



High School Student Handbook

2024 - 2025

Keota Public Schools
110 NE 6th
Keota, OK 74941
Phone: (918)966-3950

Web site: www.keota.k12.ok.us

BOARD OF EDUCATION

Tristen Lawson – President
Brandon Mooneyham – Board Clerk
Beth Long – Member
Danny Womack – Member

ADMINISTRATION

Superintendent, Candice Dominguez
High School Principal, Brian Womack
Elementary Principal, Brandy McClary

TEACHERS

Alissa Brigance
Doug Cagle
Ashley Dunkin
Melissa Harris
Michael Harris
April Hume
Eric Henry
Edmund James
Diana James
Sarah James
Darrell Jones
Jeremy Jones
Matt Jones
Don Martin
Cydney Meglemre
Twylah Morris
Kaylee Murray
Chris Nelson
Preston Rowland
Whitney Strother
Marcia Walton
Jace Welch

School Calendar (2024-2025)

August	5-7 8 16, 23, 30	Teachers Report/In-service (No School) First Day of School for Students Virtual Friday
September	2 19 27 6, 13, 20, 27	LABOR DAY (No School) Progress Reports Parent/Teacher Conference after school Virtual Friday
October 1	11 14 17 4, 11, 18, 25	End of 1 st 9-Weeks Beginning of 2nd 9-Weeks Report Cards Virtual Friday
November	14 22-29 1, 8, 15	Progress Reports THANKSGIVING BREAK (No School) Virtual Friday
December	19 20-31 6, 13	End of 2 nd 9-Weeks CHRISTMAS BREAK (No School) Virtual Friday
January	1-3 6 7 9 10, 17, 24, 31	CHRISTMAS BREAK (No School) Teacher Professional Day (No School) Beginning of 3 rd 9-Weeks Report Cards Virtual Friday
February	13 21 7, 14, 21, 28	Progress Reports Parent/Teacher Conference After School Virtual Friday
March	6 10 17-21 24 27 7, 14, 28	End of 3 rd 9-Weeks Beginning of 4 th 9-Weeks SPRING BREAK (No School) Teacher Professional Day (No School) Report Cards Virtual Fridays
April	24 4, 11, 18, 25	Progress Reports Virtual Make-Up Days
May	4 9 13 14 14 15 2, 9	Baccalaureate Senior Graduation 8 th Grade Graduation Last Day of School Report Cards/End 4 th 9-Weeks Teacher Work Day (No School) Virtual Make-Up Day

MISSION STATEMENT

The faculty and staff of Keota Schools are committed to empowering students to become responsible citizens of character and integrity by creating a positive environment and encouraging active participation in the learning process.

PHILOSOPHY OF KEOTA HIGH SCHOOL

Keota administrators and teachers are dedicated to providing the highest quality education for all our students. The purpose of this school district is to produce students with the opportunity to learn and grow toward a life of success in our ever-changing world.

KEOTA EMBLEM: THE LION

KEOTA SCHOOL COLORS: ORANGE AND BLACK

SCHOOL SONG:
KEOTA, KEOTA
YOUR SONS ARE STAUNCH AND TRUE
KEOTA, KEOTA
WE'LL ALWAYS STAND BY YOU
WE'LL FIGHT BOYS, WE'LL WIN BOYS
FOR THE ORANGE AND BLACK WE'LL STAND
KEOTA, WE LOVE YOU,
THE BEST IN ALL THE LAND

BELL SCHEDULE

First Bell:	8:10
1st Hour:	8:15 - 8:55
Breakfast:	8:55 - 9:10
2nd Hour:	9:15 - 10:10
3rd Hour:	10:15 - 11:10
4th Hour:	11:15 - 12:10
LUNCH:	12:10 - 12:35
5th Hour:	12:40 - 1:35
6th Hour:	1:40 - 2:35
7th Hour:	2:45 - 3:30

Buses Leave @ 3:35

PRINCIPAL'S OFFICE

The policies and philosophy under which the school operates are interpreted through the Principal's office. This office is designed to help students, parents, and teachers who want further information regarding the general policies of the school.

KEOTA LION GENERAL EXPECTATIONS

The student handbook is placed in the hands of the student to serve as a guide. However, the Keota Board of Education Policy Manual overrides any policy set in the student handbook. The student should become familiar with the rules and regulations of the school. It is hoped that the handbook will help students and parents better understand school policies. Many of the policies set down here are governed by state law or are directives of the State Board of Education, but many are local policy, custom, or tradition and may be amended as the need arises.

COVID - 19 PLAN

Keota Public Schools will follow CDC guidelines. See Keota Safe Return Plan for more information at www.keota.k12.ok.us

SCHOOL CHOICE

Traditional - The majority of the school year, and possibly the entire year, will be on-site learning as long as public health officials deem it safe to do so and the school is prepared with appropriate health and safety measures.

Distance Learning Option

Students and families will be provided a distance learning option by site

- Parents may request the option for their child(ren) to attend school through distance learning or to attend school through the traditional classroom setting.

Distance Learning Guidelines

1. Medical Recommendation from a physician
2. Previous Success Rate Virtual (This can change at any time.)
3. Limited public exposure
4. Principal Approval
5. Parent Statement: "I take full responsibility for the instruction, completion, and prompt return of all materials."
6. According to state requirements, a student must complete 90% of the work to be counted in attendance.

The option can only be changed at the beginning of each 9 weeks (unless approved by the principal).

EDUCATIONAL NEGLECT

Educational neglect is a concept found in family law. It can be defined as the failure of a parent (or legal guardian) to provide for their child's basic educational needs. For instance, when a child reaches a certain age (usually mandated by the laws of their state), that child must be either enrolled in school, homeschooled, or given necessary special education training.

- Repeated or chronic absences: If a child chronically misses school or is repeatedly absent from school, then this may constitute educational neglect. A parent or guardian may be at risk of committing child neglect if they allow their child to miss at least five days of school per month, are notified by the school about the issue, and then fail to remedy the situation.
- Failure to enroll in school: Parents and guardians must register their child in school or homeschool them once the child reaches the state mandated age. In general, a child typically cannot miss more than one month of schooling simply because their parent or guardian failed to enroll them in a timely manner. However, there may be some exceptions to this rule if the parent has a valid reason.
- Failure to give a child proper educational care and/or attention: A parent or guardian who fails to obtain or refuses to allow a child to receive recommended educational services may be at risk for committing neglect. This may include failing to obtain treatment for the child, such as if they have a diagnosed learning disorder, or refusing to allow them to get a diagnosis and/or treatment.

HOMEWORK

Homework is an extension of the regular school program and a responsibility that the student undertakes independently, whether at home or outside of class periods in the school. Wherever homework exists in our school system, it should be to supplement, complement, and reinforce classroom teaching and learning. The assignment of homework is flexible, and is an individual instructional responsibility of the teachers in our school system. Regular homework assignments should be anticipated.

PROMOTION, RETENTION & FAILING GRADES

The promotion or retention of students shall be determined through evaluation of the total growth of each individual child. Strong supportive evidence will be presented to the parent regarding retention. The evidence will be based on assignments directly related to subject matter being taught, the frequency of student moves or absences, maturity and/or testing. No student will be retained more than once in the same grade. After receiving a decision to retain, any parent may request reconsideration of a retention decision by requesting review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision to retain, within five (5) days of the student or parent's receipt of the decision will be final and non-appealable. The parent may appeal the superintendent's decision to the Board of Education within five (5) days of receipt of that decision by letter to the clerk of the Board of Education. Consult the building principal for further information concerning the appeal process or for a copy of the School District's policy.

REPORT CARDS/PROGRESS REPORTS

Report cards will be given out to students for parents at the end of each 9-week period. Progress reports will be available upon request of the parent anytime throughout the year. If a student is failing a class notification will be sent to the parent. Students will be graded on (4) 9-week periods in all classes unless the class is a single semester class. Semester grades or cumulative grades are first and second 9-weeks combined for first semester and then third and fourth nine weeks combined for the second semester grade.

OKLAHOMA ACADEMIC SCHOLAR

The purpose of the Oklahoma Academic Scholar program is to recognize the outstanding academic achievement of graduating seniors in compliance with State law, which became effective in 1986. Seniors who meet **ALL** of the following requirements shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar.

1. Accumulate over grades 9, 10, 11, and the first semester of grade 12, a minimum grade point average of 3.7 on an unweighted four-point scale OR be in the top 10% of their graduating class.
2. National ACT score of 27 or SAT 1220
3. Requirements for high school graduation met.

HONOR ROLLS AND AWARDS

Superintendent's Honor Roll, a student must have no report card grade lower than an "A".
Principal's Honor Roll, a student must have no report card grade lower than a "B".
Final Honor Rolls are figured up to the 3rd nine weeks period.

OKLAHOMA HONOR SOCIETY

These awards are presented to the top ten percent (10%) of our 9-12 grade students. Membership will be based on work done during the first semester of the current year and the second semester of the preceding year. The standing of the 9th grade students will be based on the work done during the first semester of the current year only.

OKLAHOMA JUNIOR HIGH HONOR SOCIETY

These awards are presented to the top ten percent (10%) of our 7th and 8th grade students. Membership will be based on work done during the first semester of the current year and the second semester of the preceding year. 7th grade standing will be based on the work done during the first semester of the current year only.

VALEDICTORIAN, SALUTATORIAN, AND HISTORIAN

Valedictorian, salutarian, and Historian will be chosen by the computer based on 5.0 scale of three years and first semester of senior year. If there is a tie, then there will be multiple valedictorians, salutatorians, or historians. In order to be considered, the student must have attended Keota High School for two (2) full consecutive years.

LION LEADERS

Keota Public Schools would like to recognize students for their academic and aptitude excellence. The Lion Leaders is a program designed to recognize those who have excelled with rewards for those students who meet the following criteria:

1. Students will have “B” or better grades.
2. Students will have 3 or less absences per semester.
3. Students will have 3 or less disciplinary referrals, with no out of school suspensions.

The students that meet this criteria will have the opportunity to be part of an end of the semester fun activity, prize, trip, etc. The activity will potentially change from semester to semester to create added excitement. This will take place after semester tests and will in no way interfere with educational time.

GRADING SYSTEM

The evaluation of student achievement is one of the important functions of the teacher. The accepted grading system is as follows:

A – Excellent-----	90-100 (4.0)
B – Good-----	80-89 (3.0)
C – Average-----	70-79 (2.0)
D – Poor-----	60-69 (1.0)
F – Failure-----	0-59 (0)

Each nine weeks, report cards are issued in order to keep parents in touch with the work of their student(s) in school. Parents are requested to examine the cards. If the grades are not satisfactory, or if there is any misunderstanding about the grade cards, a conference with the teacher or teacher and principal are highly desired and will be appreciated. In some instances, students may be given an “I” which must be made up within two weeks after the closing of the period or such incomplete will automatically become the grade earned. Teachers will give subject tests at the end of each grading period (Nine-Weeks & Semester) and as frequently between periods, as they deem necessary. Since retention of information is an important part of the learning experience, a minimum of **two graded assignments will be given per week in every class.**

Keota High School would like to reward our students who strive to take more rigorous classes. In order to do this, certain classes will be based on the 5-point grading scale. This will be based on the advancement of the coursework required. These classes are: Algebra III/Trig, Chemistry, Advanced Placement courses, Advanced Writing, and any courses taken concurrently through a

college or university. Concurrent enrollment is completed through the High School Counselor's office. The counselor and high school principal have discretion over which concurrent classes juniors and seniors can take. At least 4 Advanced Placement courses will be offered to Juniors and Seniors (with the approval of the Principal and Counselor) through the online curriculum of Imagine Learning and will count as weighted courses.

GRADING SCALE

<u>Grade</u>		<u>Equivalents (GPA)</u>
A	=	100 -90 (5.0)
B	=	89 – 80 (4.0)
C	=	79 – 70 (3.0)
D	=	69 – 60 (2.0)
F	=	59 and below (0)

SEMESTER TESTS

Semester tests will be given at the end of each semester to evaluate the overall performance of a student. There will be no exemptions from taking the semester tests.

CLASS DUES

All class dues must be paid before participation. Due dates will be set by class sponsors.

SCHOOL DISMISSAL

The decision as to whether school will be dismissed because of bad weather will be made by the Superintendent after consultation with those responsible for transportation services and weather services in addition to checking the conditions of the local roads. Every student is responsible for making sure that a current phone number is registered with the office. Our automated system will call every number as school is canceled or dismissed. It will also be posted on the school webpage, Keota Public School App, Facebook (Keota Public School), Channel 5, Channel 6, and Channel 40/29. Any snow day may become a virtual day.

ATTENDANCE POLICY

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the co-curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses.
2. Medical appointments.
3. Legal matters, including service on a grand, multicounty grand, or petit jury.
4. Extenuating circumstances deemed necessary by the principal.
5. Observance of holidays required by a student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students; parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
 - b. The student is on pace for on-time completion of the course as required by the school district,
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.
3. Students must be in school for half of the school day in order to participate in any extracurricular activity on that same day, unless it is approved by the school administration.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to **8 days** of absences by arrangement per semester.
2. A student may make up for all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
4. Absences by arrangement will count against a student's exemption from semester tests.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up.

Eight (8) unexcused absences will result in that student not receiving credit in that class for the semester.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. The student may be subject to further disciplinary action.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than **15 minutes** late is counted absent for the period.
3. Each **three (3)** tardies will constitute an unexcused absence from that class.
4. Any student who exceeds the **eight (8)** day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Principal or designee shall communicate with the

student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance. A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

* LEGAL REFERENCE: 38 O.S. §37

70 O.S. § 10-105

70 O.S. § 3-145.8

GENERAL CHECK-OUT PROCEDURES

Parents checking out students should come to the high school and sign students out. Parents who work and are unable to take off work should call the high school office on the day the student is to leave and inform the school. Students will not be allowed to transport other students from school if checked out before the regular school day ends at 3:30 p.m.

ACTIVITIES ATTENDANCE POLICY

Students' participation in school programs are encouraged at Keota Schools and such participation is thought to be of value. Participation in school programs affords the students the opportunity for creativity and expression, builds self-confidence, and promotes a sense of accomplishment. In compliance with the State Board of Education, to limit the number of times a student may miss a particular class due to activities, the following policy is adopted for Keota School.

Definition of an Activity: An activity will be defined as any type of absence resulting from an activity, initiated by any school group, organization, team, club, or person/persons that cause a student to miss any class for a period of 15 minutes or longer in any one (1) class period.

The absence code AA (activity absence) is not an absence that counts toward the attendance policy. The student is present but on a school sponsored activity. Students can only accrue ten (10) of these types of absences per year.

It is the student's responsibility to contact the teacher about make-up work. Students with good attendance habits usually do better than students with poor attendance habits. Following an extended tardy, students must immediately, upon arriving at school, report to the office for more than 15 minutes. According to OSSAA rule, "If a student at any secondary school grade level changes schools after the student has first participated or started attending school in the current school year, the student will not be permitted to participate in any athletic competition until at least fifteen (15) calendar days have passed from the date the student first attended the new school."

Absences from school should be for sickness of the student or family emergencies. Beginning with the fourth (4) absence in a semester, the school will mail out a letter to the parents/guardian stating how many absences the student has, and that at the ninth (9) absence the student will not receive credit in the particular class or classes.

School Activities and Sponsors

- Academic Team - Chris Nelson
- Athletic Director- Michael Harris
- Junior High/High School Boys Basketball - Doug Cagle and Michael Harris
- Junior High/High School Girls Basketball - Michael Harris and Doug Cagle
- Junior High Cheer - Joslyn Stacy
- High School Cheer - Allyson Thornburg
- Drama - Edmund James
- FCA - Preston Rowland
- FFA - Don Martin and Kaylee Murray
- FCCLA - Whitney Strother
- Football - Eric Henry and Jace Welch
- Powerlifting - Eric Henry and Jace Welch
- Student Council - Marcia Walton
- Junior High/High School Baseball- Jace Welch and Doug Cagle
- Junior High/High School Softball - Jeremy Jones and Michael Harris
- 7th Grade Class - Darrell Jones, Kaylee Murray, and Michael Harris
- 8th Grade Class - Alissa Brigance, Marcia Walton, and Jeremy Jones
- Freshman Class - Doug Cagle, Don Martin, and Eric Henry
- Sophomore Class - Edmund James, Diana James, and Melissa Harris
- Junior Class - Cydney Meglemre, Sarah James, and Chris Nelson
- Senior Class - Whitney Strother, Preston Rowland, and Matt Jones
- Yearbook - Diana James

TRUANCY

A student is considered truant when he or she leaves school without permission from the office or if he or she remains away from school without the knowledge of his or her parents or guardians. Cutting class for just one hour will be considered truancy, even if the student did not leave the school grounds. Any “ditching” will be truancy and discipline will be expected. All - AU - labeled absences will be considered truancy of a student.

MAKE UP WORK FOR ABSENCES

Students that are absent from school will be given two (2) days for every one (1) day absent to make up any missed work.

ATTENDANCE APPEALS PROCESS

To encourage responsibility, Keota Public Schools believes that absences should be for sickness of the student or family emergencies. If there are extenuating circumstances that require a student to exceed the allowed number of absences and these absences cannot be documented with doctor's statements, prescription receipts, court (legal) documents, or a death in the family, the parent may appeal to the principal in writing. If needed the principal will forward the request to the superintendent in the following manner:

- 1) Parent/Guardian writes letter of appeal to the principal
- 2) Letter of Appeal should include documentation of

ALL ABSENCES IN THE SEMESTER TO INCLUDE DATES OF ABSENCES

- 3) Explain why you feel the absences should be waived in order to allow your student to receive credit in the class or classes in question.

Appeals should be made as soon as the problem arises. Appeals will not be accepted after the fifth day past the end of the semester.

THE HIGH SCHOOL OFFICE IS THE OFFICIAL ATTENDANCE REGISTRAR.

VISITORS

ALL PARENTS AND VISITORS must check in at the office. All buildings are locked. You must ring the doorbell and someone will be there to ask a screening questionnaire before being allowed to enter the building. Students are not allowed to bring visitors to school.

TOBACCO PRODUCTS

The Keota Board of Education understands the concern expressed by parents, educators, students, and other community members regarding the adverse effects of tobacco on the individual. Further, the Board is aware of Oklahoma Law that prohibits the possession/use of tobacco or vaping products on School Property.

Section 1210.213. A. (24/7 Tobacco-free Schools Act): The use of a tobacco product or vapor product shall be prohibited in or on an educational facility that offers an early childhood education program or in which children in ENR. S. B. NO. 33 Page 3 grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

"Vapor product" shall mean noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor products" shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo,

electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. "Vapor products" do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act." - SB 33

NO TOBACCO OR VAPING ON SCHOOL PROPERTY.

SEARCH AND SEIZURE POLICY

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. -70 OK Stat § 70-24-102 (2014)

STUDENT LOCKERS

Student lockers remain the property of the school and are only assigned to the student for storage of school and personal property for the convenience of the student. The Principal has the authority to inspect or delegate periodical locker inspections. Students have no reasonable expectation of privacy rights in school lockers, desks, or other school property. Students are assigned lockers and that locker is the responsibility of that student. Do not trade lockers or put your materials into anyone's locker that is not assigned to you. Do not let other students put anything into your locker. Locks for lockers may be used by students. Locks are the responsibility of the student AND A KEY OR COMBINATION MUST BE PROVIDED TO THE OFFICE. Locks can be cut off or removed by the Principal or designee. A student may lose the right to use a locker at any time if contraband is found inside the student's locker.

BACKPACKS

Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school but are not permitted to carry them between classes. Students have an opportunity to go to their lockers several times a day: before first period, before or after lunch, and before boarding the bus at dismissal. Backpacks must remain in the student's locker. This policy is in response to the following concerns: the weight student's carry on their backs and safer hallways due to the number of students in the hallways. At the end of the school year, in order to ensure a safe and orderly close-out procedure, the Administration reserves the right to limit backpacks from being allowed to be brought to school.

Carrying a backpack is a privilege. Any student found to have contraband in his/her backpack may lose the privilege to carry a backpack to school or may be required to purchase a clear backpack.

BEHAVIOR CODE

All students' behaviors in the Keota 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. When students fail to exhibit proper behavior, our goal is to see that the consequences are efficient, sensible and fair. The board of education and the administrators recognize that students do not surrender rights of citizenship while attending Keota public school. At the same time, the school is a community that must be ordered by a set of rules and regulations. The respect and obedience of the rules must be a part of the culture of this school, so the administration reserves the right to deem inappropriate actions, behavior or attire when necessary. The principal will determine a disciplinary action not limited to those listed or numbered within this handbook.

Once a child has been referred to the office, the following disciplinary grid will apply:

DISCIPLINARY GRID**CODES AND DEFINITIONS**

CP=Corporal Punishment
 CY=Calendar Year
 EOD=End of the Day
 EOY=End of Year
 ISS=In School Suspension
 OSS=Out of School Suspension

KEOTA PUBLIC SCHOOLS



DISCIPLINE REPORT FORM

Student: _____ Grade: _____ Date: _____ Time: _____ Location: _____

Teacher: _____

Corporal Punishment Witness: _____ IEP: ☐ Yes ☐ No Parent Called: ☐ Yes ☐ No By: _____

*Note: IEP/504 Students are not eligible for corporal punishment.

Circle which applies:

Level 1 Offense	Level 2 Offense	Level 3 Offense	Level 4 Offense	Consequence
Misbehavior inside the classroom Misbehavior outside the classroom Profanity Dress Code Violation Cell Phone Violation Bus Misconduct Insubordinate/Uncooperative	Bullying another student Inappropriate behavior at a school event Horseplay that leads to a fight Racial Slurs/ Gang Behavior Internet Violation/Cheating PDA Inciting a fight/riot Videoing a fight or unacceptable behavior Truancy/ skipping class/leaving campus Excessive Level 1 Offenses	Profanity directed at a staff member Sexual harassment/moral turpitude Fireworks and contraband Theft/possession of stolen property Destruction of school, public or private Throwing food for the purpose of a food fight Fighting or physical abuse Possession of a Vape or smoking Excessive Level 2 Offenses	Indecent Exposure/Extreme sexual harassment Under the influence of alcohol or drugs Possession of alcohol or drugs Possession of a knife, firearm, or weapon Excessive Level 3 Offenses	Level 1 Offense: BIP/ISS/Swats Level 2 Offense: BIP/ISS/Swats Level 3 Offense: Saturday School/OSS Level 4 Offense: OSS Principal Comments: _____ _____ _____ _____ _____ _____

TEACHER COMMENTS:

Student has been notified by the teacher of the consequence: ☐ Yes ☐ No

Student Signature: _____ Date: _____ Teacher Signature: _____ Date: _____

A copy of the incident report will be sent home to the parent or guardian. Parents may or may not be called when their child receives in-school suspension, but will be called to pick up their child if he/she is suspended from school property (SSP). Attempts will always be made to contact a parent/guardian prior to corporal punishment. Law enforcement may be called for any incident involving the safety of self and/or other. Students who were in a fight will serve 2 days of OSS for the first offense, 4 days of OSS for the second offense, and 8 days of OSS for the third offense, which each offense could also result in a fine from the Keota Police Department. If found with a vape, students will have to go through a counseling session with either the school counselor or an outside counseling service.

IN-SCHOOL SCHOOL SUSPENSION RULES

1. No talking
2. Cell phones must be given to the ISS monitor/teacher upon arrival
3. No eating or drinking in class
4. No computers, cell phones, tablets, etc., unless the assignment calls for a chromebook. Then it will be checked out and brought back the same day.
5. No independent reading books
6. Students must always be working on something (if you do not have work, work will be provided)
7. Limited restroom breaks (never during change of class or high school lunch break)
8. Students are to clean up the desk and the area around their desk before the end of the day

FAILURE TO SERVE ISS WILL BE DISCIPLINED ACCORDINGLY

WHILE IN THE CAFETERIA:

1. Students will be expected to maintain classroom behavior.
2. No leaving campus (students will be walked to the cafeteria for breakfast and lunch)
3. Students eat at a time different from the rest of the school
4. No outside food (pop, candy, etc.)
5. No food purchases.

STATE TESTING DISRUPTION

Any student that willingly disrupts state testing will be subject to strict disciplinary action. 1st offense is 4 days out of school suspension, 2nd offense is 8 days out of school suspension, and 3rd offense will result in suspension for the remainder of the school year.

SUSPENSIONS

The principal has the authority to suspend any student in accordance with existing state laws. Suspensions will be reported immediately to the Superintendent. Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the principal or superintendent, be suspended from school. Any student suspended from school will not be allowed to attend any field trips during that school year. Suspensions can be appealed to the Superintendent within two days of the suspension.

DUE PROCESS

The Principal of the school shall suspend the student in the following manner:

1. Attempt to orally notify the student and his/her parents/guardians, stating the reason for the suspension and the term of the suspension.
2. In writing, notify the student and his/her parents/guardians, stating the reason for the suspensions and the term of the suspension.

3. The parent can request a hearing with the principal to discuss the terms of the suspension. If the parent is unhappy with the results of that meeting, a hearing with the superintendent can be requested.

CORPORAL PUNISHMENT POLICY

Corporal punishment may be used by public schools as authorized by Oklahoma Statutes whenever an administrator determines that such action is necessary to enforce school discipline. Corporal punishment may be administered only in the presence of another certified employee.

If corporal punishment is to be administered to a student, the student will be removed from the class to a place of privacy and informed of the reason for the imposition of corporal punishment. The explanation as well as the administration of corporal punishment should take place in front of a certified employee. In addition, a record of the administration of corporal punishment should be made and signed by the person administering the corporal punishment and the witness.

We will not administer corporal punishment without your permission. This will be obtained on a case by case basis as needed for the situation. If parents do not wish corporal punishment, then the student may receive a three-day suspension. The student will be expected to make up the missed work, with no grade credit, and may be tested with the rest of the class.

FIELD TRIPS

Students must meet eligibility requirements that include passing grades in all classes and attendance as outlined in this handbook in order to be allowed to attend any field trips. Any student suspended from school will not be allowed to attend any field trips during that school year.

WIRELESS TELECOMMUNICATION DEVICES AND ELECTRONIC EQUIPMENT IN THE SCHOOL

A student may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and the school principal or superintendent. The use of a cell phone during school hours is a privilege and not a right, this privilege may be revoked at any time by the school administration. Cell phones will be allowed while school is in session, but not in the classrooms during instructional time. If a parent or guardian needs to reach a student they need to call the High School office at **918-966-3950**. Sponsors of school activities have the right to adjust this rule during school sponsored activities. (Bus trips, etc.)

Abuse of cell phone privileges or other electronic devices can cause a student to lose privileges. Examples include, but are not limited to: videoing or taking pictures of fights, cyberbullying, pornography, etc. Keota Public School has the right to search any cell phone on campus when reasonable suspicion exists.

HEADPHONES OR EARBUDS, Radios, mp3 players, ipods and other electronic equipment are not permitted in the classroom or hallway unless requested by a teacher for academic reasons.

PUBLIC DISPLAY OF AFFECTION

A healthy moral climate is in the best interest of the school and community. All school activities are therefore properly sponsored. During school hours, physical contact between students, such as: kissing, hugging, holding hands, pushing, tickling, etc. will not be condoned. Rules of conduct shall also govern school-sponsored trips and activities. A progressive punishment will be enforced. Parents will be notified if such conduct is not refrained.

DO NOT GO TO ELEMENTARY DURING BREAKFAST OR LUNCH!!!!
The 7th -12th grade students are not permitted to be on the elementary campus.

FOOD AND DRINKS IN SCHOOL

Students should place their name on their lunch bags or container to avoid others taking them during lunch. Any student that has called in an order of food from home or any other food services during the school day (8:10-3:30), must take it to the cafeteria or outside to eat. No food will be allowed in the hallways or lockers, due to sanitary conditions.

TELEPHONES

The office telephones are business phones and should be used by students for school related calls or emergencies only. Students will not be called out of class to answer the phone except for emergencies.

SEXUAL HARASSMENT POLICY

It is the policy of the Keota School Board to maintain a learning and working environment that is free from sexual harassment. It shall be a violation for a student to harass another student or staff member through conduct or communications of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

COMPLAINTS

There are times when misunderstandings and disagreements arise around any public body and its functions. This is especially true of public schools as they have our most valued treasures (our children). The board recognizes this and agrees that complaints from patrons should be heard and given serious consideration. In order for this system to work efficiently and smoothly the board requests that patrons follow the following chain of events to air concerns. First, if the problem arises in a class or with a teacher, contact that teacher and try to work out the problem. If that is not successful, the next step is to contact the principal to schedule a meeting. The principal will then meet with the patron and if necessary, set another meeting with the principal, patron, and teacher all present to work out any problems that are found. If after these steps have been taken the patron has not been satisfied, the patron should request that the Principal set a meeting with the Superintendent. The Superintendent will meet with the patron, hear their concern, conduct

such investigation as necessary, and convey the results to the patron. If the patron is still not satisfied, the patron will fill out the form to request to be placed on the next agenda for a meeting with the board of education. The patron may address the board of education in person or in writing at a regular meeting of the board.

DRESS CODE

Background: Although a student's style of dress and/or grooming may reflect individual preference, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

Student/Parent/Guardian Responsibilities: Although the board wishes for each student to accept responsibility for following the rules set forth below, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The board solicits the support of parents/guardians in the enforcement of its dress code.

1. Approved garments must be of length and fit that are suitable to the build and stature of the student.
2. Permitted clothing shall be worn as designed/manufactured to include the following:
 - Shirts/blouses must be buttoned and/or zipped appropriately unless worn as layered as long as clothing such that the layered look complies with the dress policy.
 - Belts must be fastened.
 - School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration, as long as the uniform complies with the dress code.
 - All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.
3. Upper and Lower Garments
 - Strapless garments are prohibited.
 - All student tops blouse or shirt male and female must have sleeves.
 - Bare midriff, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while standing or walking.
 - Undergarments shall not be visible.
 - Pants and shorts shall be worn at the waist and shall not be excessively long. Pants with holes in them are allowed ONLY if the holes are finger-tip length (mid-thigh) down.
 - Spandex, bike shorts, bathing/swimming wear, sleep wear, etc... are not permitted.
 - Shorts and skirts must be finger-tip length (mid-thigh)
 - Tights or leggings may be worn as outerwear as long as a shirt, shorts or skirts that are finger-tip length (mid-thigh) over them.

4. Head Coverings

- Sunglasses, scarves, curlers, bandanas, sweatbands, headscarfs, lace bandanas/handkerchiefs, or other similar head coverings or adornments shall not be worn to class or within school buildings.
- Caps, hats or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a doctor and previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.
- Sunglasses (unless prescribed by a physician for indoor use) shall not be worn to class or within school buildings.

5. Nighttime Garments

- Nightshirts, onesies, and any other garment designed to be worn to bed shall not be worn at school unless approved by the administration for an activity, such as "pajama day."
- Blankets, pillows, and house shoes are not to be worn or brought to school for any reason, unless approved in advance by the administration.

Failure to observe the dress and grooming code of Keota Schools will result in a progressive disciplinary action severity of punishment will escalate every time infraction of rules occurs.

STUDENT DROP-OFF

Drop off will be located in front of the main HS building between 7:45 a.m. to 8:10 a.m. for 9-12 students. Junior high students should be dropped off at the back of the high school. School will begin promptly at 8:15 a.m.

SCHOOL TRANSPORTATION

A student's behavior on the bus directly impacts the safety of all other students on the bus, as well as the safety of other drivers. To safely transport students, the bus driver must be able to concentrate on driving the bus without distractions. Therefore, unacceptable behavior will not be tolerated and could result in the loss of bus transportation privileges. Parents/Guardians should also be aware that the inside of a bus is a confined space where children are sitting close together, often with several age groups mixed together. This creates an atmosphere where even minor misbehavior can be an unsafe distraction to the driver.

BUS RIDER RULES

(The bus is an extension of the school and classroom. Proper behavior is very important.)

Prior to loading (on the road or at school):

1. BE ON TIME at the designated bus stop. This will keep the bus on time for all other stops.
2. Stay off the road at all times while waiting on the bus. Bus riders must conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

While on the bus:

1. Students will sit in assigned seats at all times.
2. No food or drinks on the bus.
3. Keep hands and head inside the bus at all times.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Treat bus equipment as you would valuable furniture in your own home.
7. Bus riders should never tamper with the bus or its equipment.
8. Do not leave any books, packages, lunches or other articles on the bus.
9. Keep books, packages, lunches, or other articles out of the aisles.
10. Help look out for the safety and comfort of small children.
11. Do not throw anything out of the bus window.
12. Bus riders are not permitted to leave their seats while the bus is in motion.
13. Horseplay is not permitted around or on the bus.
14. Bus riders are to be courteous to fellow students, bus drivers, and the patrol officers, or drivers' assistants.
15. Keep absolutely quiet when approaching a railroad-crossing stop.
16. In case of road emergency, children are to remain on the bus unless directed to exit the bus for emergency purposes.

After leaving the bus:

1. When crossing the road, go at least ten (10) feet in front of the bus. Stop, check traffic, and watch for the driver's signal before crossing the road.
 - a. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
 - b. Help look after the safety and comfort of small children.
 - c. The driver will not discharge riders at places other than the regular stop except by proper authorization from a parent or school officials.

Extra-Curricular Trips:

1. The above rules and regulations will apply to any trip under school sponsorship.
 - a. Students shall respect the instructions of a competent chairperson or sponsor appointed by school officials.

BUS RIDER DISCIPLINE

Students are expected to behave appropriately on bus routes and obey the authority of the bus driver. It is the driver's responsibility to ensure that students adhere to school policy at all times. Students are expected to:

1. Load and unload the bus in an organized appropriate manner.
2. Respect school property.
3. Respect each other.
4. Remain in the assigned seat unless otherwise instructed by the bus driver.
5. Keep an appropriate level of cleanliness.
6. Discipline violations will be handled as outlined in the student handbook
7. **Misbehavior on the bus is subject to disciplinary action. Along with the punishments outlined on the discipline report, students may also receive **temporary bus suspensions** or **school year bus suspensions** for repeated violations. Bus suspensions are under the discretion of the building principal and the transportation director.*

DRIVING REGULATIONS

Students who drive automobiles, motorbikes or any other vehicle to school or on school property will be required to follow all traffic laws. Students are required to park all vehicles in the east gym parking lot when they arrive at school and leave them parked until all buses have left in the afternoon. Loitering in vehicles and parking lots is not permitted. Students may not return to any vehicle during the day without permission from the office. Students who drive in an unsafe manner may not be allowed to drive on school property. Students must submit their tag number and vehicle description at the beginning of the semester or as soon as they are licensed to drive to school. SPEED LIMIT IN SCHOOL AREA IS 10 MPH. Vehicles will be subject to random searches, when there is reasonable cause for the search. STUDENTS MAY NOT BE CHECKED OUT TO DRIVE CARS HOME OR ANYWHERE AT LUNCHTIME UNLESS THE STUDENT IS BEING CHECKED OUT TO LEAVE FOR THE REST OF THE DAY.

PARKING LOTS ARE OFF LIMITS DURING THE SCHOOL DAY!

TRAVEL IN NON-SCHOOL OWNED VEHICLES

No student will travel in any vehicle not owned and insured by the district while on a school trip unless prior written permission has been secured from the parent and such travel has been authorized by the Principal and sponsor of the activity in which the student is engaged.

STUDENTS MUST RIDE THE BUS TO ACTIVITIES; ANY EXCEPTIONS MUST BE CLEARED IN ADVANCE WITH THE PRINCIPAL OR SUPERINTENDENT. STUDENTS MUST RETURN ON THE BUS IN WHICH THEY WERE TRANSPORTED TO ACTIVITIES UNLESS RELEASED IN PERSON TO THEIR PARENT OR GUARDIAN.

ACCIDENT OR ILLNESS POLICY

The Keota School District assumes no liability for accidents and we do not carry health insurance for students. In the event a student becomes seriously ill or injured while under jurisdiction of the school, the school will attempt to contact the student's parents or guardians. If the parent or guardian cannot be located, the school may transport the student to a medical doctor or health care facility. The district will not, however, assume any responsibility for any expenses incurred on the student's behalf. Therefore, Keota Schools urges parents to obtain adequate insurance coverage on behalf of their children. Parents are encouraged to subscribe to a school-time and a twenty-four-hour accident insurance plan.

ENROLLMENT

NO STUDENT WILL BE ALLOWED TO CHANGE THEIR CLASS SCHEDULE AFTER THREE (3) CLASS MEETINGS OF THE CLASS (THE FIRST WEEK OF THE SEMESTER). GRADUATION REQUIREMENTS WILL CHANGE BEGINNING WITH THE 8TH GRADE CLASS OF 2024-2025.

KEOTA HIGH SCHOOL CORE GRADUATION REQUIREMENTS

Each student must have twenty-four (24) Carnegie units of credit to graduate from Keota High School. The twenty-four units shall include:

- 4 Language Arts:** English I, English II, English III, and English IV or others approved by the State Department of Education.
- 3 Mathematics:** Algebra I and Algebra II or Geometry or Trigonometry or others that are approved by the State Department of Education.
- 3 Sciences:** Biology I, Earth Science, and Physical Science or Chemistry or Physics or Physiology or others approved by the State Department of Education.
- 3 Social Studies:** United States History, ½ to 1 United States Government, ½ to 1 Oklahoma History, ½ to 1 World History or Geography or Economics or other courses approved by the State Department of Education.
- 1 Arts:** Art, Music, Cultures/Humanities and World History or other courses approved by the State Department of Education.
- 4 Other State Required Courses**
- 6 Electives:** Some of the above courses can be used as elective courses.
- 24 TOTAL**

KEOTA HIGH SCHOOL COLLEGE PREP GRADUATION REQUIREMENTS

Each student must have twenty-four (24) Carnegie units of credit to graduate from Keota High School. The twenty-four units shall include:

- 4 Language Arts:** English I, English II, English III, and English IV or others approved by the State Department of Education.
- 3 Mathematics:** Algebra I and Algebra II or Geometry or Trigonometry or others that are approved by the State Department of Education.
- 3 Sciences:** Biology I and Physical Science or Chemistry or Physics or Physiology or others approved by the State Department of Education.
- 3 Social Studies:** United States History, ½ to 1 United States Government, ½ to 1 Oklahoma History, ½ to 1 World History or Geography or Economics or other courses approved by the State Department of Education.
- 2 Foreign Lang. or Computer** These are consecutive either language I and II or computer I and II not mix and match
- 1 Additional of Above** any one course from above this line. 8th grade computers taught by Mr. Matthew Jones will count for a High School credit.
- 1 Fine Arts**
- 7 Electives** cultures/humanities and world history or other courses approved by the state department of education.
- 24 Total**

Check with the principal or counselor if you have any questions. Student's parents or guardians must choose the path or graduation sheets and sign the declaration sheet verifying what set of requirements for graduation their student will be taking within the 9th grade year. This form will be provided by Mrs. Dunkin.

DRIVER'S EDUCATION

The parent or legal guardian of a student driver may sign a waiver which would allow the student driver to ride as a passenger in a motor vehicle that is being operated by another student driver. The waiver shall be on a separate form that will be provided by the driver's education instructor. If the parent or legal guardian refuses to sign the waiver, the school district shall not refuse to admit the student driver.

MOMENT OF SILENCE

A law in the state of Oklahoma passed in the spring of 2002 requires schools to “observe one (1) minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.” Keota School will recognize one (1) minute of silence.

ELECTIONS

All elections held at Keota High School will be by secret ballot with the sponsor and the principal counting the ballots and then sealing the ballots in an envelope and filing said envelope with the principal.

ADMINISTRATION OF MEDICATION

All medications to include prescriptions or over the counter medications will be kept in the office. If a student has a medical prescription from a physician or the parent authorizes a student to take medication, the following procedures will be followed. WRITTEN authorization from a parent/guardian must be on file in the office before medications can be taken by a student. The principal or his/her designee are the only people authorized to dispense medications to students. Exceptions are made for asthma inhalers or medications for life-threatening conditions which may be carried by a student AFTER the school receives a letter from the parent/guardian and the physician stating that it is necessary for the medicine to remain with the student.

1. Prescription medications must be brought to school in the original prescription container labeled with: the date, name of the prescriber, the name of the student, the dosage of the medication, directions for administration, and the name and phone number of the pharmacy.
2. Non-prescription medications must be brought to school in an unopened, original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration (i.e. oral, nasal), side effects, and other directions as appropriate.

RESPONSIBILITY OF PARENTS

- 1) Be active participants in their child's education.
- 2) Communicate regularly and work cooperatively with school administration and teachers.
(Examples include: Open house, parent-teachers conferences, etc...)
- 3) Send the child to school ready to learn- rested, fed, properly dressed, with assignments and materials, etc...
- 4) Make sure the child attends regularly and promptly reports absences and tardies to the school.
- 5) Participate in recommended parent training programs.
- 6) Inform school authorities of any learning problem or condition that may relate to the child's education.
- 7) Monitor and support the child's adherence to school policy.

- 8) Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
- 9) Create a positive learning environment at home.
- 10) Discuss school activities with your students daily.
- 11) Attend school events to show support for your child.
- 12) Never be afraid to ask questions or for help.

CHANGE OF TELEPHONE OR ADDRESS

Any change of address or phone number should be reported to the principal's office A.S.A.P.

CHILD FIND

Child Find is a process to locate, identify, and evaluate students who reside in the Keota Public School District that may be in need of special education services. If any member of the community knows of a school aged child in need of special education services, please contact the school at (918) 966-3950.

DENIAL OR CANCELATION OF DRIVER'S LICENSE

Whenever a student over fourteen (14) years of age and under eighteen (18) years of age withdraws from school, the school shall notify the Department of Public Safety of such withdrawal through a documentation of enrollment status form. Within fifteen (15) working days of receipt requested the student that the license of the student will be canceled or the application of the student will be denied thirty (30) days following the date the notice to the student was sent unless documentation of compliance is received by the Department of Public Safety. After the thirty (30) day period, the Department of Public Safety shall cancel the driving privileges of the student. "Withdrawal" means more than ten (10) consecutive days or parts of days of unexcused absences or fifteen (15) days or parts of days total unexcused absences during a single term.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days from the day the School receives a request for access. Parents or eligible students should submit to the School principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's

privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the School principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health staff); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The School District has designated the following information as directory information:

1. Student's name
2. Address
3. Telephone listing
4. Electronic mail address
5. Photograph
6. Date and place of birth
7. Dates of attendance
8. Grade level
9. Participation in officially recognized activities and sports
10. Weight and height of members of athletic teams
11. Degrees, honors, and awards received
12. The most recent educational agency or institution attended
13. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

The School District will notify parents and eligible students annually of the designated items of directory information by means of a District newsletter, newspaper notice, school handbook or individual notice. Parents and eligible students have the right to exclude directory information from public access by notifying the Superintendent's office in writing of any or all of the items they refuse to permit the School District to designate as directory information about that student within two weeks of receiving the notice. At the end of the two-week period, each student's records will be appropriately marked to indicate the items the School District will not designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The United States Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school.

The management plan may be reviewed at the Keota Schools Superintendent's office during normal working hours.

GUN-FREE SCHOOLS ACT

It is the policy of the Keota Public School District to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearms or weapons will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers a weapon as defined below:

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

Any student who violates Section 2 of this policy will be subject to discipline, which may include suspension up to one full calendar year (for firearms), or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

TECHNOLOGY POLICY

Technology is a tool to enhance our educational experience. We will be punishing students at school for something they wrote at home or away from the school (text, post or blog beware it is not private). If it interferes with the normal school day of our students, then any of our students can be held accountable for their actions. State law 70 O.S. § 24-100.2, et seq., "Threatening behavior, harassment, intimidation, and bullying by electronic communication is prohibited whether or not such communication originated at school".

1. Reason

Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. This regulation defines the responsibilities of Keota Public Schools employees and students using network and Internet resources provided by public funds. Access to the system resources is a privilege, not a right.

Use of the system is limited to educational purposes which include, but are not limited to, promoting educational excellence, resource sharing, facilitating innovative instruction and communication that will be preparing students to live and work in the 21st century by providing them with electronic access to a wide range of information.

2. Responsibilities

The Technology Director (Mr. Rowland) shall serve as the administrator overseeing the system and recommending the vendor's or upgrades needed. The principal shall serve as the site coordinator overseeing the system within the site. If problems arise please report to either of these persons. Student use of the system will also be governed by the Code of Student Conduct and School Board Policies and all regulations governing student discipline will apply. There are wide ranges of material available on the Internet, some of which may not be consistent with the values of particular families. It is not possible for the school to monitor and enforce social values in student use of the Internet. Further, the school recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. Therefore, the school encourages parents to specify to their child what material is and is not acceptable for their child to access through any electronic system.

We encourage the use of school owned devices but if any student brings a personal device they will be responsible for the use and security of that device. Devices like the Nook, Kindle, PDA or Smart Phones may be used on our wireless system but will not be allowed to be directly plugged into servers or charged at school. Keota Public Schools will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The school will not be responsible for financial obligations or penalties arising through the use of the system. If a student's device from home is stolen or misplaced or broken in any way, Keota Public Schools are simply not responsible for them.

We provide devices to access needed material and we encourage the use of devices but students in no capacity are required to bring them to school.

Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged infraction involves a violation away from school it still may have consequences at school if an electronic device is used or it interferes with the process of education at Keota.

All devices on school property will be subject to search, there are no private places or devices. When you bring an electronic device on school property it is subject to Keota Public Schools usage guidelines. The nature of the search/investigation will be reasonable and in keeping with the nature of the alleged misconduct. Cell phones, I-pad's, Kindle Fire or whatever the device used will still be subject to proper use procedures.

- a. Users will not attempt to gain unauthorized access to the division's system or to any other computer system through the system, or go beyond their authorized access. This includes attempting to log in through another account or accessing or attempting to access another person's files without authorization. Unauthorized access is illegal, even if only for the purpose of browsing.
 - b. Users will not deliberately attempt to disrupt the division's system configuration or controls, degrade system performance, or destroy/corrupt data by spreading computer viruses or by any other means.
 - c. Users will not use the system to send, receive, view or download any illegal materials or engage in any other illegal act (e.g. arranging for the sale/purchase of drugs, engaging in criminal gang activity, pornography or threatening the safety of another individual).
3. Disciplinary Action
- Once again use of District technology resources is a privilege, not a right. Violation of District policies and procedures may result in cancellation of computer-use privileges and possibly suspension from school. If Federal and/or State laws are violated, the offender is also subject to being reported to proper authorities for prosecution.

BULLYING POLICY

HARASSMENT, INTIMIDATION, BULLYING & THREATENING BEHAVIOR

The *School Bullying Prevention Act* prohibits peer student harassment, intimidation, bullying and threatening behavior. The term “harassment, intimidation and bullying” includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should not:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission or the education of any student.

The term “threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

The Board of Education has adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District’s response to the requirements of state law. Students and their parents can obtain a copy of the policy from their building principal or the superintendent.

Students should immediately report acts of harassment, intimidation, bullying or threatening behavior toward them or other students to school personnel. Forms may be found in the principal's office.

1. Report harassment, intimidation, bullying and threatening behavior when it occurs;
2. Take advantage of opportunities to talk to their children about prohibited conduct;
3. Inform the school immediately if they think their child is receiving or initiating prohibited conduct;
4. Watch for symptoms that their child may be a victim of prohibited conduct and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents; and Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incident

PARENTS RIGHT-TO-KNOW POLICY

At the beginning of each school year, any district that receives funds under NCLB Title I shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents may request and a school shall provide to each parent if they request it.

1. Information on the level of achievement of their child in each of the State Academic assessments as required under NCLB; and
2. Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

**NOTIFICATION OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS
AMENDMENT (PPRA)
STUDENT SURVEY/TESTING PROGRAM (REGULATIONS)**

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, physicians, or ministers.
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to “opt the student out of participation,” in writing, in the following activities:

1. 1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
 - College or other postsecondary education recruitment, or military recruitment;
 - Book clubs, magazines, and programs providing access to low-cost literary products;
 - Curriculum and instructional materials used in schools;
 - Tests and assessments;
 - Student recognition programs; and
 - The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

Definitions

- The term “survey” includes an evaluation.
- The term “invasive physical examination” means any medical examination that involves the exposure of private 6 body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- The term “personal information” means individually identifiable information, including a student’s or parent’s name, address, telephone number, or social security number.
- The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.
- These terms do not include ordinary classroom activities or teaching techniques.

These rights transfer from the parent to a student who is eighteen (18) years of age or an emancipated minor. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-8520

KEOTA STUDENT DRUG TESTING PROGRAM EXTRACURRICULAR ACTIVITIES

The Keota Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Keota Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

Purpose and Intent

It is the desire of the board of education, administration, and staff that every student in the Keota Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Keota Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Keota Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

Definitions

1. **Student athlete** or **athlete** means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. **Extracurricular** means those activities that take place outside the regular course of study in school and participants are those students involved in those activities.
3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drug or the metabolites thereof in a person's urine.
4. **Random tests** are given monthly to participants from the pool.
5. **Random selection basis** means a mechanism for selecting students for drug testing that:
 - a. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and
 - b. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.
6. **Follow up tests** can be monthly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. **Illegal drugs** means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.
8. **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.
9. **Positive**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a

performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

10. **Reasonable suspicion** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.
11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

Procedures

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample (a) as chosen by the random selection basis; and (b) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

All extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs.

Drug use testing for extracurricular participants will also be chosen on a monthly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a monthly number of students' names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required

to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach or other school employee of the same sex as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstance will

results from a drug test under this policy be turned over to any law enforcement officer or agency.

Appeal

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.

Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for 30 school days, which applies to summer sports until the school day suspension is complete. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the Keota Public Schools counselor and/or a session with a counseling service provided by the school. Two follow-up sessions may be with one or both counselors. A total of four sessions required.
2. **Second positive retest.** The student will be suspended from participation in any extracurricular activity for the 80 school days, which applies to summer sports until the school day suspension is complete. Counseling will consist of a session with the Keota Public Schools counselor and/or a session with a counseling service provided by the school. Weekly follow-up sessions may be with one or both counselors.
3. **Third positive retest.** The student will be suspended from participation in any extracurricular activity for 165 school days, which applies to summer sports until the school day suspension is complete. Counseling will consist of a session with the Keota Public Schools counselor and/or a session with a counseling service provided by the school. Weekly follow-up sessions may be with one or both counselors.
4. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 165 school days, upon completion of which, the participating student shall again be subject to this policy.

The cost per test is subject to change and will be determined by the board of education on an annual basis.

* * * * *

Keota Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Keota Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

INSTRUCTIONS ON COLLECTING URINE SAMPLES FOR DRUG TESTING

PRE-TEST INFORMATION FORM

1. Selection is made of students to be tested.
 2. Call the students to the office and inform them. Have them wait in the office or designated area until their turn to report to the area where sampling is being done.
 3. Give students the DATL form. They are to fill out the top portion-highlighted in yellow.
 4. Collector puts dye into the toilet.
 5. Student is handed a cup and goes into the stall. Fills to minimum of 45 CC. Students DOES NOT FLUSH THE TOILET.
 6. Cup is handed back to the collector and the temperature is checked on the Brite Line strip. Range 92---98.
 7. Pour 30 CC into bottle A. Pour 15 CC into bottle B. TIGHTEN LIDS. 8. Fill out the RED Security tape.
- Collector signs RED tape, date it, and writes the students Social Security # or ID#. Then put tape onto the bottle. AFTER the tape is on the bottle the student initials the tape to verify it is his/her sample.

CHAIN OF CUSTODY FORM-Toxicology Analysis

1. Collector fills out the portion highlighted in pink. Donor's name and ID# 2. BE SURE TO MARK REASON FOR TEST--NORMALLY WILL BE RANDOM

CERTIFICATION STATEMENT

1. STUDENTS MUST SIGN AND DATE AT BOTTOM OF FORM.

BEFORE NEXT STUDENT

1. Put samples into a plastic bag. Put form into the outside pouch. Seal the bag.
2. Flush the toilet and put dye into the toilet.

KEOTA STUDENT EXTRACURRICULAR ACTIVITIES CONTRACT

Statement of Purpose and Intent

Participation in school-sponsored extracurricular activities at the Keota school district is a privilege and not a right. Such privilege is governed by the district policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities (policy FNCFD). Alcohol and illegal drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Keota Public Schools. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, student participants in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal drugs.

Participation in Extracurricular Activities

For the safety, health, and well-being of the students of the Keota Public Schools district, the district has adopted the attached policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities (policy FNCFD) and this Student Extracurricular Activities Contract, which shall be read, signed, and dated by the student participant, parent or custodial guardian, and coach/sponsor before such participant shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Student Extracurricular Activities Contract.

Student's Last Name _____ First Name _____ Middle Initial _____

I understand, after having read the policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities and this Student Extracurricular Activity Contract, that, out of care for my safety and health, the Keota school district enforces the rules applying to the consumption or possession of alcohol and/or illegal drugs. As a member of a Keota Public Schools organization, I realize that the personal decisions that I make daily in regard to the consumption or possession of alcohol and/or illegal drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of alcohol and/or illegal drugs any time during the school year, I understand, upon determination of that violation, I will be subject to the restriction of my participation as outlined in the policy.

Signature of Student _____ Date _____

We have read and understand the policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities and this Student Extracurricular Activities Contract. We desire that the student named above participate in the extracurricular activity programs of the Keota Public Schools and we hereby agree to abide by all provisions of the policy.

Signature of Parent or Custodial Guardian _____ Date _____

PLEASE OBTAIN THE SIGNATURES OF ALL COACHES/SPONSORS FOR
EXTRACURRICULAR ACTIVITIES, TEAMS, OR ORGANIZATIONS IN WHICH THE
STUDENT IS INVOLVED:

Signature of Sponsor or Coach

Activity/Team/Organization

Signature of Sponsor or Coach

Activity/Team/Organization

Signature of Sponsor or Coach

Activity/Team/Organization

Signature of Sponsor or Coach

Activity/Team/Organization

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