applies to students who drive autos, pickups, motorcycles, motorbikes, etc. When a vehicle is brought on school grounds, it will be parked in the designated area for student parking and not moved by the student until the end of the school day, unless permission is granted by the administration. Students must park in the parking area north of the Main Entrance to the Elementary School. Students are not to park their vehicles on the front row of the parking lot which is reserved for faculty and staff. Students are not to be in vehicles during the school day, including at lunchtime.

## **EMERGENCY DRILLS**

- At least two fire drills per semester will be held and the first fire drill must occur within fifteen days from the first day of school. At least one storm drill, bus evacuation drill, intruder and lock down drill will be held each semester.

## **FIRE/DISASTER INSTRUCTIONS**

- Books are to be left in the classroom; only personal items of value are to be taken. Do not go to lockers.
- Close all windows and doors, but do not lock.
- Walk ---- DO NOT RUN ---- to your assigned exit.
- Students in bathrooms should join the nearest line, rejoining their class once outside the building.
- No one should return to the building until the all clear signal is given.
- Fire fighting must be secondary to the safety of the students and teachers.
- Teachers will take their attendance books with them as they leave the building so that all students can be accounted for after the building is evacuated.

## **BUS EVACUATION DRILL INSTRUCTIONS:**

- A bus evacuation drill will be conducted in conjunction with a fire drill.
- After students have safely evacuated the building for a fire drill, they will be escorted to the buses with their teacher.
- Each bus driver will complete a front and rear evacuation drill with students.

## **FIRE DRILL INSTRUCTIONS:**

- Alarm Sound: Fire Alarm will be 3 short bells.
- Escape Procedures:
  - A. Teachers will point out to each class which exit to use.

- B. Teachers: Use other exits if the pre-selected exit is blocked due to smoke, fire, or other temporary obstacles.

### **STORM DRILL INSTRUCTIONS:**

- Alarm Sound: Bell will sound continuously.
- Shelter Procedures:
  - A. Teachers will take their students in the hallway or areas that have been designated for their class.

### **LOCK DOWN DRILL INSTRUCTIONS:**

- Teachers will be notified of lock down on the intercom.
- Administrators will ensure that all exterior doors are locked.
- Teachers are to ensure that all students are accounted for in their classroom. Check the hallway for any students that may be passing. They are to be put in your classroom for safety.
- Local law enforcement officials will be notified.
- Students will remain in their classroom until all clear is called.

### **ILLNESS AND MEDICATION**

A student who complains of being sick will report to the office. The secretary or an administrator will call the parent if the student's illness necessitates the student to be sent home. Students will not call parents without permission.

Students with a temperature of 100 degrees or more must go home and not return until they have been free of fever, vomiting or diarrhea for 24 hours. When children are sick, they should remain at home to keep infections from spreading. This does not include sniffles and coughs due to allergies.

Parents of children who become ill or have an accident during the school day will be contacted. If parents cannot be reached, the emergency numbers will be called. **Please be sure that your child's emergency information is complete and accurate.**

No teacher or staff member is to administer medication to any pupil except when authorized by a written document from the student's parent/guardian. Forms can be obtained from the principal's office.

All medication brought to school by students with the exception of inhalers will be confiscated and the parents will be asked to come to school to pick up the medication. **Medication not picked up within two weeks at the end of each semester will be destroyed.**

All medications will be administered in the school office. A "Log of the Administration of Medication" form will include the name of the student for whom the medicine was administered, the date and the time the medicine was

administered, the name of the person who administered the medicine and the type or name of the medication which was administered.

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 physician prescribing the same. Non-prescription medication may be dispensed and administered only in compliance with written directions on the label of the medication, or as otherwise noted in writing by the child's physician. All medication shall be properly stored, and not readily accessible to persons other than the persons who will administer the medication.

Pursuant to the provisions of 70 O.S. 1984, § 1-11.2, neither an administrator nor designated school employee shall be liable to the student or his parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the administration or designated school employees in administering any medicine pursuant to the provisions of the statute.

### **SELF ADMINISTRATION OF MEDICATION**

(Senate Bill 343) The Indianola School District allows students to medicate themselves for asthma and/or anaphylaxis medication under the following guidelines:

- (1) The parent/guardian of a student must provide authorization in writing for the student to administer the medication.
- (2) The parent/guardian must provide a written statement from the physician treating the student stating that the student has asthma and/or has the need to self administer anaphylaxis medication and is capable of self-administration of medication.
- (3) The parent/guardian of the student must provide the school an emergency supply of the student's medication.
- (4) According to law, the district must inform the parent/guardian of the student, in writing, that the school district and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student; therefore, **you may consider yourself now informed.**

### **MENINGOCOCCAL VACCINES**

Meningococcal disease is a serious illness, caused by bacteria. It's a leading cause of bacterial meningitis in children 2-18 years old in the United States. It is an infection of fluid surrounding the brain and the spinal cord. Meningococcal disease also causes blood infections.

Anyone can get meningococcal disease but it is most common in infants less than one year of age and people with certain medical conditions, such as lack of

spleen. College freshmen who live in dormitories have an increased risk of getting meningococcal disease. Meningococcal infections can be treated with drugs such as penicillin. Preventing the disease through use of meningococcal vaccine is important for people at highest risk.

The vaccine MCV4 is recommended for all children at their routine preadolescent visit (11-12 years of age). For those who have never gotten MCV4 previously, a dose is recommended at high school entry. The vaccine MPSV4 should be used for children ages 2-10 and adults over 55 who are at risk.

You can call the local or state health department or contact the Centers for Disease Control and Prevention, (1-800-232-4636) to learn more information about meningococcal disease and vaccines.

### **STUDENT INSURANCE**

The district and/or school officials will not be liable for accidents occurring in classroom instruction, and cannot pay expenses of injured persons. Student insurance policies are available for students at the beginning of each school year. Parents are responsible for purchasing this protection. The district in no way assumes payment of the insurance and receives no funds or commissions from the policies.

### **INTERNET**

The Indianola Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and community. Students will be able to access the Internet under the supervision of their teachers. Individual student and patron accounts and E-mail addresses will not be provided and the user will not be permitted to use the address to send and receive mail at school.

Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources users may locate. Even with a required filter, The Indianola School District makes no guarantees of the accuracy of the information or the appropriateness of materials which a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or on-line conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized access, including so-called hacking, is strictly forbidden. The only chat room sites that are approved for student use are those designed specifically for use by educational institutions and must be pre-approved by the teacher. Users will not solicit or receive any information or service which could result in unauthorized expense to the district.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; however, users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended. Unauthorized disclosure, use, dissemination of personal information regarding minors is forbidden. E-mail and downloaded materials will be deleted from the system on a regularly scheduled basis.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violates copyright laws.

An Internet/Computer Network use agreement will be signed by all persons wishing to use the services provided by the Indianola School District. Violation of the Internet/Computer Network Acceptable Use Policy will result in forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint of inappropriate use of the networks, user privileges will be suspended.

Indianola School District shall not be liable for users' mistakes or negligence, or costs incurred by users. Indianola School District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The purpose of providing Internet and other computer network access in the Indianola School District is to promote the exchange of information and ideas with the global community. The following represents a guide to acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of the Indianola School District. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.

5. Do not reveal your personal address or telephone number to anyone. No student information protected by FERPA (The Family Educational and Privacy Act) should be electronically transmitted or otherwise disseminated through the network.
6. Illegal activities and unauthorized access, including so-called hacking, is strictly prohibited.
7. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
8. No charges for services, products, or information are to be incurred without appropriate permission.
9. Be aware that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
10. Do not use the network in such a way that you would disrupt the use of the network by other users.
11. Respect the privacy of others. Do not read the files of others without their permission. All communications and information accessible via the network should be assumed to be private property. Copyright and licensing laws will not be intentionally violated.
12. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
13. Report security problems to the supervising teacher or system administrator.
14. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

### **STUDENT SEARCH**

A search is permitted when the student is on school premises, in transit while under the authority of the school, or while attending any function sponsored or authorized by the school. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the search. In the event of a search of a student, the search will be conducted by an administrator or teacher of the same sex and witnessed by a person of the same sex.

### **TEXTBOOKS**

Textbooks are furnished by the State of Oklahoma and the Indianola Public Schools. These textbooks are numbered and the student to whom the book is checked out will be responsible for textbook loss or damage. Students are not to write in textbooks.



## **TRANSPORTATION**

Riding a school bus that serves this district is a privilege. The driver is recognized as the authority on the bus and has control over daily operations. Bus rules designated by the driver will be followed. Misconduct will be reported to the principle and dealt with accordingly. If a student's conduct seriously jeopardizes the safety of other students and/or the driver, a suspension will be immediately placed into effect.

The Oklahoma State Board of Education prohibits the use of school buses for transportation for nonparticipating pupils to and from contests, athletic games, or other school functions.

## **WEAPONS AND FIREARMS**

It is unlawful for students to possess firearms and/or dangerous weapons. The administration will report this violation to the appropriate law enforcement immediately. School discipline will be imposed independently of action taken by law enforcement. Violation of the law will result in a student being suspended for a period not less than 1 year. Such suspension may be appealed to the Board of Education. The request for a hearing should be submitted in writing to the superintendent.

The hearing will be held in executive session per 25 O.S. Section 307(b) (5). At that hearing the Board will make a full investigation of the suspension and the alleged violation. They will decide whether to uphold, modify or resend the administrator's disciplinary action. The student may appear with parents and/or attorney if desired.

## **WITHDRAWING FROM SCHOOL**

A student withdrawing from school will make the necessary arrangements with the administration. Students are to pay any outstanding bills owed to the school (i.e. lunches, fundraisers, etc.) before withdrawing. If possible, a student who plans to withdraw from school must obtain a Withdrawal Form at the beginning of the school day of the last day of attendance at Indianola Schools. The student should take his/her textbooks to class to check-in at the end of each period. Each teacher should be given the Withdrawal Form at the first of each class period and it should be returned to the student after the cumulative grade is placed on the form and signed by the teacher. At the end of the day, a member of the office staff will make a copy of the form and give the original to the student for the purpose of enrolling at another school. The student's new school will request a complete copy of the student's records, which will be mailed to the school system, and a copy of all records will be retained in the Indianola Public Schools as required by law.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986:**

The district has complied with this act and the asbestos identified in our management plan is checked regularly by an asbestos company and our staff to scrutinize any changes in the material which would cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by the law. The management plan documenting these inspections is on file in the Superintendent's office for public review. Information regarding any asbestos related activities planned or in progress, will be disseminated by the local newspaper when they arise.

### **CHILD FIND:**

Child Find is the active, ongoing process of locating, identifying and evaluating handicapped children to provide services to meet their needs. Public Law 94-142 provides that each handicapped child is entitled to a free, appropriate public education. The state Department of Education has approved regulations to meet minimum guidelines to implement such services.

Indianola Public Schools is seeking assistance in the effort to identify and serve handicapped children from birth through 21 years of age who may be eligible to receive special education services. Any information or referral of children with a suspected mental and/or physical handicap can be brought to the attention of the school by calling 918-823-4231 or 918-823-4244 and bringing this to the attention of the administration or professional teaching staff.

### **PARENT'S RIGHT- TO -KNOW POLICY**

As a parent in Indianola Public Schools who is receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Oklahoma State Department of Education has licensed or qualified the teacher for the grades or subjects he or she teaches.
- Whether the Oklahoma State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of certain circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher's aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the Superintendent's office, telephone number 918-823-4231.

In addition to the information that parents may request as outlined above, the school shall provide to each individual parent the following:

- Information on the level of achievement of the parent's child in each of the state assessment as required by law.
- Timely notice that the parent's child has been assigned, or has taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

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

**NOTICE OF PARENTAL RIGHTS UNDER SECTION 504:**

Section 504 of the Rehabilitation Act is a nondiscrimination statute barring discrimination on the basis of one's disability. It is the policy of this school district not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act. The Act requires the school district to locate, evaluate and determine if the student is a qualified individual requiring accommodations necessary to provide access to educational programs. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). Parents or guardians disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer by notifying the school principal.

**NOTICE OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS:**

The Family Educational and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are as follows:

- The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a

person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records with consent to officials of other school districts or post-secondary schools in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
- The right to object to the disclosure of directory information. Directory information may be disclosed without prior written consent of a parent or eligible student if the parent or eligible student has not notified the Superintendent in writing at least ten (10) days after receipt of this Notification of any or all items they refuse to permit the District to designate as directory information regarding the student. In addition, two federal laws require the District to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the District in writing that they do not want their student’s information disclosed without prior written consent.
- “Directory Information” shall include a student’s name, parent’s or guardian’s name, address, telephone number, date and place of birth, weight and height, courses taken, major field of study, dates of attendance, grade level, degrees, honors, and awards received, most recent previous school attended, student statements, photographs, audio or videotapes depicting students and/or a student’s work, and electronic mail addresses. Any parent or eligible student’s objection to the release of directory information shall be appropriately designated on the student’s educational records. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- **IDEA-B: Indianola School District provides educational services to students with disabilities utilizing federal assistance through IDEA-B funds to enhance the basic program. An application is on file at the Superintendent’s office and is available for examination and recommendations by district.**

**TITLE I  
PARENT INVOLVEMENT POLICY  
INDIANOLA PUBLIC SCHOOL  
2017 – 2018**

This policy concerns involvement and relationships between teachers, students, and parents. It has been adopted by INDIANOLA PUBLIC SCHOOL.

INDIANOLA PUBLIC SCHOOL parental involvement activities include, but are not limited to:

- ❖ Parent-teacher conferences twice per year, in the fall and the spring.
- ❖ We have to keep parents a regular schedule of useful notices, memos, phone calls, newsletter, and other communication to keep parents involved and informed.
- ❖ Parents and the community are involved in the planning, review, and improvement of our Title I program. The district has parents in place on the Title I committee. These parents are chosen to represent the community.
- ❖ We make the Title I plan available for public review during a presentation to the School Board.
- ❖ We have a School-Parent Compact that outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement.
- ❖ At the beginning of each school year, the district will notify the parents of each student attending our school information regarding the professional qualifications of the student's classroom teachers. The following information will be provided per parent request:
  - Whether the teacher has met state qualifications and licensing criteria for the grade level and subject area taught;
  - Whether the teacher is teaching under an emergency or other provisional status;
  - The degree held by the teacher;
  - Whether the student is provided services by paraprofessionals and their qualifications.
- ❖ Committee meetings will be scheduled with parents of students who qualify according to the Reading Sufficiency Act.
- ❖ School wide parent activities will be planned to involve parents in their child's education.
- ❖ The Parent Participation Policy will be reviewed and revised annually by the site's Title I team with parent representation.

Dear Parents/Guardians:

When you have read this handbook, please sign and have your daughter/son sign and return this page to her/his first period teacher.

I have read, understand, and agree to abide by the student handbook provided by the school for my information.

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Signature of Parent/Guardian

Date

---

Signature of Student

### Internet Usage

I, \_\_\_\_\_, understand and will abide by the Indianola School District's terms and conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

User's Signature: \_\_\_\_\_

Status: Student\_\_\_\_\_, Staff\_\_\_\_\_, Patron\_\_\_\_\_

If applicant is less than 18 years of age, a parent or guardian must also read and sign this agreement. As the parent or guardian of this student, I have read the terms and conditions for Internet Access. I understand that the Indianola School District is providing this access for educational purposes only and hereby give my permission to grant access for my child and will accept responsibility for supervision when my child is not in a school setting.

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Parent /Guardian (please print):

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Parent/Guardian Signature

### Publication of Student Pictures

\_\_\_\_\_ I give permission for my child's picture to be displayed on the school web-site.

\_\_\_\_\_ I do not give permission for my child's picture to be displayed on the school web-site.

---

Parent /Guardian (please print):

---

Parent/Guardian Signature

### **ADMINISTRATION**

Adam Newman  
Gary Gunckel

Superintendent/Elem Principal  
High School Principal

### **FACULTY**

Blankenship, Vaughn

PK-6<sup>th</sup> PE, JH/HS Boys' Athletics

Brady, Marsha  
Clingan, Vicki  
Dalmont, Cheryl  
Davison, Kerry  
Effinger, Sherrie  
Gunckel, Gary  
Hamilton, Jerry  
Holcomb, Kellie  
Horne, Rhonda  
Jake Johnson  
McNeil, Brad  
Mullins, Ceila  
Ragan, Susie  
Rhonda Horne  
Ross, Virginia  
Satterfield, Shane  
Sennett, Christi  
Shirley, Dena  
Weeks, Jana

Fifth/Sixth Grade  
Family & Consumer Science  
First Grade  
PK/Kindergarten  
Third Grade/Fourth Grade  
JH/HS Girl's Athletics  
Vocational Agriculture  
Special Education  
Special Education/Director  
Fifth/Sixth Grade  
Math/Computers  
HS Counselor/Psychology  
History/Humanities  
Special Education  
Science/Art  
Fifth - Eighth Social Studies & PE  
Second Grade  
English/Yearbook/Computers  
Third/Fourth Grade

**DIRECTORY INFORMATION**

Elementary Office: 918-823-4244

Margaret Miller  
Tabitha Conover

Office Management

High School Office: 918-823-4231

Charity McNeil

Office Management

**INDIANOLA PUBLIC SCHOOL**



**2017-2018**  
**FIND THE WARRIOR WITHIN!**

**STUDENT HANDBOOK**



