

Vici Public Schools

Student Handbook

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Notification

All Vici Public Schools employees, students and parents will have access to the student handbook, which will advise them of the standards of conduct, sanctions, and official notification that compliance with the rules and regulations of Vici Public Schools is mandatory. As a condition of continued enrollment in Vici Public Schools, all students shall abide by the policies, rules and regulations of Vici Public Schools.

Grievance Procedure for Students and Parents

1. If the issue involves a teacher, the student or parent will address the issue with the teacher.
If the issue is not resolved, the issue will be brought before the principal.
2. If the issue involves another student or other school personnel, the parties will address the
issue with the principal.
3. If the issue is not resolved, the parties will bring the issue before the superintendent.
If the issue is not resolved the parties may file for a hearing with the Board of Education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

Non-Discrimination Policy

It is the policy of the Vici Public Schools to provide equal opportunities without regard to race, color, natural 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. Inquiries concerning application of this policy may be referred to Coby Nelson, Coordinator of Title IX and Section 504 responsibilities. Vici School District I-005, PO Box 60, Vici, OK., 73859, Telephone 580-995-4251

Vici School does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran.

Compliance With Family Education Rights and Privacy Act of 1974

Notification to Parents:

You have the right to inspect and review your or your child's education records.

You have the right to exercise limited control over other people's access to your or your child's education records. The school will limit the disclosure of information contained in education records except:

1. By prior written consent of the student's parent or the eligible student
2. As directory information
3. Under certain limited circumstances, as permitted by the FERPA

You have the right to seek correction to a part or parts of educational records if you believe the record to contain inaccurate, misleading information or if the record otherwise violates

the student's rights. Your rights include the right to a hearing to present evidence that the

record should be changed.

You have the right to file a complaint with the U.S. Department of Education if you believe that this

school district has violated the FERPA.

You have the right to obtain copies of this school's FERPA policy. Copies of this policy are located

in the superintendent's office.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

Parents may be denied copies of a student's records after the student reaches 18 years of age under the following conditions:

1. When the student is attending an institution of post-secondary education
2. If the parent fails to follow proper procedures and pay copying charges

Non-directory Educational Records are private or confidential records maintained by the school regarding a current or former student.

Student Directory Information:

Any school official may release the following student directory information without violating the FERPA or the Oklahoma Open Records Act (51 O.S. 24A.16):

1. Student name and address
2. Telephone number
3. Date and place of birth
4. Major field of study
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. Dates of attendance
8. Degrees and awards received
9. The public or private school most recently attended by the student

Parents or students who do not want this information released must submit a request in writing to the principal within 10 days of the time the handbook is issued to the student.

General Information

While rules and regulations are necessary for the smooth operation of any institution, it is the policy of our school to have as few regulations as possible. Most rules are not made until it

seems advisable for the good of the pupils themselves. A good citizen with a sincere desire to co-operate in all matters for the best interest of the school will seldom be aware of the existence of such rules because of the student's high standards do not conflict with them. Most of the regulations listed here in written form are automatically and habitually observed by the students of Vici Public Schools, but they are given so that all students may be well-informed, and so that parents and other interested persons may know how our school is organized and operated.

Student Expectations

Student Code of Conduct

Students are to conduct themselves in a responsible manner at school and school activities. The following guidelines will assist in representing oneself responsibly and respectfully.

1. Students are expected to know and follow the rules and regulations of the school.
2. Students are expected to recognize the rights of others and show proper respect for other people and other people's property.
3. Students are responsible for their behavior, which should be governed by respect and consideration for the rights of others.
4. Students are expected to bring all necessary materials to class, to be on time for school and each class, and to hand all assignments in on time
5. Students are expected to recognize the teacher as the authority presence within the classroom and to abide by their classroom policies and expectations.
6. Students are expected to maintain school facilities and vehicles in a neat and clean manner showing great respect for our school and all it has to offer. Students are expected to use trash receptacles, refrain from littering and writing on lockers, furniture, walls, etc.
7. Students are expected to apply themselves to the best of their ability in their schoolwork.
8. Students are expected to deal with and approach problems in a positive manner. (Name-calling, negative statements, and profanity are inappropriate behavior.)
9. Students are expected to refrain from public displays of affection – hands off.
10. Students are expected to refrain from loitering, congregating, or impeding the normal movement of pedestrian traffic.

School Hours

Breakfast is served from 7:45 until 8:08 a.m. School begins promptly at 8:11 a.m. The school day ends at 3:15 p.m. at which time students will be dismissed to go home. Elementary students will not be permitted to remain on the playground after school. They will be asked to go directly home at 3:15. Unless supervised in an activity, students are asked to leave the building by 3:30 p.m.

Bells

Students are discouraged from arriving at school before 7:45 in the morning. Those finding it necessary to come before this time are to remain in a designated area until the first bell rings. Students reentering the building during the noon period will remain in a designated area until the bell rings for the afternoon classes. Students are not permitted to remain in the school building after school except in the presence of a teacher or with special permission from the principal.

Dress and Grooming

When students come to school inappropriately dressed, the faculty and administration will enforce the dress code. Parents of such students will be asked to co-operate. Students will be expected to comply with the following specific dress/grooming code.

Dress/Grooming Code:

Students at Vici Public Schools are expected to dress and groom appropriately for the school setting. Students must wear shoes and shirts at all times. Clothing, accessories or hairstyles that are disruptive to the educational environment or creates a risk of health or safety to any person are prohibited at school or school activities. Disallowed clothing includes, but is not limited to: clothing that reveals the midriff or inappropriately exposes other areas of the body or undergarments; shirts which expose the torso (open backs, see-through fabrics, open mesh cloth, very large arm holes; spaghetti straps; or midi tops); shoes with cleats; house shoes; cut-off shorts; extremely short shorts; caps/hats are not to be worn indoors; clothing, accessories, or hair styles that display or infer (directly or indirectly) alcohol, chemical abuse, criminal behavior, gang colors or symbols (including sagging or baggy pants), inappropriate moral conduct, nudity (partial or whole), obscenity; profanity; any form of violence; or weapons. Hoods of any kind will not be permitted to be worn in the school building. Exposed body piercing shall be limited to the student's ears. Students are responsible for keeping themselves, their hair, and their clothing clean. Length and style of hair will be regulated to eliminate any health or safety hazards and to prevent any disruption of normal school operations.

Calendar

All school events or school-sponsored activities are scheduled through the principal and placed on a Master Calendar located in the teachers' workroom. No activity shall take place in the name of the school or any school organization without the approval of the principal. In the event that days conflict and cannot be satisfactorily resolved, the event placed on the calendar first has precedence.

Proof of Residency

A new student will go first to the principal's office where he will present proof of residency, such as a utility bill. Students are also required to bring birth certificate, shot record, and transcript of credits and fill out enrollment papers. A school official will introduce him to his new school.

Closing School (Bad Weather)

Announcements regarding school closing and delayed opening times due to bad weather will be made on local radio and TV stations, the school Facebook page, as well as the SchoolReach messaging service. It is very important to keep contact phone numbers up-to-date with the school secretaries and teacher.

Check In/Out of the Office

All parents and visitors are asked to check through the office upon entering the building. If you need to contact your child or take him/her from school, someone from the office will go to the classroom for your child. Office personnel will deliver messages and/or items to students. We cannot guarantee late messages or items will be delivered before school is out. Please adjust your schedule accordingly.

Checking Out of School

Students must check out of school through the office. (Failure to do so may result in lunch or after-school detention.) Students may only check out with the personal permission of their parent or guardian. **Permission must be given in person or over the phone before the student may be approved to leave school. Any written note must be signed and dated by the parent or guardian.**

Closed Campus

Vici 7th and 8th grades have a closed campus policy. Students may not leave campus without being “checked out” in the high school secretary’s office or by a member of the administration. Students must be picked up by a parent or parent designee. During lunch time all 7th and 8th grade students will go to the cafeteria unless they are with their parent or parent designee. All food items will be kept in the cafeteria.

Students in grades 9-12 may leave campus with their parent’s permission. All students should go directly to the cafeteria for lunch with food items remaining in the cafeteria. Areas around the school such as the baseball and softball fields, agriculture and shop buildings, and the areas surrounding the old gym are off limits. Vehicles must remain parked and on-campus unless prior permission is given by school administration and the parent. Students are not permitted to sit in vehicles or parking lots during the lunch period.

Changing Schedules

In order for a student to change his/her class schedule, the student must first obtain permission from the principal and both classroom teachers involved in the class change. Class changes must be made by the first three days of the semester.

Withdrawal From School

A student who withdraws from school must:

1. Have parent or guardian call or come into office.

2. Obtain a withdrawal form from the principal's office as early as possible on the day he/she intends to checkout of school.
3. All subject teachers, the librarian, secretary, and the principal must sign the withdrawal notice.
4. The student will take this form with them to be used in enrolling in the next school.
5. If the student intends to be home schooled, appropriate paperwork must be signed by the parent and be placed on file before withdrawal is complete.

Bulletin Boards

Bulletin boards are provided for official notices and for the advertising of school activities. Any student wishing to place a notice or poster anywhere in the building must get the approval of the principal or a teacher in advance.

Emergency Drills

State law requires all schools to conduct fire, tornado, and security drills periodically. Drills should be treated as a real emergency in order to prepare for real emergency situations. Running, talking or misconduct will not be permitted during a drill. Emergency signals are:

Ø Fire - The alarm signal will be a continual high-pitched tone which will be accompanied by flashing strobe lights located throughout the facility.

Ø Tornado – The administration will verbalize a threat of impending over the intercom.

Ø Security – a pre-designated announcement is given to staff members and they will instruct students accordingly depending on the type of security situation.

Lockers/Gym Bags/Book Bags

Lockers & School Property: Lockers are the property of the school and are assigned to the students for their use. Students hold neither expectation of privacy in their lockers nor other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. Students must receive permission from the principal in order to place a personally owned padlock on their locker. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.

Book Bags & Gym Bags: Students may bring book bags and gym bags to school for their educational use. The contents of a book bag shall be limited to school property (e.g. books) and educational-related materials (e.g. notebooks, pencils, etc.). The contents of a gym bag shall be limited to uniforms, shoes and equipment needed for participation in physical education classes or competitive athletics.

Gym Use: These rules are necessary in order to maintain the facility properly and keep it in good order for all the different organizations and teams that use the facility.

- No street shoes on the playing court at any time.

- No gym shoes are to be used that have been worn outside. Outside shoes carry bits of gravel in the soles and mar the playing surface.
- Students should not leave money or other valuables in the locker rooms during practice or games (home or away).
- Students should not be in the gym without proper adult supervision.
- Coaches will have additional expectations that students will respect and follow in order to maintain student safety and facility standards.

Playground Procedures (Elementary)

- Students must receive permission from the playground supervisor before leaving the playground and report back when returning.
- Students should only sit in swings. Do not stand in or jump out of swings. One student per swing.
- Students are requested not to bring personal items to school, this includes, but is not limited to, toys, games, and cell phones (active or inactive).
- Food and gum will not be allowed on the playground.
- If a ball should go into the street from the playground the student should: get permission from the playground supervisor to retrieve it and then look both ways before going into the street or crossing the street
- Students will not be allowed to climb on top of picnic tables, benches, or the coverings of the playground equipment.

Lost and Found

Students having lost articles should make inquiry at the principal's office. Likewise, upon finding a lost article, a student should take it to the office. Vici Public Schools does not carry insurance to cover the loss or damage to student's property and will not reimburse students for items lost, stolen, or damaged. Personal items brought to school are the responsibility of the student and should be clearly marked with the student's name. Vici Public Schools is not responsible for the loss of personal items brought to school. Only items needed for school use should be brought to school. Do not bring toys to school.

Visitors

Parents and others are welcome to visit the school and are requested to notify office personnel when they are in the building. All teachers have a conference/planning period time each day. Conferences may be made during this time upon request of the parent. Visitors must be pre-approved by the teacher and the principal. Visitors who arrive and are not prepared to rationally discuss an issue will be asked to leave the premises immediately. Our first and primary responsibility is for the safety of all students and staff.

Textbooks and Equipment

Books or equipment that are destroyed or damaged by students will be charged to that student. Any items destroyed or damaged will be charged at replacement cost. Athletic equipment lost or damaged will also be charged at replacement cost to the student.

Work Policy

Parents may request that their children be absent from school for the purpose of work. The following procedures should be followed:

1. A student whose parents request that their child be excused to work in a planned time of unusual need will hand in his or her homework before he/she leaves school.
2. When an unplanned emergency work situation arises a student will not be considered truant if his or her parents have communicated by phone or in person with the principal..

School Telephones

In order to provide the most beneficial service of phone use for all concerned, the telephones in the school buildings are for business and emergency use. Students are permitted to use the telephone upon request only when an emergency exists or have written permission from their teacher or the principal. Students will not be called from their classrooms to answer the phone except for emergency calls. Only an administrator can excuse a student to take a personal phone call at school. A phone message will be taken and delivered to the student. No long distance calls are to be made on school phones without permission.

Computer Access

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Only students who have been authorized by the district and who are under direct supervision of designated district employees are permitted to use a district computer or to access any local network or outside telecommunications services such as the Internet. Prior to such authorization, the student and the student's parent must sign and return the district's Acceptable Use Form acknowledging their responsibilities and the consequence of violation.

Wireless Telecommunications Devices

Students at Vici Public Schools shall be permitted to possess cell phones and other wireless telecommunications devices at school or school events. Cell phones and other wireless telecommunication devices (iPads, Kindles) will be allowed to be utilized on the student's time, but shall be put away during class, unless usage is deemed appropriate and relevant by the teacher.

Headphones will be permitted at Vici Public Schools. However, headphones will only be permitted to be worn before and after the school hours, during the lunch period, and at the discretion of the classroom teacher. Wearing headphones in the school hallways is not permitted. Students in violation of this policy shall have the item confiscated and it will be returned to the parent in a timely manner. If a student persists in violating this policy, the student will be placed in Saturday School or In School Suspension for a period of time to be

determined by the principal. Students must check with an activity sponsor before taking tape players, radios and head phones on any activity trip. The decision of the sponsor will be final.

Boy/Girl Relations and Public Display of Affection (PDA)

In keeping with our aims of good citizenship for all our students, may we remind both boys and girls that we expect only that conduct fitting to young ladies and gentlemen at all times. Romantic notions are very natural for all, but they must certainly be kept within good taste and practice at or near school. Students are here to study, learn, and acquire education. Personal affections and romantic notions will not be allowed. Public display of affection is prohibited.

Library

Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students are liable for destroying or failure to return library materials.

Automobile and Motorcycle Use

Once the student arrives at school the automobile or motorcycle is not to be driven unless the student has permission from the principal. Students must be properly licensed and insured before bringing a vehicle onto school property. Seniors will park around the new gymnasium. All underclassmen will park in the parking lot located South of the new gymnasium.

Bicycles

Students riding bicycles to school are to park them in the bicycle rack. Students should walk their bicycles on the school grounds. Abide by all traffic rules when riding bikes to and from school. The school is not responsible for the safe keeping of bicycles left overnight at school.

Snowballs

The making and throwing of snowballs is not permitted on school property.

Cafeteria

Students line up in a single file in the cafeteria in the order in which they arrive. No one is permitted to hold a place in line for another student. Teachers are instructed to go to the head of the line in order that they may return to supervisory duties. The same orderliness and quietness should exist while you are eating lunch in the cafeteria as in your home. No running to the cafeteria from classes or scuffling in the line will be permitted.

Money

All money sent to school for any reason should be in an envelope with the student's name, teacher's name, and an appropriate label (i.e., lunch money, book order, pictures, etc.).

Insurance

For a small fee, each student may take out a policy. The policy is a form of Group Insurance made available through the school. Students will be given enrollment forms at registration, and claim forms will be available in the office.

Guidance

All members of the faculty are happy to assist students with their educational, vocational, and personal problems whenever they can be of help. The Organized Guidance Program is under the direction and is the responsibility of the school Counselor. Feel free to contact the school counselor for help in solving your problems. It is better to meet your problems as they appear rather than to hope they will solve themselves. "No Problem is Too Large or Too Small to Merit Consideration."

Care of School Property

It is the responsibility of every student not to mar, deface or litter the facilities. Always deposit paper or cups in trashcans provided for that purpose inside and outside the buildings. Keep lockers organized, clean and tidy. If you notice something that needs to be done, pitch in and help-even if it isn't your mess!

Vandalism

Senate Bill 95 makes parents responsible up to \$1500.00 for willful destruction of school equipment or property by their children.

School Activity (Field) Trips

Many school-sponsored trips will be made during the school year for the many activities in which the students of Vici Public Schools participate. Parents and students are requested to study the following regulations concerning these trips.

1. Students will travel in school-arranged transportation unless the parents personally check with the sponsor of the activity for the student to return with parents. Approval must be made in advance for those parents wishing to make other arrangements for their child's transportation.
2. Students must be in compliance with eligibility rules to make a school sponsored trip. This does not apply to field trips made as a part of class work.
3. Students missing school on school-sponsored trips will not be counted absent, but they will be required to make up work missed.
4. Students must observe all safety regulations while riding in school-arranged transportation.
5. Those making school sponsored trips shall be under supervision of a sponsor. Students are expected to conduct themselves as ladies and gentlemen representing Vici Public Schools at all times.
6. (NOTE: Students will only be released to their parent or legal guardian unless the parent or guardian personally instructs the sponsor to release the student to another adult. No student will be allowed to leave with another student.)

Vici Public Schools Senior Trip Policy

It shall be the policy of Vici Public Schools that if a group of parents chooses to sponsor a senior trip for any graduating class that they shall have the authority to do so. They will be allowed to rent school facilities for fund raising activities, just as any other non-school organization can do. All funds generated for this purpose must be deposited in a separate account in a local bank and will not be run through the school Activity Fund. Also, no school vehicles shall be used to transport graduates to or from the planned trip. Since this trip, if planned and taken, will not be sponsored by Vici Public Schools, no prior approval of the Vici Board of Education will be needed. Policy adopted by the Vici Board of Education on December 3, 2001

Social Activities

Social activities within the school must have the approval from the sponsor and the principal before they can be put on the Master Calendar in the principal's office. All parties are subject to approval.

Class Parties (Elementary)

Each class will have four parties per school year: Thanksgiving, Christmas, Valentine's Day, and Easter. Room mothers are responsible for planning parties with the help and guidance of the homeroom teacher. Invitations to personal birthday parties are not to be handed out at school by the students or parents. The only exception to this rule will be if EVERY student in the class or EVERY student of the same sex are invited to the party. This will help eliminate hurt feelings of those children not invited.

Accidents

All accidents in the school building, on the school grounds, at activity practice sessions, or at any school sponsored event either at school or away must be reported immediately to school personnel sponsoring the activity. An accident report must be filed in the appropriate office. Normal scrapes and the principal or designated personnel will treat injuries. Parents will be notified of head injuries and possible broken bones. Parent permission is needed to give ANY medication and/or for the child to see any doctor.

Immunization

No minor child shall be admitted to any public, private, or parochial school unless such child can present to the school authorities certification from a licensed physician or the appropriate public health authorities that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles (rubeola/rubella), poliomyelitis, smallpox, hepatitis A & B, chickenpox (varicella) or is likely to be immune as a result of the disease.

Any minor child, through his parent or guardian, may submit to the health authority charged with the enforcement of the immunization laws a certificate of a licensed physician, stating that the physical condition of the child is such that immunization would endanger the life or health of the child; or upon receipt of a written statement by the parent or guardian objecting to such tests or immunizations and said child shall be exempt from the provision of this act.

The immunizations will be administered by a licensed physician, someone under his direction, or public health department. If the parents or guardian are unable to pay, the State Department of Public Health shall provide, without charge, the immunization materials required by this act to such pupils. The parents, guardian or person having legal custody of any child may claim an exemption from the immunizations on medical, religious or personal grounds.

Communicable Diseases

Any student afflicted with a contagious disease or head lice or nits may be prohibited from attending a public, private, or parochial school until such time as he is free from the contagious disease or head lice/nits. A student could be sent home if he has any of the following: An above normal temperature, cough, sore throat, ear ache, skin eruptions or rashes, nausea or vomiting, or nits/lice.

Policy on Dispensing Medicine

The term "medicine" as used in this policy means "filled prescription medicine". "Filled prescription medicine" is prescription medication contained in a prescription vial with a label that correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for the administration of the medication.

Only the following personnel shall be authorized to administer medicine at school: the school principal, or school employees who have been designated in writing by the school principal as authorized to administer medicine. A nurse employed by the County Health Department and this School District may also administer medicine.

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. 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. Each school shall keep on file the written authorization) of the parent or guardian of the student to administer medicine to the student.

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.

All medicine shall be properly stored and not readily accessible to persons other than the persons who will administer the medication.

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 date the medicine was administered, the name of the person who administered the medicine, the type or name of medicine that was administered, the dosage of the medicine that was administered, and the time the medicine was administered. The "Log of Administration of Medicine" shall be used by each school to keep the record of all medicine administered during each school year.

The Board of Education adopts this policy pursuant to the provisions of 70 O.W. 1984, 1-116.2. Under this statute a school nurse, county nurse, administrator, or designated school

employees are not 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 school or county nurse, administrator, or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

Vici Public Schools will permit self-administration of asthma/anaphylaxis medication by students provided the following conditions are met:

1. The parent gives written permission.
2. The parent provides a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of self-administration of medication.
3. The parent of the student will provide the school with an emergency supply of the student's medication.
4. The school will inform the parent, in writing, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
5. The parent of the student shall sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

*Students with diabetic conditions are allowed to check sugar levels in the secretary's offices.

Bus Rules

Students on school buses are under the direct supervision of school authorities at all times. They are expected to exercise good conduct and behavior. Bus drivers are the final authority while the bus is in transit.

Students must ride the bus on all school activities unless permission has been given by the administration or activity sponsor to do otherwise. A written request for alternative transportation must be submitted to the school administration or activity sponsor by the student's parent or guardian PRIOR to the activity trip.

RULES FOR BUS RIDERS: (1) Be on time, (2) observe all safety practices (check traffic both ways before boarding or departing the bus), (3) Keep hands and feet inside the bus, (4) Stay in your seat, (5) Place trash in proper place, (6) No loud, disruptive behavior, (7) Do not throw objects on, or out of the bus, (8) Do not leave items on the bus, (9) Remain on the bus in an emergency, unless the driver instructs you otherwise.

CONSEQUENCES FOR VIOLATIONS OF POLICY:

- Ø First Offense: Bus driver will report violation and the student will be assigned a seat.
- Ø Second Offense: Bus driver will report violation and the student will receive a suspension from riding the bus to or from school or to any school activity (duration of the suspension to be determined by the principal).
- Ø Subsequent Offenses: Bus driver will report violation and the student will be suspended from riding the bus to school or any school activity up to the remainder of the semester and the following semester (duration of the suspension to be determined by the principal).

Attendance Policy

All students are required to attend school regularly. Failure to attend school regularly may result in a student's failure to pass a class or to be promoted to the next grade level.

In order to receive credit in a class, a student must be in attendance 90% of the time. The principal will have the flexibility to make exceptions in unusual cases such as extended illness, family tragedy, or other instances deemed to be justified.

Any student who is absent without a valid excuse for four days or parts of day within a four-week period or for ten days or parts of days within a semester shall be reported by the designated attendance officer (principal) of the district, first, to the student's parent, guardian or custodian and, second, to the district attorney for juvenile proceedings pertaining to truancy.

Attendance Responsibility: Regular school attendance is the responsibility of the students and the parent/guardian. The attendance office needs to be notified immediately of any change of address or phone number.

Attendance Expectations: Students are expected to be present each day in all classes in which they are enrolled unless excused for a school activity or have a valid reason as stated in the attendance policy.

Parent Call-In Responsibility: It is necessary for the parent to contact the appropriate principal when the student is absent from school in order for the absence not to be considered truancy. Parents may contact the principal in person, by phone, or by written communication. Calls will be accepted between 7:30 a.m. and 3:30 p.m. Parents are asked to contact the school office before 9:30 a.m. on the day of the absence. After 9:30 the school will attempt to contact the parent. Written notes will be accepted when the student returns to school.

On a junior high/high school student's return to school an admit slip will have to be secured from the principal's office and taken to each class for the teacher's initial.

Students who are absent more than (1) hour in the morning, or (1) hour in the afternoon will receive a ½ day absence.

Make-up Work: One school day for each school day absent is allowed to complete make-up work. Make-up work will begin no later than the first day after returning from the excused activity or absence. It is the student's responsibility to secure make-up work from the teacher. If the student is truant, the student will be allowed to make-up the work but the student will receive a grade of zero for the assignment. Regardless of the reasons for an absence, all work must be made up as arranged with the classroom teacher. *At no time shall a student be allowed to leave the school grounds during the school day unless such leaving is in compliance with school policy and with clear approval by the parent, guardian or custodian of the student. No teacher may excuse a pupil to leave the school during the school day unless the student checks out through the office.*

Types of Absences:

Activity: Students dismissed from school to participate in school activities under the supervision of a teacher will not be counted absent from school; however, they will be considered absent from individual classes and must make up work missed. It is the students' responsibility to discuss make-up needed, assignment completion, and when/how to turn in assignments.

Regular Absence: All absences are considered a regular absence, other than school activity absences or truancy.

Truancy: A student is considered truant when:

- a. He is absent without the knowledge or consent of parents.
- b. He is absent without the consent of school officials.
- c. He leaves class or school without permission from school officials and parents.

If a student is truant, past conduct records will be considered in the resolution of the infraction. Responses include, but are not limited to: Saturday School, VSID, or any other consequence the principal deems appropriate for inappropriate behavior.

Tardiness: A student is considered tardy if the student is not in the classroom when tardy bell rings.

Tardy Procedure: Three tardies = 1 absence.

Tardy Redemption: Students may off set the three tardies = 1 absence by

Attend one After School Detention.

Vici School Board Policy states that a student who is more than 10 minutes late is counted absent for the period.

Academic/Scholastic

All students are required to take a course or activity each period. Study halls are not provided.

REPORT CARDS: Your child will receive a report card four times a year. When the student brings the student report card home, please sign it and have the student return it to the school promptly. Your signature on the card shows that you have seen it.

STATEMENT OF CONCERN: If classroom work is missing, incomplete, completed with poor quality or there is a test failed, a statement of concern will be mailed to the parent. A statement will be mailed for EACH assignment in question.

UNSATISFACTORY REPORT: Teachers will submit a report weekly to the principal's office reflecting those students who are currently making a grade of 59 or lower in any class. These reports need to be in the principal's office by 3:00 p.m. on Thursday of each week. This will enable the principal to notify parents, teachers, activity sponsors, and coaches of eligibility for the ensuing week. Parents will be able to see low performance after the third week of each nine weeks and each week thereafter on the Gradebook System.

(www.wengage.com/ViciGradebook). Contact the school for a username and password. Special study periods will be held at the teacher's discretion.

SCHOLASTIC ELIGIBILITY

Student Eligibility During a Semester

- a. Scholastic eligibility for students will be checked after three weeks (during the fourth week of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Grading Scale

A 90-100	S – Satisfactory
B 89-80	N – Needs Improvement
C 79-70	U – Unsatisfactory
D 69-60	
F 59 or below	
I Incomplete – the grade will become an F if the assignment is not made up or completed in a timely manner (as by the teacher or principal)	

Student Classification -	Freshman	0 – 6	credits
	Sophomore	6.5 – 12	credits
	Junior	12.5 – 18	credits
	Senior	18.5 +	credits

The student classification system will be implemented starting with the Freshman Class of 2012-2013.

Retention Policy – Grades 6th-7th-8th

It shall be the policy of Vici Public Schools to retain students in grades 6th, 7th, or 8th who fail more than one of the core curriculum subjects (i.e. mathematics, science, social studies, and English) for the year. To determine whether or not a student has failed in the core curriculum areas, we will average both semester grades to arrive at a yearly average. If the yearly average is under 70, the student will be considered to have failed the subject. These yearly averages will be used only for promotion or retention purposes.

Beginning with the 1999-2000 school year, any student in grades 6th, 7th, or 8th who fails two or more core curriculum areas will be retained.

Core Curriculum is defined as follows for each of the grades mentioned:

6 th Grade	7 th Grade	8 th Grade	Science
Math	Math	Math	Reading
English	English	English	
(Included Writing & Spelling)	Social Studies		Science
Reading			

Approved by the Vici Board of Education on May 3rd, 1999.

Amendment:

In accordance with the State Department of Education recommendations, students who failed to meet academic standards during the regular school year may take the Proficiency Based Promotion exams in lieu of repeating the course in summer school or during the school year. A student must perform at the 70% accuracy level (or above) in order to receive a grade and credit for the course. Any passing grade earned, whether 70 or above, will be recorded as a 70 (passing grade) on the transcript. The original failing grade earned during the regular term will remain as a part of the student’s transcript and will be included when calculating grade point averages.

Approved by the Vici Board of Education on June 4th, 2001.

Cheating/Plagiarism

A grade of zero (0) will be assigned for any work resulting from the cheating/plagiarism or attempted cheating/plagiarism for the student and any student who assists the student in the act of cheating/plagiarism.

ASTRO (After School Tutoring)

The ASTRO program will begin the first week in September and will end the first week in May. The Title I program will supervise the elementary sessions. Individual classroom teachers will supervise Junior High/High School sessions in their classrooms. Contact the principal’s office or individual classroom teachers to determine the designated day for core curriculum assistance.

Semester Test Exemptions

In order to encourage improved attendance and reward academic achievement, students in grades 7-12 may be exempt from semester tests using the following guidelines:

- The student has a "B" average in the class and no more than 1 absence for the semester.
- The student has an "A" average in the class and no more than 2 absences for the semester.

For exemption purposes, only school activities are not counted as absences. All other absences will be counted. The teacher has final authority to exempt a student from a test, provided the guidelines have been met.

The school may exempt students from exams; however, state law does not permit us to exempt students from school. Exempt students not attending school will be charged with excused absences. These absences will not count toward their exemption record, perfect attendance record, activity absence limit, or affect their standing with the school in any way.

University and College Entrance Requirements

- A. 4 units - English
- B. 3 units - Lab Science (Biology, Chemistry, Physics or any Lab Science certified by the School District)
- C. 3 units - Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus or above Algebra I)
- D. 3 units - History and Citizenship Skills (including 1 unit of American History, ½ unit Oklahoma History, ½ unit Government plus 1 additional unit from the following: History, Government, Geography, Economics, Civics, Non-Western culture and approved to meet college admission requirements.
- E. 2 units - of Computer Science or 2 of same Foreign Language.
- F. 1 additional unit from any of the subjects listed above or curriculum rigor determined to meet college readiness.
- G. 1 unit – Fine arts or Speech
- H. 6 units of electives
- I. Completion of Personal Financial Literacy competencies

Total 23 units

Graduation Requirements

For students graduation in 2012 and beyond:

- J. 4 units - Language Arts Must include Grammar & Composition
- K. 3 units - Mathematics Algebra I and equal or higher rigor
- L. 3 units - Lab Science Biology I and equal or higher rigor
- M. 3 units - Social Studies Must include U.S. History, Government, and Oklahoma History
- N. 1 units - Fine Arts or Speech
- O. 2 units - same Foreign Language or 2 years of Computer Technology
- P. 1 additional unit from coursework previously listed above or curriculum rigor determined to

meet college readiness.

Q. 6 units - Electives : Foreign Language and Computer Science recommended for college

entrance

R. Completion of Personal Financial Literacy competency (beginning with class of 2014)

Total 23 units required for graduation

Semester Honor Roll

An Honor roll will be published each semester. Requirements for the Superintendent's Honor roll will be: All "A's". Requirements for the Principal's Honor Roll will be: All "A's" and "B's" with no grade less than a "B".

Honor Students –Valedictorian-Salutatorian

The Valedictorian and Salutatorian of the Senior High graduating class will be determined by the following procedure:

A. A senior high student must have attended Vici High School for a minimum of three (3) semesters including the second semester of the junior year and the entire senior year to be considered for these honors.

B. Grades will be calculated on seven (7) semesters (9th grade through 12th grade) plus the 3rd nine weeks of the senior year. The third nine weeks grades of the senior year will be treated as grades for the eighth semester to be averaged for determining the Valedictorian and Salutatorian awards.

C. All numerical grades earned in the Core Curriculum Classes (see list below) will have seven (7) points added to each grade to be averaged. Classes of competitive athletics, physical education, vocal music, driver education, concurrent enrollment classes taken for college credit, on-line classes, and independent study classes will not be included in the determination of valedictorian and salutatorian. Core classes are:

Mathematics: Algebra I, Algebra II, Algebra III, Math of Finance, Geometry, Trigonometry, and Calculus.

Science: Physical Science, Biology I, Biology II, Chemistry I, Chemistry II, Botany, Zoology, Anatomy & Physiology, and Physics.

Social Studies: Oklahoma History, World History, Geography, Government, Economics, Democracy, American History, Psychology, and Sociology.

Language Arts: English I, English II, English III, English IV, World Literature, American Literature, Creative Writing, Spanish I, Spanish II, and Spanish III.

All AP courses will be considered core academic classes.

D. After the above listed classes have been weighted they will be added to all other solid classes taken by the student. A weighed average will be determined and all students with a weighted average of 101 or above will be declared Co-Valedictorians. If no student has a weighted average of 101 or above, the student (or students in case of a tie to the hundredths of a point) with the highest weighted average will be Valedictorian. The Salutatorian will be the student with the next highest weighted average after valedictorians have been determined.

E. Class rank based on raw GPA has no bearing on selection of Valedictorian and/or salutatorian.

Adopted by the Board of Education on August 14, 2006

Honors and Awards

National Honor Society

To be eligible, one must have a 3.0 Grade Point Average. The teachers elect fifteen percent of the total enrollment to this society with the following factors in mind:

1. Service
2. Leadership
3. Character
4. Scholarship

State Honor Society

Membership will be based upon work done during the 1st semester of the current year and the 2nd semester of the preceding year. The standing of students enrolled in the first year of High School will be based upon work done during the 1st semester of the current year. Ten percent of the Junior/Senior High School enrollment will be eligible for membership. The local school officials shall have the authority to make additional rules pertaining to attendance, deportment, and student activities.

Academic Letter Awards will be given to students who make a commitment at the beginning of the year to achieve the individual requirements for and follow through with an achievement that requires an honor of distinction, high standards, and academic excellence for:

Organizations

- Academic Bowl
- Student Council
- Business Professionals of America (BPA)
- Cheerleaders
- FFA
- Family Career & Community Leaders of America (FCCLA)
- Gifted and Talented Education (GATE)
- 4-H (Junior High)
- 4-H (Senior High)

Letter Awards

- | | |
|---------------|-------------------|
| Academic | Cheerleading |
| Vocal Music | Baseball |
| Academic Bowl | Special Education |
| Basketball | Softball |
| Band | |

Vici Public Schools

Guidelines for Proficiency Based Promotion

1 Proficiency Based Promotion

- a) Upon the request of the student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
 - i) Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
 - ii) Proficiency assessment will be scheduled in a timely manner to accommodate continuous learning. The opportunity will be provided twice each school year, in August and January.
 - iii) Qualifying students are those who are legally enrolled in Vici Public Schools.
 - iv) The district will advertise the dates of the test and will require students to register one month in advance of the test date.
 - v) Students will be allowed to take proficiency assessments in multiple subject areas. Grades 9-12 will have 22 subject areas available and Grades 1-8 will have one test with 5 separate sub-test: Reading, Mathematics, Language Arts, Science, and Social Studies.
 - vi) Students not demonstrating proficiency will be allowed to try again during the next assessment period.
 - vii) Exceptions to standard assessment may be approved by the local board of education for those students with disabling conditions. Requests for exceptions will be handled on an individual basis by the board of education.
- b) Students demonstrating proficiency in a core curriculum area 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(s).
 - i) Vici Public Schools personnel will confer with parents in making such promotion/acceleration decisions. Such factors as social, emotional, physical and mental growth shall be considered.
 - ii) If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement which shall become a part of the permanent record of the student.
 - iii) Proficiency for advancing to the next grade or next level of study will be demonstrated by a score of 90% on the assessment instrument.
 - iv) Failure to demonstrate proficiency will not be noted on the transcript.
 - v) Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
 - vi) If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
 - vii) Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

- c) Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority learner outcomes. In other words, assessment will be aligned with curriculum and instruction.
- d) Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
 - i) Individualized instruction
 - ii) Correspondence courses
 - iii) Independent study
 - iv) Concurrent enrollment
 - v) Cross-grade grouping
 - vi) Cluster grouping
 - vii) Grade/course advancement
 - viii) Individualized education programs
- e) Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. #11-103.5 & 6:
 - i) Languages
 - ii) Language Arts
 - iii) The Arts
 - iv) Social Studies
 - v) Mathematics
 - vi) Science
- f) Vici Public Schools will disseminate materials explaining the opportunities of “Proficiency Based Promotion” to students and parents in the district each year. Priority Academic Student Skills (PASS) and the type of assessment or evaluation for each core curriculum area will be made available upon request.

2 Appropriate notation for core curriculum area completed:

- a) Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing 9-12 curriculum area(s). Completion shall be recorded with a grade of pass (no letter grade). The unit will count toward meeting the requirements for the high school diploma but will not be used in the determination of any academic honors.

Discipline Policy

In order to guarantee all students the excellent learning climate they deserve, we are utilizing the following discipline program. We, at Vici Public Schools, believe all students can behave appropriately. We will tolerate no student preventing the teacher from teaching and other students from learning, or engaging in an activity that is not in the student’s best interest or the best interest of Vici Public Schools.

Each time the student chooses to not follow the rules, the teacher will verbally recognize the student, state the desired behavior and assign an appropriate consequence.

Discipline records document student violations by teachers and/or administrators. These violations can occur in the classroom, in the halls, or on school grounds, during school hours, or after school hours at school activities.

Violations will result in disciplinary action, which will include, but not be limited to the following:

- a. Restriction/Loss of Privileges.
- b. Teacher/Student/Principal/ and/or Parent Conference.
- c. Removal from the group or classroom environment.
- d. Saturday School.
- e. Corporal Punishment.
- f. Before/After School Detention.
- g. Student telling parent over the phone what he/she has done.
- h. Cleaning up mess they have made.
- i. Vici Suspension Isolation Detention (VSID)
- j. Out-of-School Suspension. (Long term or Short term)
- k. Expulsion.

The principal may supplement this policy with rules and regulations for a particular grade level. However, no such rule or regulation shall be inconsistent with School Board policy.

Nothing in this discipline policy shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel, and due process in cases that may end in out of school suspension or expulsion.

Vici Public Schools must be a place where a student is safe from violence, abuse, ridicule, and safe to take risks and make mistakes. We take the responsibility for providing a safe environment for teaching and learning seriously. If your child feels unsafe at school, please contact the classroom teacher or the principal.

This policy is in force at school, on school grounds, on the school bus, and at any school-related activities (field trips, ball games, etc.)

GENERAL CLASSROOM RULES

1. Do what the teacher asks immediately.
2. Be positive. No put-downs, sarcasm, or name-calling.
3. Be prepared. Have your books, pencils, and paper ready for class.
4. Be productive. Work when you are supposed to and turn in your assignments on time.
5. Keep your hands, feet, voice, and objects to self.

The classroom teacher will handle general classroom infractions.

Violations/Consequences:

Level 1: If the student chooses not to follow a rule, that student's name will be recorded and he/she will be warned.

Level 2: If the student continues to choose not to follow a rule, it will again be recorded and he/she will be assigned an appropriate consequence with the highest level of consequence to not exceed a 15-minute classroom detention. All Level 2 consequences are to be served under the supervision of the classroom teacher and at the teacher's convenience.

Level 3: The third time the student chooses not to follow a rule, it will be recorded and he/she will and he/she will be assigned an appropriate consequence with the highest level of

consequence to not exceed a 30-minute classroom detention. All level 3 consequences are to be served under the supervision of the classroom teacher and at the teacher's convenience.

Level 4: The fourth time the student chooses to not follow a rule, it will be recorded and an administrative discipline referral will be completed. The student's behavior will determine if the student should be suspended immediately from class or if the student can remain the remainder of the class period and the administration be notified at a later time.

However, should the student's choice of behavior be such that it impedes the teacher's ability to continue to teach and/or the class's ability to learn or concentrate on the lesson or activity being presented, the student shall be suspended from class. (Note: The teacher should inform the office that the disruptive student is being sent to the office with the referral in hand, or request that an administrator go to the classroom and escort the student to the office.) An administrator will then hold a conference with the student and the appropriate consequence will be assigned.

Severe Clause: A student who totally disrupts, uses vulgarity, is a physical threat to others, or is willfully disobedient, openly defiant, or flagrantly disrespectful will bypass the first three consequence levels and go directly to Level 4.

The principal will handle major infractions. Severe misbehavior will result in the student being sent immediately to the office. The following behaviors are unacceptable and have immediate consequences:

- * Fighting, assault, physical intimidation or harassment.
- * Stealing, destruction of property.
- * Defiance of any rightful authority, overt defiance and/or disrespect. (Defiance is the refusal to comply with a reasonable request or arguing about any request.)
 - * Drug/weapons violations (possession or use of drugs and possession or use of weapons)

Vici Public Schools uses the following definition of violence: Violence occurs whenever anyone harms- or threatens to harm - a person's body, feelings, or possessions. In other words, violence is any mean word, look, sign or act that hurts a person's body, feelings, or things. The parents, school board, teachers, and administration share the belief that every member of our community deserves to be respected and protected in a school environment that is safe and conducive to learning. Please help us emphasize respectful treatment of others by talking to your child. No child may be allowed to hit, push, punch, pinch, name call, ridicule or in any way harm another.

Bullying Policy:

STATEMENT OF PHILOSOPHY

Vici Schools is committed to creating a safe, healthy, learning environment for all students that enhances personal safety and encourages respect, dignity and equality among students. Vici Schools is committed to creating and maintaining a learning environment that is free from bullying and harassment.

DEFINITIONS

Bullying...Bullying is aggressive behavior or intentional harming; Bullying can be physical, verbal, emotional or sexual; Bullying is carried out repeatedly over time; Bullying occurs within an interpersonal relationship characterized by an imbalance of power.

BULLYING ON CAMPUS CAN HAVE LONG-LASTING RESULTS FOR MANY STUDENTS.

These acts cause feelings of anxiety, fear, and shame in the students who are targets. They can interfere with concentration, inhibit full participation in class and interrupt academic and social learning.

Witnesses and bystanders also experience similar feelings, as they know they could be the bully's next target. Bullying can trigger tragically violent responses in some students with other risk factors as have been seen in schools across the nation. Bullying can be the early warning sign for further anti-social, aggressive and increasingly violent behavior.

EXAMPLES OF PROHIBITED BEHAVIOR

Bullying: Name calling, racial slurs, pushing, crowding, hitting, pinching, making fun of a person's body, telling mean jokes about someone, threatening to hurt someone, taking things without permission.

Sexual Harassment: Touching someone in ways that are not ok with her/him, making fun of someone's private body parts, passing a note that says sexual things about someone's body, continuing to tell dirty jokes around someone after she/he has asked the person to stop, making slurs about someone's sexual orientation, pressuring someone for sexual touches.

BULLYING AND SEXUAL HARASSMENT WILL NOT BE TOLERATED AT VICI PUBLIC SCHOOLS.

This includes school facilities, premises, and non-school property if the student is at any school-sponsored, school-approved or school-related activity, event or function (i.e. field trips, competitive athletic events, music trips, etc.) where students are under the supervision of school staff.

SPEAK UP WHEN POSSIBLE.

If possible, the target should tell the bully/harasser to stop. To the extent that a person feels safe and comfortable doing so a target is first encouraged to confront the bully/harasser, telling them to stop because their actions are unwelcome. Bystanders are also encouraged to speak up when possible, telling the bully or harasser to stop the conduct because it is disrespectful, unwelcome, hurtful, unfair, etc.

REPORTING.

Reporting bullying and harassment to school staff is encouraged. Anyone may report bullying and harassment. They may report it to any staff member. The staff member is expected to act on all reports and to pass the report on to any school administrator.

TATTLING VS. REPORTING.

Vici Schools defines tattling as telling an adult about another student's actions with the sole purpose of getting that student in trouble. Vici Schools defines reporting as telling an adult about another student's actions with the purpose of getting help with a difficult situation. (e.g. one that is hurtful or threatening)

CONFIDENTIALITY.

Vici School staff will strive to maintain confidentiality of any student target or bystander who reports bullying or sexual harassment. The school staff will also respect the confidentiality of the student accused of bullying or sexual harassment. Any disclosure of reported information, including the identity of a student, will be made only to individuals involved in the school's response to the incident.

NO RETALIATION.

Vici Schools will not tolerate retaliation for reporting bullying or harassment. School staff will discipline any student who retaliates against anyone who reports an incident, or against any person who testifies, or assists in an investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment, whether physical or verbal.

STUDENT ACCOUNTABILITY.

Vici Schools expects students to demonstrate respectful behavior throughout campus, on the bus, and at all school-sponsored events. Students whose behavior is found to be in violation of this policy will be subject to appropriate sanctions.

STAFF ACCOUNTABILITY. All school staff is expected to model respectful interaction with all students and staff, at all times. Staff is expected to respond to bullying and sexual harassment incidents immediately, and in a manner consistent with school policy. Training will be provided on an annual basis to provide education and to enhance staff skills for responding effectively to bullying and sexual harassment. Staff who witness an incident among students are expected to intervene by: responding immediately; establishing the safety of the target; educating both students by identifying the unacceptable behavior and explaining its harmful impact on the target and other students; and setting a logical, reasonable and educational consequence for the bully or harasser which promotes the safety of the target. Targets will not receive consequences.

Bullying Consequence Plan:

Staff responses to bullying: 1st offense: (1) Intervene: identify the behavior as bullying; (2) State expectation: student will not engage in bullying behavior; (3) File written report with the administration. 2nd Offense: (1) State expectation: student will not engage in bullying behavior; (2) Contact administration immediately and contact student's family. Set up a parent-student-administration conference; (3) Refer student to administration for consequences; (4) File written report with the administration. Any subsequent offenses: Follow the same procedure.

Administrative responses to referrals: (1st referral) Behavior addressed by student filling out report on what occurred. Parent conference. Possible After-School Detention or VSID. Report filed. (2nd referral) Referral to counselor/administrator. Three day VSID or counseling option. Report filed. (3rd referral) Five to ten day suspension. Report filed. (4th referral) Recommendation of long term suspension with due process rights afforded to student. Report filed.

The district administration may adjust consequences at any time depending on the severity of the bullying or harassment.

Procedure for Repeated Violations

After a consequence has been assigned several times, a student will be moved to the next higher level of consequence.

Failing to Carry Out a Consequence

If a student fails to carry out a teacher consequence, he/she will be referred to the principal. If a student fails to carry out an administrative consequence, the student will immediately be suspended and may not return to school until a parent/guardian, student, administrator conference is held and additional consequences are imposed.

The discipline policy will have the following categories:

Category I: student behaviors that lead to pre-suspension programs and may lead to detention or suspension (Loss of privileges, removal from the group or class, etc.)

Category II: student behaviors that may lead to detention or suspension

Category III: student behaviors that may lead to suspension and/or expulsion

THIS POLICY IS IN FORCE AT SCHOOL, ON SCHOOL GROUNDS, ON THE SCHOOL BUS, AND AT ANY SCHOOL-RELATED ACTIVITIES (FIELD TRIPS, BALL GAMES, ETC.) ANY CHILD WHO FEELS UNSAFE, HARASSED, OR INTIMIDATED AT SCHOOL SHOULD TELL AN ADULT WHO SHOULD THEN NOTIFY THE PRINCIPAL.

CATEGORY I - Student Behaviors That Lead to Pre-Suspension Programs and May Lead to VSID or Corporal Punishment

A student involved in behaviors listed below will be assigned to a pre-suspension program that may include but is not limited to loss of privileges and/or detention. If the misbehavior is very serious or the student has been involved in the misbehavior before, the student may be suspended or expelled.

DISRUPTIVE/DISOBEDIENT/DEFIANT: Students must not disrupt or obstruct the learning process. Disruptive/disobedient/defiant behaviors include but are not limited to: making noises, throwing objects, distracting classmates, continued talking, disruptions that stop the teaching/learning process.. Students must obey all school personnel: administrators, teachers, instructional assistants, secretaries, custodians, lunchroom helpers, bus drivers, substitutes, and school volunteers.

CATEGORY II - Student Behaviors That Lead to VSID or Corporal Punishment and May Lead to Out of School Suspension or Expulsion

Unless the student's behavior is very serious, the first time a student knowingly breaks, plans to break, or tries to break any of the rules listed below, the student may be assigned Saturday school, VSID detention, short-term suspension. The principal may assign a lesser consequence for the first offense, but not a warning. For further offenses, the student may be assigned long-term suspension as assigned by the principal; the student may even be expelled for very serious acts.

PROFANITY AND/OR OBSCENITY: Students must not say bad words or make obscene signs to or at other students or adults in the school community. Students must not draw or show nasty pictures to anyone at school.

SMOKING: Students must not smoke, have, or use any kind of tobacco product at school, on school grounds, or at any school-related activities.

FRAUD/CHEATING (an intentional dishonesty; claiming another person's work as the student's own): Students must not trick or cause someone to be tricked by not telling the truth so that the student can get something valuable. Students must not claim another person's work as the student's own.

FORGERY (signing another person's signature): Students must not sign the name of another person as a trick or claim another person's name as the student's own.

FALSE IDENTIFICATION: Students must not use another person's identification as the student's own.

TRESPASS: Students should not enter the school after school hours without adult permission. Students must never climb on the roof of any of the school buildings. Students are not allowed to return to school without permission from the principal during a suspension or expulsion.

ELECTRONIC/COMMUNICATION DEVICES: Students must not possess radios, headsets, CD/tape players, computer games, walkman, television sets, beepers, pagers, cellular phone or other electronic communication devices for receiving and/or transmitting messages without the permission of the teacher or principal.

SEXUAL HARASSMENT (to worry or torment) **OR MISCONDUCT:** Students must not use words, pictures, objects, gestures, stories, jokes or other actions related to sexual issues. Students must not act or behave in an unacceptable way with their own private body parts or those of another.

RACIAL OR ETHNIC HARASSMENT (to worry or torment): Students must not use words, pictures, objects, gestures, stories, jokes or other actions that will make fun of another person or tease someone because of race or ethnic background.

BULLYING: Bullying is not only intimidation by threat or force...bullying is also name calling, excessive teasing, cursing, shoving, and even excluding children from the group. Bullying has lifelong effects. It can not and will not be tolerated.

STEALING: Students must not take anything that does not belong to them. Students must not have or keep anything the student thinks might have been stolen.

FIGHTING: Students must not physically fight with another person. Self-defense or defense of others may be taken into account in deciding whether this provision has been violated.

Self-defense - to guard from attack; to protect

Retaliation - to return like for like, especially injury for injury

DEFACEMENT OR DESTRUCTION OF PROPERTY (VANDALISM): Students must not mark up, damage, break, or destroy school property or anything that belongs to someone else. Actions such as writing in school textbooks or library books; writing on desks or walls; carving into woodwork, desks, or tables; and spray-painting surfaces are actions of defacement. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

INTIMIDATION (to make afraid, as with threats): Students must not threaten to use force or violence.

EXTORTION (getting money or a promise by using threat or force): Students must not make a person do anything he/she does not wish to do by using a threat or force.

CATEGORY III - Student Behaviors That Lead to VSID, Corporal Punishment or Out of School Suspension and May Lead to Recommendation for Expulsion

The principal must assign VSID, out of school suspension and may recommend that a student be expelled from school if the student knowingly breaks any of the rules listed below, plans to break, or tries to break the rules. Once the student is suspended the principal must meet with the student's parent(s)//guardian(s). The principal may also meet with additional resource persons. The principal will call the police if any of the rules listed below are broken and/or indicate a crime may have been committed.

ALCOHOL AND DRUGS: Students must not bring alcohol or drugs to school. Students must not buy or sell alcohol or drugs. Alcohol and drugs are not allowed at school, on school grounds, or at any school-related activities. Students are permitted to bring prescribed medication to school with the permission of their parent(s) and the authorization and supervision of the principal. All prescribed medication should be stored in the office. If the police have charged any student because the student was involved with drugs or alcohol at school, the principal, when notified by the police, will recommend that the student be expelled.

PHYSICAL ASSAULT (a violent physical attack): Students must not physically attack another person.

SEXUAL ASSAULT (a violent physical attack): Students must not sexually attack another person.

BREAKING AND ENTERING: Students must not use force to enter a building.

ROBBERY: Students must not force or threaten someone to give to the student something that does not belong to student.

STARTING A FIRE (ARSON): Students must not start a fire at school to hurt or harm any person or property. Students must not take part in any activity of burning property.

FALSE FIRE ALARMS OR TAMPERING WITH THE FIRE ALARM SYSTEM OR BOMB THREATS: Students must not break or pull the fire alarm at any time unless there is an emergency. Breaking or destroying a fire alarm in a school building is not allowed. Tampering with the fire alarm means setting off the alarm when there is not an emergency. Students must not make bomb threats as a trick. Making bomb threats is a crime and the principal will call the police and report any bomb threats.

Gang Activity

It is the policy of the Vici Public School District that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited. Gangs that initiate, advocate, or promote activities that threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

Student Use or Possession of Alcohol, Drugs, or Tobacco

Use, possession, consumption, being under the influence of, or distribution of alcohol, any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic substance, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled substance having a potential for abuse associated with a stimulant or depressive effect on the central nervous system is prohibited. In addition, use, possession, consumption, being under the influence of, or distribution of any representation of a substance to be any of the substances set forth above, or use, possession, or distribution of alcohol/drug paraphernalia during the time the student is on school property or in transit to or from the school or any other function authorized by the School District is prohibited.

The possession, use of, or distribution of any illegal product shall automatically result in a conference with the parent of the student involved. In addition to this conference, the following penalties will be imposed.

Tobacco:

- A. On one's person on school property or at a school function shall result in a one-day in-school suspension.
- B. Use of any tobacco product on school property or at a school function shall result in a three-day in-school suspension and no activities during the period of the suspension. The student will be required to do all work for the period of time while in suspension and will receive credit for all work done.

Alcohol or Drugs:

Possession, use of, or distribution of alcohol or drugs as mentioned in the opening paragraph on school property or at a school function shall result in a three to nine day out-of-school suspension. This suspension shall comply with all regulations for out-of-school suspension as set forth in board of education policy and as outlined previously in the Student

Discipline section of this student handbook. Past discipline history will be taken into consideration when determining the length of the suspension.

Any student found in violation of this policy as a repeat offender may be suspended for the current semester and the next succeeding semester as allowed in Oklahoma School Law.

Authorities will be notified as a referral for prosecution for those violations that constitute criminal actions.

Activity sponsors will have the authority to impose other sanctions depending on the circumstances and the offense being punished. Activity sponsors will be required to submit to the Board of Education a plan for discipline that will be used if a student is guilty of abusing tobacco, drugs, or alcohol.

Sexual Harassment

Employees and students of this school district have a right to be free from sexual harassment and hostile environment.

Sexual harassment violates Title VII of the 1964 Civil Rights Act of 1991. Any employee or student who is subjected to such harassment, including a hostile environment, or who has knowledge of such harassment, should report it to an administrator who is responsible for complaint investigation and take steps for further action.

Employees must be free to carry out job duties and students must be free to learn in an environment that treats them with respect and is not allowed to be fraught with sexual hostility. This sexual harassment can exist in overt sexual advances or in allusion through words, gestures, body positions, body proximity, writings, electronic mail or any other means of communication.

A hostile work environment is defined as an environment that limits or precludes a reasonable employee or student from working to the student maximum potential. The existence of a hostile work environment shall be decided only after a full review of all relevant circumstances; provided, it shall be a hostile work environment if any employee complains about behavior in writing and such behavior continues or is allowed to continue.

Policy on Threats of Violence

The Vici Board of Education shall have a zero tolerance policy for any student who threatens violence or plans or alludes to carry out a violent act against any other student, faculty or staff member or the facilities of the school district.

1. Any student who is found in possession of weapons or explosive devices on school property or at a school function shall be immediately suspended from school for the time determined by the Administration up to the maximum time allowable by Oklahoma State Law and the proper law enforcement agencies will be informed.

2. Any student who voices a threat of violence (written or orally) or alludes to any threat of violence against any other person shall be immediately suspended from school for the time determined by the Administration up to the maximum time allowable by Oklahoma School Law.

3. The dress code shall be amended to prohibit students from wearing any clothing bearing slogans or symbols related to school violence on school property.

Corporal Punishment:

Corporal punishment may be used as a disciplinary action. Any use of corporal punishment will require a referral to the appropriate principal prior to the punishment being carried out. The principal will administer or witness the act.

Parents who desire that their student(s) not receive corporal punishment must have a signed statement on file in the principal's office denying the school this option. Once a signed statement is on file, corporal punishment will not be used for that student. Optional disciplinary actions will be used.

Saturday School Rules

This Discipline program will be implemented in addition to corporal punishment. Saturday School can be held at anytime at the principal's discretion. The Following will be automatic reasons for Saturday School. The principal will determine the specific date.

The following rules will be used for all Saturday School.

1. When a student is assigned to Saturday School they will receive from the principal a "Saturday School student enrollment sheet" and a "Saturday School assignment sheet." Student, parent/guardian, and principal prior to attending Saturday School will sign these sheets.
2. The student enrollment sheet will inform the student of the following.
 - a. They will receive 100% credit for work assigned and completed.
 - b. Hours 8:00 a.m. 2:00 p.m. (In classroom assigned for Saturday School)
 - c. Breaks – 9:15-9:20 a.m. and 12:20-12:25 p.m.
 - d. Lunch – 12:00-12:20 p.m. (Student must bring sack lunch.)

Rules: If any of the following rules are broken, no credit will be given for Saturday School attendance and further action will be taken. This might include out of school suspension as stated in step procedure.

1. The student must be in classroom ready to go to work at 8:00 a.m. sharp. (If late, teacher will not admit.) Student will report to the principal at 8:00 a.m. the following Monday morning for further action.
2. The student must come with all materials needed. (Books, paper, pencils, etc.)
3. Bathroom and drinks are limited to break times.
4. The student must bring lunch; the student will not be permitted to leave the classroom.
5. No talking without permission.
6. No leaving seat for any reason without permission.
7. The student must raise a hand when wishing to speak.
8. All school dress codes will be observed.

If any of the rules are violated or student becomes a discipline problem for the supervising teacher they will be asked to leave immediately and will report to the principal the following Monday morning for further disciplinary action.

Vici Suspension Isolation Detention (VSID): Isolation Detention may be assigned to students who have recurring, frequent discipline problems (classroom interruptions, discourteous behavior, profanity, lying, dress code violations, tobacco possession or use, etc.), have committed a severe disciplinary infraction (fighting, verbal or physical abuse, theft, illegal drug or alcohol possession or use, destruction of property, etc.), are failing two or more subjects and are in need of individualized assistance, or are in need of prolonged individualized counseling.

Students will be assigned to VSID by the principal. Teachers will supervise the students. A student assigned to VSID will report to the assigned classroom between 8:10 and 8:15 in the morning or other times as designated by the principal. They will remain in this classroom for the duration of their assigned time. A school lunch will be delivered to the student between 11:45 and 12:05 or the student may bring the student own lunch. Students will be dismissed for the day at 3:15 p.m. Under no circumstances are students assigned to VSID to leave the designated area without permission of the principal.

A student assigned to VSID is not eligible to participate in or attend any school activities on days he/she is assigned to VSID.

Teachers will send assignments to the student in VSID. Students are expected to complete all assignments as assigned. If a student completes all assignments for the day and time remains, the supervising teacher will determine whether to give additional assignments or allow the student to read appropriate material.

Students assigned to VSID are expected to be on time, have materials ready as needed, complete assignments and turn them in, and cooperate with school personnel. All assignments completed and turned in during VSID will be credited toward the student's grade in the student class.

Failure to abide by the rules and procedures for VSID will result in out-of-school suspension.

Pupil Suspension

According to the provisions of HB 2692 of the Oklahoma Legislature of 1996, HB 2130 of the Oklahoma Legislature of 1997 and the School Laws of Oklahoma, the following shall be the out-of-school suspension policy of the Vici Board of Education.

1. Students may be suspended out of school for the following offenses:
 - a. Violation of a school regulation
 - b. Immorality
 - c. Non-violent offenses plus assault
 - d. Possession of alcohol, wireless communication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities
 - e. Possession of a dangerous weapon or controlled dangerous substance
2. Before a pupil is suspended out-of school, pursuant to Section 487 of the School Laws of Oklahoma, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, including but not limited to reassignment to another classroom or in-school detention.

3. A pupil suspended out-of-school pursuant to this subsection for more than (10) days shall be placed in a supervised, structured environment in a home based work assignment setting. Pursuant to HB 2692 and HB 2130, the parent or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is re-admitted to school.

4. A pupil suspended out-of-school pursuant to this subsection for less than (10) days shall receive a zero for all work assigned during the suspension.

For suspensions that involve more than (10) days, the school shall provide the student with an education plan designed for the eventual reintegration of the student into school, which provides only for the core units in which the student is enrolled. Core units are defined as the minimum English, mathematics, science, social studies, and art required for promotion in grades kindergarten through eighth and for high school graduation in grades nine through twelve. Credit will be given to the suspended student for work completed. Arrangements shall be made between the principal and the suspended student for the submission of work completed. However, no education plan is required nor will one be provided for those suspended for possession of a dangerous weapon or possession of a controlled dangerous substance.

5. Any student suspended out-of-school shall not be allowed to participate in nor attend any extra curricular activity.

6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of the teacher.

All other legal safeguards currently in school law shall be provided to the student, including the right to appeal the suspension as outlined in the School Laws of Oklahoma, 1996.

Students whose behavior does not adjust and who refuses to conform to the standards set by Vici Public Schools I-5 District, may be asked not to attend the remainder of the current semester.

Suspensions and Expulsions of Students on Individualized Education Plans (IEPs)

All special education board policies, administrative procedures, and state and federal regulations must be followed in suspending and expelling students on individual education plans. Students may not be suspended or expelled beyond the established time limits. A duly constituted team may make an appropriate change of placement decision.

DUE PROCESS PROCEDURES for long-term suspension (over 10 days) or expulsion

Guidelines for due process procedure:

Step 1 – Evidentiary Hearing

Prior to any suspension, a student shall be given an oral or written notice of the charges against him/her. The student shall have an opportunity to present the student version of the incident or circumstances involved in the accusation.

Step 2 – Informal Hearing

Following the evidentiary hearing with the student, an informal conference with the parent, student, and principal or the student designee shall be scheduled in an effort to resolve the matter. The parents shall be notified by phone, mail or in person concerning the conference.

The principal shall make and retain a record of the conference. If the matter is resolved without suspension, then no further action is necessary at this time.

Step 3 – Suspension

If the matter is not resolved during the information conference, and the principal decides upon the suspension, then the parent shall be notified of the action by certified mail by the principal. The letter shall set forth the right to appeal to the Board of Education, that the student has a right to a closed hearing, the right to an attorney, and a statement of the evidence to be presented to the Board.

Step 4 - Appeal

Should a parent desire to appeal the action to the Board of Education, and notify the clerk of the Board of that wish, the clerk shall schedule a hearing before the Board of Education and shall notify the student and the student parents or guardian as to the time, place, purpose of the hearing and that on request, a closed hearing will be held. The following guidelines shall be used in the hearing procedure:

- Ø The charges against the student shall be stated in clear and concise terms and must be in writing.
- Ø A parent or legal guardian of the student shall be present at the hearing, and legal counsel may be present and represent the student if desired.
- Ø The student shall be allowed to observe all evidence offered against him/her and cross-examine.
- Ø The student shall be given an opportunity to present the student case in the fullest manner.
- Ø A record must be kept of the hearing
- Ø The Board of Education shall state its findings at the end of the hearing after closed deliberation.

General Consideration:

- Ø Any hearing with the Board must be held within ten (10) days, unless the student requests an extension.
- Ø No suspension shall extend longer than the last day of the next succeeding semester.
- Ø Any student with an IEP shall begin the procedure with a placement committee.

Annual Notification of Asbestos

Vici Public Schools will inspect the facility every six months, in July and January, for asbestos and should there be any changes the school will notify parents by letter. Vici Public Schools has made every effort to make the school a safe and healthy environment that also meets local, state, and federal requirements.

Acquired Immune Deficiency Syndrome AIDS

The board of Education believes that its primary responsibility is to provide the opportunity for an education to each school age child who resides within this district and who is qualified under Oklahoma law to attend school.

It is the policy of this Board of Education that students who have contracted AIDS will not be denied educational opportunities. The placement of students with AIDS within the school system will depend upon the student's needs and the school's capabilities. Students who have

been verified by the Oklahoma Department of Public Health, the school physician, or a private physician as having contracted AIDS will be placed in the school's handicapped program or will be enrolled according to procedures established by the superintendent.

The superintendent is directed to prepare regulations and/or procedures that support this policy.

AIDS Regulation

In accordance with the policy of the Board of Education, this regulation shall govern the placement of students with the Human Immunodeficiency Virus (HIV) that can result in Acquired Immune Deficiency Syndrome (AIDS), and its related illnesses.

The knowledge that a student of this school district is afflicted with AIDS may arise from different sources. If a student or the student's parents or guardian advises a member of the staff that the student has AIDS or is suspected of having AIDS, the staff member will report that information immediately to the superintendent.

If the student or any person other than a student's parents or guardian reports that a student has or is suspected of having AIDS, the superintendent will meet with the student's parents or guardian as soon as possible. The superintendent will determine if the parents/guardian have knowledge of the student's infection and, if not, whether further medical examination is desired. If the superintendent confirms that the student is infected with Aids the superintendent will report the student's illness to the Oklahoma Department of Public Health.

When a student is confirmed as being infected with AIDS, the superintendent will discuss the educational options of the student with a Health Review Committee composed of the parents, the student's physician, public health personnel, and school personnel. School personnel may include the superintendent's designee, the counselor, and for elementary students, the homeroom or grade teacher. The Health Review Committee shall make recommendations for educational placement after weighing the risks and benefits to both the infected child and to others in the educational setting. If the Health Review committee determines that the condition of the student warrants the child being classified as a "handicapped child" in need of special education and related services under P.L. 94-142, then the district shall convene a Special Education Placement team to devise an Individual Educational Placement for the child.

The Health Review Committee will determine if the student's health poses an immediate and present danger to the student, the school staff, or other students if the infected student is placed in a regular classroom environment. If the Health Review Committee determines that such a danger is present, the superintendent will offer homebound instruction to the student under the school's homebound instruction program. The superintendent may temporarily remove a student with AIDS from the classroom if and when communicable diseases are occurring in the school population in order to protect the infected student from extraordinary risk.

If the Health Review Committee determines that the student's health does not pose an immediate danger to the student, school staff, or other students, the Health Review committee will be requested to conduct a monthly evaluation of the infected student's progress or a more frequent evaluation as circumstances warrant.

