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## KHS Faculty & Staff 2016-2017

### ~Administrative Staff~

Overstreet, Todd ..... Principal  
 Patterson, Craig ..... Athletic Director, ISD  
 Leffingwell, Paula ..... Counselor

### ~Support Staff~

Altizer, Eugenia ..... Custodial Engineer  
 Guillen, Jessica ..... Custodial Engineer  
 Garcia, Catalina ..... Custodial Engineer  
 Mercer, Heather ..... Administrative Assistant  
 Rupp, Shauna ..... Administrative Assistant  
 Sheppard, Ashton ..... Administrative Assistant

### ~Faculty~

Allen, Vicki ..... Alternative Education  
 Barnett, Lynn ..... Alternative Education  
 Barnett, Tiffanie ..... FACS, Cheer  
 Beam, Stacie ..... English  
 Bengs, Ruthie ..... Alternative Education  
 Blundell, Stan ..... Athletics  
 Burns, Lori ..... Horticulture I & II  
 Burns, Ryan ..... Agricultural Education I & II, Power Tech I & II  
 Clark, Sharon ..... Contextual Geometry, Geometry  
 Combs, Chris ..... Oklahoma History, Athletics  
 Eaton, Blake ..... American History, Athletics  
 Evey, Ed ..... Math, Athletics  
 Friday, Amy ..... English III  
 Harris, T.J. .... English IV, AP English IV & III Speech/Drama/Debate  
 Horn, Dakota ..... Band/Special Education  
 Johnson, A.J. .... Photography, History, Newspaper, Psychology  
 Johnson, Lori ..... Library Media  
 Johnson, Whitney ..... English I, Yearbook  
 Kannady, Shiloh ..... Anatomy, Physical Science, Athletics  
 Kaya, Kurt ..... Media Technology, Photojournalism  
 Kusik, Mallory ..... Math  
 Magnus, Diann ..... Vocal Music  
 Myers, Jeff ..... Biology, Athletics  
 Nall, Micah ..... English, Athletics  
 Nault, Sabrina ..... Accounting I, Fund Adm. Tech, Desk Top Publishing  
 Owens, Mandy ..... Band  
 Pennington, Janet ..... Trig & Algebra III, AP Calculus, Calculus, Pre-Calculus  
 Pearson, Amy ..... Algebra I  
 Ponce, Carina ..... Spanish  
 Reese, Jared ..... Health/Nutrition, Athletics  
 Scott, Summer ..... Art  
 Sinclair, Mariah ..... Science  
 Smalley, Audra ..... History, Government, Athletics  
 Wood, Jay ..... Chemistry, Physical Science, Athletics

### **Board of Education District Goals**

All students will have the maximum opportunity to learn the skills of reading, thinking, computing and communicating.

Improve the achievement level of the school's student population.

Integrate study disciplines at each grade level to increase student's understanding of our multi-cultural world.

Provide programs designed to enhance student self-esteem, including, but not limited to preventing harmful addictive behaviors.

Provide a school climate that offers a safe, orderly and positive environment.

Provide continuing education opportunities for the staff.

Provide adequately funded co-curricular programs that allow students to engage in leadership activities.

- **Policy Notification**

*It is the policy of Kingfisher Schools to provide equal opportunities without regard to race, color, national origin, sex, religion, 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 Jason Sternberger, Compliance Coordinator at Kingfisher Public Schools, 11<sup>th</sup> and Chisholm, Kingfisher Oklahoma 73750, phone 375-4194.*

### **No Tolerance Policy**

#### **The following will NOT BE TOLERATED in Kingfisher Schools.**

1. Clothing that promotes gangs {i.e. saggy pants, colors, do-rags, hairnets, improperly worn clothing (closed top-open bottom)}, hats or any apparel that denotes gang membership or identity. Gang style writing, graffiti, jewelry, tattoos, hairstyles, or gang signs and or language.
2. Drugs and/or drug paraphernalia
3. Weapons of any kind
4. Bullying or Harassment

The intent of this policy is to help protect all students from dangerous and destructive activities.

## **Introduction and Welcome**

Welcome to Kingfisher High School. This handbook was constructed with help from the High School Faculty and Staff, the High School and the Student Advisory Council, The policies within this book are based on Kingfisher School Board Policy, Oklahoma Educational Statutes, Oklahoma School Law, Federal Case Law, and Federal Statutes. These sets of policies are the adopted policies of the Kingfisher School Board. These policies are applied equally to each student. There are times when some eventualities are not specifically covered under the handbook. At that time it is the responsibility of the administrator in charge to interpret school policy and apply discipline when it is necessary. These policies are designed to give a fair and impartial discipline policy, attendance policy, and grading policy to each student. This ensures a fair and equal education under the law.

## **District Mission Statement**

The Kingfisher Public School System is established for and committed to providing all children and youth an education which encourages them to enter, engage, express, and explore academic and social experiences from which they shall be empowered to experience a fulfilling, satisfying, and successful life and be prepared to enter their life's vocation and/or pursue post high school educational opportunities.

## **SCHEDULE CHANGES**

**Schedules will not be changed after the first week of school, except in extreme cases.**

All changes must meet with the approval of the principal and will be made through the counselor's office. Vocational classes are offered through Chisholm Trail Technology Center for Juniors and Seniors. Students may not withdraw from Tech classes after the first week of school.

## **Attendance**

Schools are required by state law to keep accurate records of attendance and the reasons for absences. Students should not miss school except for illness, doctor or dental appointment, funeral, court, or an emergency. **Students will not be excused from school once they arrive unless a parent contacts the school or picks up the student.** By state law, students must be counted absent for any reason other than missing for school activities. Students absent without a valid excuse four or more days or parts of days within a four-week period, or ten or more days or parts of days within a semester shall have the parent or guardian notified. The absences shall also be reported to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (S.L.O. 232; 70-10-106)

**Local board attendance policies have the force and effect of law.** The attendance officer makes the determination of an excused or unexcused absence. (S.L.O. 233; 70-10-108)

**Unexcused absence reporting procedure:**

1. 4 days (or parts of days) within 4 week period; or 10 days (or parts of days) within a semester then;
2. Oral and documented or written warning to the last known address of parent, guardian or custodian that attendance of such child is required at some public, private or other school;
3. 5 days report such absences to the district attorney if parent, guardian or custodian does not comply. (Misdemeanor)

**Absences**

1. A student who misses school for any reason other than a school-sponsored activity must be excused by the student's parent either in person or by telephone. Notes will not be accepted for excuses.
2. If the parents know ahead of time that their student will be absent, they should call the school and report the absence.
3. The parent must call and clear a student who comes to school but needs to leave during the school day. Students must check out through the office prior to leaving for the day.
4. A student returning to school during the day must be cleared through the Principal's office.
5. If the parent does not contact the school within 1 week of an absence the student will be classified as truant.
6. Attendance reports will be run every day. Students that are lacking an excuse or do not have a doctor's note on file will be notified of this lack of documentation. The student and parents will have until the end of the semester to rectify the documentation. At that time the record of the school will become permanent.

## Absences and Grades

Students missing more than 10% of their class time will not receive a passing grade for that class (Max. 9 days). Attendance will be based on each semester. Students that miss more than nine days, whom are passing by grades, will receive no credit and a non-passing grade for each class that the student is over the maximum limit of absences. The student will also be strongly encouraged to appeal to the absentee review committee. **Funerals and Doctor/Dentist appointments will count as an additional nine days. However, a student's attendance must meet the state's minimum requirements of eighteen days (80% attendance). If students go over the 18-day maximum requirement no credit for that class will be issued.**

Students who miss 10 minutes or more of a class period will be counted absent for that period. A student must be in attendance at least ninety percent of the school term to participate in athletic contests or other school activities (OSSAA Policy). For unexcused absences no make up work will be allowed. Students with excused absences will have the same number of days absent to make up their work regardless of deadline. When long-term deadlines are placed and the student is on an activity absence, that item will be due the day the student returns. An absence is excused when the student's parent has given permission to be absent, or the student is involved in a school activity.

Students who seek to enroll late in a semester when attendance cannot equal 90% of the semester must have a valid reason for late enrollment. If the principal determines the reason justifies late enrollment the student may enroll subject to an 80% attendance requirement.

**Any student absent from school without parent permission shall be considered truant and dealt with according to district policy and state law.** Absences from school because the student is participating in a school-sponsored activity shall be limited to **10 days per school year**. According to the Oklahoma Secondary School Activities Association (OSSAA) qualifying events rule, state or national level competition is exempt from the 10-day policy per semester.

## Grades and Grading Scales

Students meeting the following criteria will be placed on the Superintendent's and/or the Principal's Honor Roll each nine weeks and semester grading period:

Superintendent's Honor Roll  
Principal's Honor Roll

No grade less than "A"  
No grade less than "B"

**Kingfisher Schools use the following grading scale to award letter grades:**

A: 100-90	D: 69-60
B: 89-80	F: 59-0
C: 79-70	I: Incomplete

## GRADING

Students will receive a minimum of two grades per week

Semester grades for grades 9-12 will be calculated

Daily work/homework	80%
Mid-Term test	10%
Semester test	10%

A student receiving an "I" will have one week after the posting of grades to rectify the situation. Eligibility grades are reported on Thursdays.

### Promotion to the next Grade

Kingfisher High school will denote the classification of students through the accomplishment of credits obtained toward graduation. The following guideline will be used to determine student classification.

*Freshmen under 5 credits  
Juniors 11-16 credits*

*Sophomores 5-10 credits  
Seniors 17-24 credits.*

Students who chose to drop a course after 18 days will receive the current grade, this will be averaged in with the assignments missed for the rest of the semester.

## OKLAHOMA HONOR SOCIETY

**Kingfisher High School is a member in good standing of the Oklahoma Honor Society. The purpose of this society is to encourage and promote high standards of scholarship among the students in the high schools of Oklahoma.**

To be eligible for membership the student must:

1. Be a full time student.
2. Have a Grade Point Average in the top ten percent of all students enrolled in grades 9 through 12.

Membership is based on grades from the first semester of the current year and the second semester of the preceding year. Honor Society recipients will receive an award of recognition at the end of the school year. Kingfisher school officials shall have the authority to place additional regulations on the selection process such as school attendance, deportment, and pupil activities.

## NATIONAL HONOR SOCIETY

Kingfisher High School is a member of the National Honor Society. Sophomore, Junior, and Senior students who have a Grade Point Average of 3.75 or higher cumulative grade point average are eligible for membership. If a member falls below the 3.75 GPA, leadership, scholarship, and cooperation are considered for membership retention. The NHS Committee can change this at any time. Students will be required to have completed a minimum of 5 hours of volunteer community service in addition to their grade point average.

## **KHS Valedictorian/Salutatorian Policy (Begins with graduating class of 2017)**

The valedictorians will be the graduating seniors who have a cumulative Grade Point Average (GPA) of 4.0 or above and have completed 4 advanced (weighted) courses during their 9-12 grade years. Advanced classes will be: (the following will be offered as weighted classes when the schedule accommodates) any course designated as AP, any college course in a core subject that counts towards the students' HS GPA, Zoology, Physics, Psychology, Pre-Calculus, and Calculus. Salutatorians will be any student with a GPA of 3.9 to 3.99 and have completed 4 advanced courses. In determining these honors, GPAs will be based on grades earned during the first 7 semesters of high school. Furthermore, in order for a student to be considered for valedictorian or salutatorian, they must be enrolled at KHS by September 1<sup>st</sup> of their senior year.

### **ANNOUNCEMENTS**

Students or teachers wishing to have announcements placed in the daily bulletin should submit them by email no later than 8:00 AM the day announcement is to be made. Student announcements will be approved by the administration. Bulletins will be read each day at the beginning of the third-hour class, followed by the Flag Salute and a moment of silence. **All announcements both student and teachers will be cleared through the building principal.**

### **Participation in Activities**

Oklahoma Secondary Schools Activities Association (OSSAA) rules will apply to all extra-curricular activities. The basic participation rules are:

1. Any student reaching their 16<sup>th</sup> birthday prior to September 1 of the current school year is ineligible to compete in the Middle School or Junior High events. High School Students must not have reached their 19<sup>th</sup> birthday before September 1 to be eligible.
2. A student who has not attended classes 90% of the time for a semester is ineligible. A student enrolling late that fails to meet the 90% rule must attend the number of days late to gain eligibility.
3. A student must have passed five of seven classes during the previous semester to participate in activities or will be ineligible for six weeks.
4. Students failing a course will be placed on probation the week following the notification of failure. If the grade is not brought up during the probation week, the student will be ineligible for participation. A student may not be on probation for two consecutive weeks. Eligibility is based on cumulative grade average for the semester, not weekly grades.
5. A student whose conduct of character outside school is under discipline or whose conduct of character outside the school is such as to reflect discredit upon the school shall be declared ineligible until reinstated by the principal.
6. A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the principal.
7. A student must be present at school ½ of the day (4 hours) before they participate in an event.



## **ACTIVITY PARTICIPATION**

OSSAA rules will apply to the following activities: all athletic activities, Speech, Future Farmers of America, Band, FCCLA, Vocal Music, Student Council, and Cheerleaders. The same rules shall apply to Sophomore Servers and/or any other school activity outside the classroom.

## **CLUBS AND ORGANIZATIONS**

Academic Bowl Team  
Athletics  
Band  
Fellowship of Christian Athletes  
FFA  
FCCLA  
Jazz Band  
Journalism  
National English Honor Society  
National Honor Society  
Native American Club  
Oklahoma Honor Society  
Photography  
Spanish Club  
Speech, Drama, & Debate  
Student Council  
Vocal  
Technology Student Association

## **DRESS CODE**

(Revised 1988) (1994) (1999) (2000) (2002) (2012) (adopted by STUCO and Faculty committee- 1999).

The general atmosphere of a school must be conducive to learning.

A student's general attire or appearance must not present a danger to their health, welfare, or attract undue attention to the extent it disrupts the school. In all matters relating to individual dress and grooming students should use good judgment. The school shares with parents the responsibility for student's appropriateness of dress and grooming. In the interest of health, safety, decency and decorum among students the following regulations have been adopted by the board of education (S.L.O. 154; 70-6-114(c)):

1. Student's hair including mustaches, beards, and sideburns must be neat and well groomed.
2. Students are expected to dress in a neat, clean and well-groomed manner. Clothing must properly conceal undergarments at all times. The following clothing is not permitted at school or school events:

- Swim suits
  - Tights or leggings (worn with correct covering)
  - Halter tops or tube tops
  - Bicycle or running tights
  - Tank tops or muscle shirts
  - Pajama's or pajama pants
  - House shoes/slippers
  - See-through shirts (unless worn over appropriate clothing)
  - Midriff shirts (including any shirt that exposes midriff skin)
3. Shorts, skirts and dresses must be within reason. shorts and skirts, including any slit openings of skirts/dresses, must be fingertip length. Leggings and tights must be covered by clothing that is fingertip length. This is at the discretion of the Principal/ Asst. Principal.
  4. Shirts must have a hemmed sleeve and shoulder straps must be 2" inches in width. Slip shirts are allowed as long as they meet the standards listed above.
  5. Holes above fingertip length in the jeans are not acceptable.
  6. Jeans that have been cut to create shorts/Capri pants are acceptable as long as the fraying is not deemed excessive. Normal wear-and-tear is acceptable unless skin is visible above fingertip length. There will be no tolerance for clothing and/or accessories with suggestive, vulgar, or offensive patches, badges, or printing. The following are unacceptable to be worn.
    - a) Offensive slogans or profanity.
    - b) Advertisements of tobacco, drugs, or alcohol. This would extend to events sponsored by tobacco, alcohol companies or businesses that advertise the sale of these products.
    - c) Depiction of torture or violent death.
    - d) Any symbol or language that incites fighting (U.S. Supreme Court Ruling).
    - e) Clothing or accessories that are racially sensitive or a symbolism of racism will not be tolerated.
  7. No visible body piercing except in the ear. Any piercing that distracts from instruction will be removed. Any piercing other than ear must have a clear stud less than 2mm or must be covered.
  8. All students must wear shoes to, during and from school. Any shoe that distracts from instruction will not be permitted.
  9. Headgear (examples: hats, caps, bandanas, sunglasses, stocking caps) is not to be worn in the building. Headgear brought to school should be kept in student's locker.
  10. Purses that are no more than 12" x 8" are allowed, but must be kept in student's locker during class. Athletic bags are allowed, but must be kept in designated areas.

11. Any loose clothing or accessories that are "gang related", or deemed so will not be tolerated. Examples would be trench coats and/or sagging jeans. Jeans that are deemed to be habitually "sagging" may have the added requirement of wearing the shirt tucked in the waist of the pants.
12. The dress code will apply to athletic wear during curricular class-time (i.e. shorts and cheerleading uniforms).
13. Teachers and coaches may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.
14. Bike chains, wallet chains, animal chains/collars/spikes are prohibited.
15. The administration and/or the faculty may act on any inappropriate dress using discretion and good judgment for the general well being of the students and school system.
15. The principal, for special occasions may adjust this dress code.

Students who come to school inappropriately dressed and are not following the dress code will be subject to being held out of class until the dress code is complied with. Absences from class as a result of dress code violation will be deemed unexcused.

#### **DAILY SCHEDULE**

The school day will consist of seven scheduled periods of classroom work of 50 minutes each with five minutes allowed for class changes. All students must take seven classes. School will assemble at 8:00AM; students will eat lunch one of two periods in the cafeteria (commons area: Seniors only). The last scheduled class period will be dismissed at 3:05PM.

#### **ENCORE**

Encore is a tutoring session with the teacher whose class that student needs extra assistance in. Students who are failing a class will be required to attend Encore on Wednesday of each week. If a student is failing multiple classes that student will attend Encore in the class in which he/she has the closest core class grade to passing. Teachers may choose to use Encore for make-up work as well as a form of discipline.

## **LOST OR DAMAGED BOOKS**

Textbooks are furnished in all subjects at no charge. If a book is lost or damaged beyond normal wear, the student is required to pay the full purchase price for the book. The student to whom the book is checked out is responsible for the care of that book.

### **Telephone**

*The use of the telephone at Kingfisher High School is a privilege.* No student will be called from class for a phone call unless it is an emergency. No student will be allowed to make a long distance call without permission from the office, and such calls must be charged to his/her home number. Phone messages, calls, etc. shall be done between classes or at the discretion of school personnel unless in case of an emergency. Students will have access to the phone during emergencies, before school, during lunch, and after school. Students will be expected to show respect to the school staff by asking if they may use the phone. Any one who abuses this privilege will lose it.

### **Lockers**

Lockers are assigned during enrollment. All lockers are equipped with combination locks, which are changed yearly to insure security for student property. Lockers are to be kept locked at all times. There will be no locker changes during the school year without special permission by the principal or counselor. Any changes made without permission will result in Level 1 discipline. School lockers are the property of the school and are loaned without charge to the students. These lockers are subject to inspection at any time (70 O.S. 24-102; S.L.O. 489)

## **HOMECOMINGS**

For the football homecoming, the team and all classes and organizations may elect a queen to represent them in the parade. All classes may participate in the building of a school float coordinated by the Student Council.

The Student Council must have constitution or by-laws on file for all organizations wishing to have royalty in the parade. The organization of the football homecoming activities are handled by the Student Council.

For the basketball homecoming, a king and queen may be elected. The girl's basketball team will nominate the queen candidates and the boy's team will nominate the king candidates. Royalty is selected by a vote of both girls and boys team members.

For the wrestling homecoming, a queen will be elected by the wrestling team.

Mini-floats may be constructed for each homecoming. Coronations are at designated home events.

A student may hold only one king or queen position during the school year.

## **PARTIES**

Classes and organizations are not permitted to have parties during school hours. All dances and other recreational activities involving the student body will be regulated by the school. Unless otherwise stated, any school-sponsored event is open only to KHS students and their dates. Students will be required to follow school policies while attending these events.

## **CLASS ORGANIZATION**

Officers of the various classes will be elected by secret ballot following a filing period. The Student Council supervises elections of class officers. A student may hold the office of president only once during the school year. Candidates for the class offices, royalty, and cheerleaders must have been enrolled in the Kingfisher Schools at least one semester prior to election.

## **Behavior Code**

All student behaviors in the Kingfisher Schools are based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner consistent with good citizenship everywhere.

It is our belief that the home, school and church need to encourage young people to be law-abiding, productive citizens. When students fail to exhibit proper behavior, our goal is to see that the consequences are efficient, sensible and fair.

We have one basic rule of conduct. We desire that all students accept the responsibility of self-discipline. Students are to conduct themselves as young ladies and gentlemen at all times.

When a student demonstrates that they can't conduct themselves in a positive manner and infringes upon the rights of others to enjoy the freedom of self-discipline, the student must face the consequences of disciplinary action. Such alternatives as detention, corporal punishment, Saturday School, In-School Detention (ISD) and suspension are available for those students who find it difficult to conform to school policies.

## **Unacceptable Student Behavior**

### **Level 1 Behaviors**

1. Students are expected to follow the posted rules in each classroom. This shows respect to both the teacher and fellow classmates. We expect that each day will be a positive learning experience for our students. A well disciplined, well ordered classroom is essential for a good learning environment.
2. The use of vulgarity in written or verbal form is strictly prohibited.
3. Public displays of affection are not acceptable at school (intimate behavior).
4. Tardies are accumulative per 9-Weeks/per class. Tardy reports will run each week and will be administered by the attendance officer and the assistant principal. Each student that has 3 tardies in a class will receive a phone call home by the attendance officer notifying parents of the situation. On the 4<sup>th</sup> Tardy students will serve afterschool detention. Continuing tardy offenses will result in higher levels of discipline.

5. Cell phone/ electronic device policies will be maintained per class. Each teacher will provide a cell phone/electronic devices policy for their own class (which the administration will approve and uphold). Phones will be permitted and can be used between classes, before school, during lunch, and after school.
6. Students may not bring opened outside drinks into the school building.
7. Continuing a Level 1 Behavior will move that behavior into a higher Level of behavior.

### **Level 2 Behaviors**

1. Disrespect or failure to follow the direction of any staff member is not acceptable behavior.
2. Failure to report to a class without a valid excuse is not appropriate behavior. According to state law failure to appear for four nonconsecutive periods within a month (4 weeks) can result in a letter to the District Attorney's Office.
3. Failure to serve detention or report for disciplinary action will result in a student serving that punishment plus the added disciplinary action such as added detentions or Saturday School.
4. Deliberate misinformation or refusal to provide information to a staff member may result in a Level 2 Behavior.
5. Cheating and/or plagiarizing on assignments or exams may be treated as a Level 2 offense. Teachers may have the option to give additional work or no credit for the assignment or exam.
6. Misbehavior on buses will be treated as a Level 2 offense.
7. Continuing a Level 2 Behavior will move that behavior into a higher Level of behavior.

### **Level 3 Behaviors**

1. Harassment of a verbal, electronic, or physical nature against either the school or another person will be taken seriously and dealt with accordingly. Harassment may include sexual harassment, racial harassment, intimidation, verbal harassment, electronic, or actual physical intimidation.
2. Bullying of a verbal, electronic, or physical nature against either the school or another person will be taken seriously and dealt with accordingly. This follows state law as well as Kingfisher School Board Policy.
3. Truancy (absence without a parent's knowledge) will be treated as a Level 3 Behavior. This follows state law as well as Kingfisher School Board Policy.
4. Hazing or initiation rituals are strictly forbidden according to Oklahoma Statutes.
5. Any form of physical contact between individuals such as wrestling, shoving, pushing, or physically intimidating another student is not acceptable. Pulling on another's clothing to cause pain or injury is also not acceptable.

6. Injuring another's property is not acceptable.
7. Stealing, breaking into lockers, or any other such action to try and get someone else's property will not be tolerated.\*
8. Continuing a Level 3 Behavior will move that behavior into a higher Level of behavior.

#### **Level 4 Behaviors**

1. Lewd behavior or sexual harassment will result in quick and decisive action to stop any such behavior.\*
2. Assault and battery of any type will not be tolerated. The use of a weapon in this type of act will aggravate the conditions of the assault.
3. The bringing of any form of weapon to school will be evaluated by the administration. According to Oklahoma State Law there are certain categories of weapons that require immediate suspension for two semesters.
4. Threats of death or any other type of harm must be considered serious. As a school, it is important that we not put the interests of one student above the safety of our school population. The threatening student will, at the least, be removed from the normal school environment. If a threat of physical harm is made towards a faculty member or student, the threatened party will be notified of the impending threat.\*
5. Gang behavior will not be tolerated in any form. Group harassment, intimidation, threats, or assaults of individuals will be dealt with harshly.\*
6. A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic, drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, tobacco, other controlled substances, drug paraphernalia of any kind while in anyway connected with the school during regular hours, school activities, or going to and from school.
7. Harassment or threatening physical violence will be considered as automatic Level 4 Behavior. (S.L.O. 826; 21-1190)
8. Fighting in any shape or fashion is not acceptable. \*

#### **Fighting**

Fighting is defined as striking another in any manner. Consideration may be given if a student was attacked. This does not mean that there will be no discipline administered. Students that strike another student, no matter what the cause of the confrontation, are guilty of fighting. Striking someone else because the student was hit first is not sufficient grounds to constitute self-defense. The following actions, not necessarily in this order, will be taken after an exchange of blows:

- a) The students will be taken to the principal's office.
- b) The principal will interview each student and record a verbal account of the actions of each student.

- c) A written account of the actions of each person involved will be compiled by a discussion with the teacher(s) that witnessed the incident. The teacher will write up an incident report and turn it in to the principal. The teacher's account will weigh most heavily in handing out discipline.
- d) The students will write out, in their own handwriting and away from other students, their account of what happened. This, along with the account given by the teacher, will be the account used by the principal. Due to problems in the past with students changing their story by the time they get home this will be the official story that is used for discipline.
- e) The parents of each student involved will be contacted. The parents will be contacted after sufficient information is gathered to relate the incident to the parent in an accurate manner.
- f) Discipline measures will be given to the student(s) once the administrator has determined enough investigation has been done to have an understanding of the situation and actions of students involved in the fight.
- g) If a student is guilty of fighting that student may be turned over to the police due to disturbance of the peace.

\*The school may report such incidences of criminal behavior to the proper authorities. This includes law enforcement, Juvenile Services, Department of Human Services, and any other appropriate agency.

#### **Consequences for Behaviors**

**Level 1 Discipline Step:** Morning detention (which includes Grounds cleanup), After School detention [which includes (but is not limited to...) Grounds cleanup], Mandatory Encore.

**Level 2 Discipline Step:** In School Detention, or Corporal Punishment.

**Level 3 Discipline Step:** In School Detention, Corporal Punishment, or Suspension.

**Level 4 Discipline Step:** Prolonged In School Detention, or Suspension.

#### **Explanation of Behavior Consequences**

1. **Detention** may be held before or after school. Students that are assigned to detention have the responsibility of informing their parent of the discipline and bringing the appropriate discipline form back to the office for the school's records. The parent of the student must sign the detention form. Students are required to report to detention by 7:30 a.m. or 3:10 p.m. Failure to appear for detention will result in ISD.



2. **Grounds Duty** is held after school. Students are required to police the school grounds and clean desks. This discipline is served for 45 minutes after school.
3. **Saturday School** may be held each Saturday morning. Students are required to report from 8:00AM until 11:00AM and **be on time**. If a student misses or is late to Saturday School additional consequences will be assessed. Students will be required to attend the full time of Saturday school when assigned.
4. **In School Detention (ISD)** is held in a room on campus. Students are required to appear for ISD at 8:00 a.m. The students are then released at 3:15 p.m. Students eat lunch in the ISD room. Students are given two bathroom breaks during the day. Students are expected to work during their time in ISD and are not allowed to sleep. Student work is returned to the school by the ISD supervisor. Any scheduled tests/quizzes must be made up on the student's time. Students may be required to sign a contract along with their parents. Students that are in ISD are not eligible to participate in **any** extracurricular activity or attend any after school function. ISD cannot be appealed.
5. **Corporal Punishment** is administered by the school's principal or assistant principal. Corporal punishment is given for continued behaviors and as a last means of discipline prior to suspension. Parents will be contacted by phone prior to this and/or a signed permission may also be required. Students that are assigned corporal punishment and choose not to accept it will be suspended for a minimum of two days. This suspension can be lifted if the student will receive the corporal punishment. The teacher that sent the student to the principal will witness the corporal punishment.
6. **Suspension** is the removal of the student from school.

Students who are suspended out-of-school by school administration are ineligible for extra-curricular activities including Graduation exercises and ceremonies, Senior Recognition Night, etc., or any other after school activity. They must also take all semester tests. Diploma shall be mailed to suspended students when all educational requirements have been successfully met. The following provisions shall apply to students who are suspended out-of-school and who are guilty of any suspendable offense barring a student who is suspended for possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. The school administration shall provide the student with an education plan

designed for the eventual reintegration of the student into school that provides only for the core units in which the student is enrolled. Scheduled tests/quizzes are to be made up on the student's time. A copy of the education plan shall also be provided to the student's parent or guardian. Although KHS chooses to provide the suspended student with his/her education during the time of suspension, it is important to note that a majority of the educational responsibility rests on the shoulders of the suspended student and his/her parent/guardian.

### **Appealing Suspensions**

A student may appeal a **Short-term suspension**, an out-of-school suspension of ten (10) days or less, to the Kingfisher High School Faculty Suspension Committee. The parents of the student will have two days from the receipt of notification of suspension to appeal the suspension. Decisions of the Appeals Committee will be final.

A student who has been assigned a **Long-term suspension**, an out-of-school suspension of more than ten (10) days, may request a review of the suspension with the administration of the district. The parents of the student will have two days from the receipt of notification of suspension to request a review of the suspension with the administration of the district. It is board policy that students under long term suspension may not participate in extra curricular activities in any manner.

During the appeal process, the student will be placed in either ISD or on Short-term suspension. The student must appear before the hearing officer to appeal a suspension (SB 0452 which amends 70 O.S. 2001, Section 24-101.3 Out of School Suspensions: this authorizes district boards of Education to appoint hearing officers to conduct certain hearing for out of school suspensions and render final decisions). Decision of the Kingfisher Board of Education's hearing officer is final. Students are guaranteed Due Process Rights in all suspension cases (S.L.O. 488.2; 70-24-101.3) (S.B. 0495).

**All discipline** is totally at the option of the administrator. The failure of a student to serve a discipline will result in the student receiving a harsher discipline, in addition to serving the original discipline. The discipline form will be mailed the parents of the student and should be returned, signed, for the school's records. Phone contact may be made on all levels of discipline. **An administrator may place any unspecified problems that arise during the school year on the appropriate level of discipline.**

## **Suspendable Offenses**

### **A. Disruption of School**

A student may not by the use of violence, force, noise, threat, fear, passive resistance, or any other means, intentionally cause the substantial and/or material obstruction of any function of the school.

### **B. Damage or Destruction of School or Private Property**

### **C. Threats of Death or Any Other Type of Harm**

As a school, it is important that we not put the interests of one individual above the safety of our school population. The threatening student will, at the least, be removed from the normal school environment. If a threat of physical harm is made towards a faculty member or student, the threatened party will be notified of the impending threat.

### **D. Assault or Causing Personal Injury**

A student shall not intentionally cause injury or behave in such a way as could reasonably cause physical injury to any person during school, or while engaged in school activities, or while going to and from school.

### **E. Weapons and Dangerous Instruments**

A student shall not possess, handle, or transmit any object that can be reasonably considered a weapon, at any time during school hours, school activities, or while going to or from school.

### **F. Narcotics, Alcoholic Beverages, Stimulant Drugs, and Tobacco**

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic, drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, tobacco, other controlled substances, drug paraphernalia of any kind while in anyway connected with the school during regular hours, school activities, or going to and from school.

### **G. Repeated School Violations**

A student shall not repeatedly fail to comply with school district policies, or school rules, or with the directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

## **Sending a Student Home**

The principal shall attempt to reach parents or legal guardians to inform them of the school's and the student's actions and to request that the parents come to the school for their child. If parents are unable to come for the child, the school will provide transportation if a parent is at home. If a parent is not at home the student will be held at the office until arrangements can be made for the student. If the penalty is severe enough that the student is held out of class the student will not be allowed to ride the bus home. **In every case, the student may be released only to a parent or guardian. The student may be released to another adult only after consultation and approval from the parent and the principal. This rule is for the safety of the student and protection of the school environment.**

## **DROP or TRANSFER PROCEDURE**

Students moving or dropping must pick up a check out sheet in the Counselor's office. This form must be completed, signed by the student's teachers and returned before grades and transcripts will be forwarded.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation from Kingfisher High School, a student must have completed a minimum of twenty-four (24) credits. Students have the option to declare if they are college-prep or not college-prep by providing a signature from student and parent.

### **College Preparatory Requirements**

**4 English** Grammar, Composition, Literature, or any English course approved for college admission

**3 Laboratory Science** Biology, Chemistry, Physics, or any lab science above Biology approved for college admission

**3 Math** Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math above Algebra I approved for college admission

**3 History and Citizenship Skills** 1 US History and 2 units from History, Government, Geography, Economics, Civics, or Non-Western Culture

**2 Units of the same Foreign Language or Non-English language OR 2 units of Computer Technology** approved for college admission whether taught at a high school or technology center not including Keyboarding or Typing

**1 additional unit selected from any of the above** or career and technology education courses approved for college admission

**1 unit or set of Fine Arts** such as Music, Art, Drama or Speech

### **9 Electives**

Total 24 Credits

Students who graduate from Kingfisher High School must have the following credits:

### **State Graduation Requirements**

**4 Language Arts** 4 credits selected from English 9, 10, 11, 12 or AP English

**3 Math** 1 credit Algebra I 2 credits selected from Algebra II, Geometry, Trigonometry, AP Calculus, Computer Science, Contextual Algebra, Contextual Geometry, Intermediate Algebra

**3 Sciences** 1 credit Biology I, 2 credits selected from Chemistry, AP Physics, Zoology, Anatomy, Biology II, Physical Science, Earth Science or 4<sup>th</sup> year Agriculture Education

**3 Social Studies** 1 credit United States History  
.5 credit United States Government  
.5 credit Oklahoma History  
1 credit selected from Modern US History, World History,  
World Cultures-Geography, or Economics  
**2 Arts** 2 credits selected from Art, Choir, Band, Jazz Band,  
Drama, Debate, Speech  
**9 Electives**  
Total 24 credits

### **House Bills 2728 and 1759 and State Board of Education Regulations**

#### **Concurrent Enrollment**

Students at Kingfisher High School have the opportunity to earn college and high school credit by enrolling in our concurrent enrollment program. This opportunity is for 11<sup>th</sup> and 12<sup>th</sup> grade students. Students who wish to take college class for high school credit must have this approved from the junior/senior counselor. College class applied for high school credit will be reflected on the students accumulative GPA. College class applied for only college credit will not be reflected on the students GPA.

#### **Graduation Ceremony Participation**

Students who lack more than 1 unit (2 semesters of class credit), and/or students who are suspended during graduation may not participate in the graduation ceremony. All dress code applies. No hair painting, face painting or writing on top of graduation caps.

#### **End of Year Ceremony Performances**

Seniors wishing to perform at the end-of-year programs such as Senior Night, Baccalaureate and Commencement will submit their names and be considered according to GPA for each event. Three seniors will be selected to perform. These three seniors will be randomly chosen to select the event at which they would like to perform. This process will be overseen by the school's administration and the administration's faculty representative.

## **BULLYING**

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. As used in the School Safety and Bullying Prevention Act, bullying means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of student that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternate methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgement and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;

3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**A copy of this policy will be furnished to each student and teacher in this school district.**

**REFERENCE: 21 O.S. §850.0**

**70 O.S. §24-100.2**

### **Hazing**

Hazing Prohibition: The Kingfisher Board of Education prohibits hazing activities within any organization or activity within its control and supervision. When planning activities for initiation or membership into any organization, activity, or school group, the sponsor shall obtain advance approval from the principal. Oklahoma State Law 21-1190 defines hazing as:

1. An activity that recklessly or intentionally affects the mental health or physical health or safety of a student for purposes of initiation or admission into or affiliation with any organization subject to the sanction of the public or private school or of any institution of higher education in this state.
2. "Endanger the physical health" shall include but not limited to brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs or any other forced physical activity or safety of the individual.
3. "Endanger the mental health" shall include any activity that would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced contact that could result in embarrassment.
4. Any student found involved in hazing will forfeit the remainder of the season in which they are involved in hazing activity and any level of behavioral infraction will be applied.

### **Sexual Harassment Policy**

The Kingfisher Board of Education and Kingfisher High School disapproves of and does not tolerate sexual harassment of any kind! Any student or faculty member who feels he/she has been sexually harassed should report the incident to the counselor or principal.

District policy prohibits sexual harassment such as, but not limited to: unwanted sexual advances or threats, unwanted verbal or physical conduct of sexual nature; inappropriate electronic communication, suggestive comments or off color language, humor, drawings, photo, etc...

### **Cafeteria Lunch Charge Policy**

Students are required to have a positive balance in their lunch account. The student is not allowed to have an excessive number of lunch charges. Once the student's account reaches zero the student is given a receipt with the amount of money needed to bring the account current. The Kingfisher Public School Food Service policy is to begin parental contact at three charges, once the charges reach five the contact duty will be turned over to the building principal. Students may purchase additional lunches or additional items for cash only. We encourage parents to prepay for their students meals. Contact Linda Murphey for questions regarding accounts @ 375-4703 between 10:30 and 1:30 daily.

### **Transportation**

*Transportation services offered by Kingfisher Schools are a privilege and may be removed if abused.* The Kingfisher District encompasses 189 square miles located entirely within Kingfisher County. Bus transportation is available to all rural students. Seven rural bus routes carry about 475 students per day. Special services are provided for handicapped students. Students will not be allowed to transport balloons on the buses at any time.

*Driving to school and/or school related activities (i.e. Vo-Tech, M.S. /Elem. Aide, etc.) is a privilege and may be removed if abused.* Excessive tardiness and/or reckless driving are just two examples that will result in loss of this privilege. Students who drive to school MUST have a valid driver's license. Students who drive, walk, or ride the bus are considered under the supervision of the school both to and from school and home. Students will park according to classification. Any student that does not park in the proper area will be subject to level one violation. Repeated violations will be dealt with according to policy.

**All students, regardless of age, will only be allowed to leave campus with the permission of their parent or guardian.** Students will be required to sign out at the office when they leave and return.

### **CLOSED CAMPUS POLICY**

Kingfisher High School has a **closed campus for all students.** During lunch, **only seniors are allowed to eat lunch in the high school commons.**

### **NO PARKING OFF CAMPUS**

All student vehicles will remain parked at school unless special permission is given by a school official to drive from school. All students must park in the parking lot South of the APB during school hours. Numbers will be assigned during the first week of school.

**Students may not sit in cars while parked in school facilities.**

**All traffic must stop for loading and unloading buses regardless of where this takes place. Normal state laws are to be followed in regards to flashing yellow/red school bus lights.**

### **STUDENT USE OF FACILITIES**

Students are required to have Adult Supervision (Parent, Coaches, teachers, etc.) present when working out in all school facilities.



### **KHS Library Procedures**

*The use of the Kingfisher High School library is a privilege.* The library is a place to study, to work, or to read. Students are asked to keep this in mind and please be considerate of others when using the library.

Books can be checked out for three weeks and can be rechecked if the need arises. Magazines and some reference books are subject to an overnight checkout. Fines of 10 cents per school day may be charged on overdue items, not to exceed \$5.00.

Laptop computers may be checked out at the end of the school day and must be returned to the library the following morning before school. A fine of 25 cents per school day may be charged if a laptop is overdue, and failure to return a laptop on time may result in the loss of checkout privileges.

Any item checked out to a student is the student's responsibility until the item is returned. Students will be responsible for the full purchase price of lost damaged library materials

### **Annual Notice for Compliance With Family Educational Rights and Privacy Act and Oklahoma Open Records Act**

This notice is given to inform student's parents and eligible students their rights under the above regulation. An eligible student is defined as a student who is at least eighteen years of age.

1. A student's parents or eligible student may inspect and view that student's educational records.
2. The intent of this school district is to limit the disclosure of information contained in a student's educational records, except: (1) by the prior written consent of the student's parents or eligible student, (2) as directory information, or, (3) under certain limited circumstances as permitted by the FERPA.
3. A student's parents or an eligible student has the right to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. A student's parents or an eligible student has the right to a hearing to present evidence that the records should be changed, if the district decides not to alter it according to the parent's or eligible student's request.
4. The student's parents or an eligible student has the right to file a complaint with Department of Health, Education, and Welfare, if the school district violates FERPA. The address and/or telephone number of the proper department for receiving a complaint may be obtained from any administrative office of the school.
5. A student's parents or an eligible student may obtain a copy of the regulations concerning this board policy at the office of any principal of the school district or at the superintendent's office.

## **POLICY, TERMS, AND CONDITIONS FOR USE OF INTERNET**

### **Acceptable Use**

*The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.* The use of your Internet access must be in support of education and research and consistent with the educational objectives of the Kingfisher Public School System.

- It is not acceptable to use the Internet for any reason other than educational objectives.
- It is not acceptable to use the Internet to transmit or receive threatening, obscene, or harassing materials.
- It is not acceptable to use vulgarities or any other inappropriate language. Illegal activities are strictly prohibited.
- It is not acceptable to use the network in such a way that you disrupt the use of the network by other users.
- It is not acceptable to use another user's account without written permission from that individual.
- It is not acceptable to harm or destroy data of another user, Internet, or any other networks that are connected to the connections.
- It is not acceptable to change the settings of a computer.

### **Privileges**

*The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.* The system administrator will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of Kingfisher Public Schools may request the system administrator deny, revoke, or suspend specific user accounts.

### **Warranties**

The Kingfisher Public School system makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Kingfisher Public School System will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Kingfisher Public Schools is at your own risk. The Kingfisher Public School System specifically denies any responsibility for the accuracy or quality of information obtained through this service.

### **Exception of Terms and Conditions**

All terms and conditions as stated in this document are applicable to the Kingfisher Public School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

**Directory Information**

The school district designates the following personally identifiable information contained in a student's record as directory information and it will disclose that information without prior written consent.

1. The student's name.
2. The names of the student's parents.
3. The student's date of birth.
4. The student's class designation.
5. The student's extra-curricular participation.
6. The student's achievement awards or honors.
7. The student's weight and height if a member of an athletic team.
8. The student's photograph.
9. The school or school district the student has attended before he/she enrolled in this school district.

After the parents or eligible students have been notified, they will have two weeks to advise the school district, in writing, (a letter to the school superintendent's office), of any or all of the items they refuse to permit the district to designate as directory information about the student. The school will provide translation if needed.

**Guidance and Counseling**

The guidance and counseling program is designed to help students achieve success, solve problems, gain an awareness of career opportunities, master skills and communicate effectively with others. Guidance and counseling services are available for every student in the district.

These services include assistance with educational planning and career development, career and educational opportunities information, interpretation of test scores, study helps, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor.

Students wishing to visit with the counselor should contact the secretary in the counselor's office to arrange an appointment.

**School Closing**

Listen to Oklahoma City television stations for information regarding weather related school closings. Closings will be sent out via School Reach, Facebook, Twitter, as well as our School Connect app. Parents may also call the Superintendent's office at 375-4194 for information. Students who ride the bus should be especially mindful of weather conditions. School may also be dismissed for special events and professional workdays. Refer to the school calendar for more information.

## **Kingfisher High School Exemption Policy**

### **Absence/Exemption Guidelines (This Policy only Applies to the Spring Semester)**

The teachers at Kingfisher High School have developed a plan that they feel will help deter students from being absent. The following is a design of exemption as a reward for those students who strive to keep their attendance in good order.

1. Each student will be exempt from semester tests for any class in which that student has earned a grade of "C" or above and has not missed more than four days (excluding school activities).
2. Three tardies in any class equal one unexcused absence in that class. Teachers are responsible during the semester for keeping individual records and entering data into grading program appropriately when students are tardy. Teacher-created tardies will not count.
3. Exemptions are calculated for each class individually, (i.e. a student may be exempt from some classes and not from others).
4. The necessary "C" or above grade is an average of the two nine weeks grades that semester.
5. A student may elect to take a semester test even if they are exempt.
  6. Each teacher will give a comprehensive Mid Term test.
7. Any ISD assignment or Out-of-School Suspension will require a student to take semester tests.

### **Transfer Policy**

Applications for transfer will be open from January 1 until June 1. Applications will be judged on a first-come first-serve basis. Written application shall be made by the student's parent(s) and filed with the superintendent of the district. A separate application must be filed for each student wishing to attend the district. For the purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having legal custody of the student. The application must include a physical address of the student, post office box number may be added, but will not be accepted without physical address.

By June 1, the superintendent will notify the resident school district that a student enrolled in the resident school district has filed an application for transfer. The Board of Education shall vote to approve or deny the transfer no later than the first board meeting in June. Transfer applications shall be reviewed in executive session by the Board of Education in order to protect the confidentiality of student records. However, the vote to approve or deny the application for transfer shall take place in open session. The district shall accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. All transfer applications will be approved or denied subject to the following criteria:

1. Availability of Programs. No programs will be added to accommodate students wishing to transfer into the school district.
2. Staffing Availability. If accepting the transfer will require the addition of personnel, the transfer application will be denied.
3. Space Limitations. All classes and programs will be closed to transfers when they reach 80% of total capacity to allow for growth generated by new residents.
4. Disciplinary Record of the applicant. (A) Students who have exhibited no discipline problems the previous and current year school year, that is, no suspensions or disciplinary referrals; and (B) Students who have exhibited good attendance, that is, a minimum of 90% attendance in the previous and current school year. Discipline records of students transferring to this school will be required as part of the student's records. It shall be within the discretion of the board of education based upon the student's disciplinary records, as to whether a transfer will be approved or denied.

On or before June 15, the superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

A student granted a transfer may continue to attend school in this district unless the transfer is subsequently disapproved. Notice of such disapproval shall be given on or before April 1, provided the student shall be entitled to continue attending school in this district until the end of the school year.

#### **Emergency Transfers**

On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

- The destruction or partial destruction of a school building;
- The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after June 1 of the school year immediately prior to the school year for which the student is seeking transfers;
- A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has a permanently detrimental effect on the body's system or render the risk unusually hazardous;
- The total failure of transportation facilities: or,
- The concurrence of both the sending and receiving school districts.

### **General Information**

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program may be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

No student shall be permitted to transfer more than once in any school year.

Students must complete the following number of credits at each level to be considered in the next level of classification:

Freshmen	5 credits
Sophomores	11 credits
Juniors	17 credits

Any parent, guardian, person, or institution having care and custody of a child who pays *ad valorem* tax on real property in this district, but does not reside in this district; may, with approval of the board of education, enroll the child in this district and receive a credit on the nonresident tuition fee equal to the amount of the *advalorem* tax paid for school district purposes provided the credit shall not exceed the total amount required for the tuition payment.

### **Title I Parent Involvement**

The Kingfisher Board of Education endorses the parent involvement goals of Title I and encourages participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, schools and community. In this policy, the word parent also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy. A meeting of parents of participating Title I students will be held annually to explain the goals and purposes of Title I programs. Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in Title programs. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

Each school in the district receiving Title I funds shall jointly develop with parents of the children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibilities to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standard;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework, completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

In order to achieve the level of Title I parent involvement desired by the board of education policy on this topic, these regulations guide the development of each school's annual plan designed to foster a cooperative effort among the parents, school and community.

## Guidelines

Parent Involvement activities developed at each school will include opportunities for:

Volunteering, parent education, home support children's education, and parent participation decision making

The school will provide opportunities for professional development and resources for staff and parent/community regarding effective parent involvement practices.

## Roles and Responsibilities:

1. **Parents:** It is the responsibility of the parent to actively communicate with school staff, be aware of rules and regulations of the school, take an active role in their child's education by reinforcing at home the skills and the knowledge the student has learned at school; utilize opportunities for participation in school activities.
2. **Staff:** It is the responsibility of the staff to develop and implement a school plan for parent involvement, promote and encourage parent involvement activities, effectively and actively communicate with all parents about skills, knowledge, and attributes students are learning in school and suggestions for reinforcement; send information to parents of Title I children in a format and to extent practicable in a language the parents can understand.
3. **Community:** Community members who volunteer in the school have the responsibility to be aware of rules and regulations of the school, utilize opportunities for participation in school activities
4. **Administration:** It is the responsibility of the administration to facilitate and implement the Title I Parent Involvement policy and plan, provide training and space for parent involvement activities, provide resources to support successful parent involvement practices, provide in-service education to staff regarding the value and use of parents and how to communicate with and work with parents as equal partners, send information to parents of Title I children in a format and , to the extent practicable, in a language the parents can understand.

## Conclusion

This handbook was written with the help of the High School Staff, and Student Advisory Board. The policies within this book are based on Kingfisher School Board Policy, Oklahoma School Law, Federal Statutes, and Federal and State Case Law. This set of standards and policies are the policies adopted by the Kingfisher Board of Education. The policies and standards within this book are equally applied to each student.

Even though most eventualities are addressed within this set of standards and procedures, there are times when unexpected problems occur. In these cases, it is the responsibility of the principal or the administrator that is dealing with the problem to decide on a just and reasonable application and interpretation of the policies and procedures of Kingfisher Schools. At no time will any student be denied due process rights.



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**INTERNET ACCESS CONDUCT AGREEMENT**

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

I have received instruction in regard to online safety and appropriate online behavior, including interacting with other individuals on social networking Web Sites and in chatrooms and cyberbullying awareness and response. (5-3-2010).

User's Name (print clearly) \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

Status: Student \_\_\_\_\_ Staff \_\_\_\_\_ Patron \_\_\_\_\_ I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, I will have to sign another policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

This agreement is valid for the \_\_\_\_\_ school year only.

