

NINNEKAH PUBLIC SCHOOLS

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NINNEKAH PUBLIC SCHOOLS

Student / Parent Handbook

2024-2025

NPS Directory

Ninnekah Elementary School	405-222-0420
Ninnekah Middle School	405-224-4299
Ninnekah High School	405-224-4299
Administration	405-224-4092

Administration

Superintendent of Schools	Mrs. Regina Jones rjones@ninnekah.k12.ok.us
Elementary Principal	Mrs. Dereth Harrison dereth.harrison@ninnekah.k12.ok.us
Secondary Principal	Ms. Renessa Cramer renessa.cramer@ninnekah.k12.ok.us
Associate Middle School Principal	Mr. Rip Garcia rip.garcia@ninnekah.k12.ok.us

Board of Education

President	Mr. Brock Perryman	brock.perryman@ninnekah.k12.ok.us
Vice President	Ms. Delanie Berry	delanie.berry@ninnekah.k12.ok.us
Clerk	Ms. Diane Carroll	diane@ninnekah.k12.ok.us
Member	Mr. Dustin Tate	dustin.tate@ninnekah.k12.ok.us
Member	Mr. Russell Thompson	russell.thompson@ninnekah.k12.ok.us

The basic purpose of public school is to educate all that walk through our doors. We believe at Ninnekah Public Schools that it is our responsibility to create an environment that is conducive to learning. We seek to provide our students with experiences inside and outside the classroom that will help them become college and/or career ready as well as to help them gain the skills needed to be a productive citizen of the community.

NONDISCRIMINATION

No person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment. Ninnekah Public Schools does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. All complaints and inquiries regarding the non-discrimination policies must follow the complaint and/or grievance procedures described in **Policy AB-Civil Rights**.

Ninnekah District Policy-AB

NONDISCRIMINATION

District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment. District does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. All complaints and inquiries regarding the non-discrimination policies must follow the complaint and/or grievance procedures described in Policy BI - Civil Rights. The following people have been designated to handle inquiries regarding the non-discrimination policies: The Superintendent should be contacted for all student and non-student and/or employment related issues at 405-224-4299 or at 904 Dell St. Ninnekah, OK 73067. The Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 405-224-4299 or at 904 Dell St. Ninnekah, OK 73067. Inquiries concerning non-discrimination can also be made to the Office for Civil Rights at the following address:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Fax: (816) 268-0599
Email: OCR.KansasCity@ed.gov

Title IX

Title IX complaints based on sexual discrimination, harassment, abuse, homelessness and human trafficking may be reported to any adult employed by Ninnekah Public Schools. The Title IX Team members are:

Title IX Coordinator	Mrs. Dereth Harrison, Elementary Principal
Title IX Decision Maker	Mrs. Deborah Fulton, Middle School Teacher
Title IX Investigator	Mrs. Angie Cremer, High School Teacher
Title IX Investigator	Mr. Rip Garcia, Associate Principal
Title IX District Appeal	Mrs. Regina Jones, Superintendent

STUDENTS

SAFETY

Safety awareness and the prevention of accidents are important goals in our schools. Below are a few tips to keep students safe:

- Students should not arrive at school until supervision is available. Doors will open at 7:45 AM at the Elementary School, and 8:00 AM at the middle and high school. Breakfast is available in the cafeteria at 7:30 AM.
- Students must leave the school grounds promptly after school or be with a designated adult in a school sponsored activity. Normal adult supervision ends at 3:40 PM.
- Walk on the left side of the road facing oncoming traffic.
- Do not approach or enter strange vehicles. If a student is asked to enter an unknown vehicle, please report it to the school immediately.
- Look both ways before crossing a street.
- Be considerate of others, particularly smaller children.
- Remain on school grounds while school is in session.
- Report any safety concerns to the school as soon as possible.
- All materials for distribution must be approved by the Superintendent.
- All messages should be delivered to the school office and relayed to students.

EMERGENCY CARE

Please provide current contact information to the school office to ensure that the school is able to contact a parent/guardian in the event of an urgent situation. If contact information changes, inform the school office immediately. The school should have multiple contact phone numbers and contacts for every student. If an emergency arises, the nurse or designated person will provide immediate first aid. A parent/guardian will be contacted. An ambulance will be called if immediate medical attention is needed. Expenses for emergency care will be the responsibility of the parent/guardian.

STUDENT INSURANCE

Ninnekah Public Schools does not provide student insurance. Parents/Guardians are responsible for providing students with health or accident insurance.

EMERGENCY DRILLS/EMERGENCY RESPONSE AND CRISIS MANAGEMENT

Each school will practice emergency drills regularly including Fire Evacuation Drills, Inclement Weather Drills, Security Drills, Cardiac Arrest Team and Bus Evacuation Drills. The school district works with the City of Ninnekah and other security agencies to develop each school's Emergency Operations Plan. In the event that a school campus must be evacuated, students will be taken to an alternate location. Phone calls, text messages, emails, and possibly social media notices may be utilized with instructions. The situation will dictate the proper approach to keep students safe. **Please remember that securing the situation and providing for the safety of our students will take priority!** Parent notification will occur as the situation allows.

DRUG FREE / TOBACCO FREE SCHOOLS

All school property is drug free and tobacco free.

All persons on school property using, possessing, transmitting, or under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or any intoxicating beverage will be in violation of school district policy. The possession of paraphernalia, counterfeit drugs, tobacco in all forms, vape devices or any controlled substance for which a person does not have a valid prescription will be a violation of school district policy applicable to all school owned buildings, at all hours and at all school sponsored events.

GUN FREE SCHOOLS

Any student who uses or possesses a firearm at school, at any school-sponsored event, school owned property or upon school property including school owned transportation may be removed from school for at least one full calendar year. Firearms are defined in Title 18 U.S.C., Section 921.

- Any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer;
- Any destructive device, including any explosive, incendiary or poison gas, bomb, grenade, or 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.

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

Laser pens and pointers may not be used on district property or while attending school sponsored activities.

CHILD ABUSE

Oklahoma state law requires teachers, nurses, and other personnel to report any suspected case of physical abuse or neglect of a child. The law also grants immunity from any civil or criminal liability to any person who is good faith makes such a report.

SCHOOL CANCELLATION

In the event of inclement weather or other unforeseen reason, the Superintendent will notify the public via the news media, school website, and the mass notification system.

SUPERVISION

For safety purposes, surveillance video or audio equipment may be used to monitor student behavior at school, on buses and in common areas on campus and at school activities. Adult supervision of students is required.

PHYSICAL CONTACT

Occasionally, school employees may make necessary physical contact with students in incidences such as: administering first aid, breaking up fights, addressing emergencies, developing physical skills through coaching, employing passive restraint to behaviorally disruptive students to protect others from harm, and other actions deemed necessary to gain control of a situation. It is the goal to use as little physical contact as necessary.

BULLYING, HARASSMENT AND DISCRIMINATION

District policy prohibits bullying, harassment or discrimination.

Bullying fosters, a climate of fear and disrespect that can impair the physical and psychological health of its victims and creates conditions that negatively affect learning. Behaviors that place another student or group of students in fear of harm, or insult or demean any student or group of students will not be permitted. Bullying behaviors are prohibited on school grounds or at school sponsored events.

Bullying is different from normal conflict. Normal conflict occurs between students with equal power. Bullying is defined as intentional, repeated hurtful acts, where an imbalance of power is present.

MINIMIZING SCHOOL EFFECTS OF OFF-CAMPUS CONDUCT

Disciplinary action may be taken if conduct occurring off campus and not involving a school activity if the misconduct has an adverse impact upon the school.

SCHOOL PROPERTY

Students are responsible for the proper use and care of school property such as textbooks, library books, desks, and equipment. The parent/guardian is responsible for the replacement or repair of damaged school property. School officials may conduct regular or random searches of lockers and their contents at any time for safety reasons.

Lockers are assigned to students for school purposes. All lockers are subject to search.

SCHOOL VISITORS

All visitors report directly to the school office upon arrival at the school building. **All people entering the school building will be asked for identification.** A visitor's badge will be issued and must be visible on the person while on school property. Visitors who are not authorized to be on school property on a daily basis,

including suspended students or students from other schools are trespassing unless they have been cleared through the office. Students not enrolled in Ninnekah Public Schools are not permitted to visit classrooms during the academic day.

STUDENT PICK UP / EARLY RELEASE

Students are released during school hours only to authorized persons as determined by the parent/guardian in school records. **Identification will be required of all persons picking up a student.** Early pick up on students should be for emergencies and medical appointments. Early pick up daily is not permitted. Attendance is a major element in student academic success and taken seriously.

Students may NOT be picked up during a lock down, lock out, or if sheltered due to inclement weather.

STUDENT-DRIVEN VEHICLES

High School students may have the privilege of driving cars or motorcycles to school once they have provided a copy of the student driver's license, proof of insurance, and purchases a parking permit. The parking permit must be displayed in the vehicle at all times on school grounds. Students are responsible for knowing and following rules and regulations. Failure to follow rules or regulations may result in a loss of driving privileges and the ability to park a vehicle on school grounds. The permit fee is \$5.00.

Parking is allowed in designated areas only. Small children attend school across the street from the high school. Speeding, reckless driving, or playing around with a vehicle will not be permitted.

The school has the authority to conduct routine patrols. When school authority has a reasonable suspicion that illegal or unauthorized materials may be in the vehicle, the school may inspect the interior of student driven vehicles parked on school property. Patrols and inspections may be conducted at any time without notice, consent or a search warrant.

ACCEPTABLE USE POLICY (AUP)

(Policy BJ-F) School district computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of District's computers and the Internet are activities which support learning and teaching or which promote District's mission and goals.

CELL PHONE POLICY

Ninnekah Public schools believe that enforcing the cell phone/telecommunication device rules will create a much more positive learning environment, so our students remain focused and engaged during instruction.

Ninnekah students with a wireless telecommunication device must keep the device turned "off" and not visible during class. The device may be stored in a backpack, purse, pocket, or other place where it is not visible during class time. Principal may request students to turn in cell phones/telecommunication devices at the beginning of instruction time to minimize disruptions during class. If school staff observe such a device during class, it may be confiscated and sent to the appropriate administrator. A parent may be required to personally pick up and sign for the phones. Disciplinary action may also occur. Failure on the part of the student to turn in his/her electronic device, if requested by the staff member, will be considered defiant and disciplined accordingly.

Cell Phones/Electronic Devices may be allowed:

Before/After School

During Lunch

To be used only by the student to whom it belongs

*Any of the above may be revised anytime at the administration's discretion.

Cell Phones/Electronic Devices are not allowed (must be off and inside a backpack or hanging in holders):

In the classroom

To be used to photograph or record another student or staff member without permission (Including buses)

In any manner that causes a disruption to the school day for any student or staff member

To bully, harass, threaten, intimidate, or otherwise tease another student

To access inappropriate material while on school property

Standard consequences of Violation of School Cell Phone

(actual consequences may vary due to the severity of the violation)

1. Student brings Cell phone/electronic device to the office and is to be picked up by the student at the end of the school day; Parent Contacted
2. Student brings Cell phone/electronic device to the office and will be picked up by a Parent/Guardian; Parent Contact
3. Student brings Cell phone/electronic device to the office and will be picked up by a Parent/Guardian; and 2-Day ISS
4. PARENT PICK UP DEVICE, 4 DAYS ISS AND LOSS OF CELL PHONE/ELECTRONIC DEVICE PRIVILEGE
5. SUBSEQUENT INFRACTIONS WILL RESULT IN OUT OF SCHOOL SUSPENSION

Possession of a cell phone/electronic device on the school campus is a privilege and may be revoked at any time by the administration for violating the school acceptable use policy. Understand that the school and its employees are in no way responsible for any theft or damage of cell phone/electronic device while on school grounds. All electronic devices are brought to school at their own risk-the school is not responsible for lost or stolen articles.

ATTENDANCE

ABSENCES

Attendance is a major indicator of student success. Frequent absences from academic instruction harm the learning process. Students must be in attendance daily to receive the full benefit of their education.

A parent / guardian should call the office to report their student absent the morning of the absence.

Students may miss a **maximum of 10 days each semester**, fall and spring, and still receive credit. Missing the maximum will statistically negatively impact student performance and no credit will be given for the current semester.

Excused absences include:

- Documented medical absences
- Bereavement
- Serious illness / emergency in the immediate family
- School bus issue or school related complications

Unexcused absences include:

- Trips
- Traffic / Car Trouble
- Waking up late
- Repeated absences will result in a parent conference with school personnel to determine a plan of action.

Parents/Guardians will be contacted by attendance officer and/or School resource officer when a student has excessive absences. Documentation will be kept on file and will be turned over to Law Enforcement in accordance to the:

OKLAHOMA COMPULSORY ATTENDANCE LAW TITLE 70 OS CHAPTER 1 SECT. 10-105

Activity Absences: The Oklahoma Secondary Schools Activity Association (OSSAA) provides for 10 activity absences per year to students involved in school activities to attend competitions, etc. If a student is involved in multiple activities and will exceed the 10 allowable absences, the student may appeal to the principal for an additional 5 absences. Academic performance will be reviewed in determining whether to grant the additional 5 absences. A 3.0 Grade Point Average is required. School personnel will monitor activity absences.

DISCIPLINARY SUSPENSION ABSENCES

Absences due to out-of-school suspension will be coded as such. An education plan will be created and it is the responsibility of the suspended student to complete the education plan provided by the school. Student will receive full credit for all work completed as part of the education plan and will not be penalized for missing in-class credit opportunities.

TARDIES

Students are to be in class on time. Students who enter the classroom after the official start time of class are tardy. Excessive tardies will require a parent conference with school personnel to address the issue and appropriate discipline consequences will be assigned.

TRUANCY

Oklahoma school law holds the parent/guardian responsible for a student's attendance in school. A student is considered truant when absent from school without the consent of the school or parent. Parents / Guardians may be fined by law enforcement for failing to send a child to school. Driving privileges may be revoked for students with more than 15 absences.

If a student has 10 consecutive unexcused absences, the student will be dropped from school rolls and will be reported as truant to county authorities. Also, Oklahoma law allows the driver's license of the student to be revoked if the student drops out of school.

MAKE-UP WORK

School work, including exams, missed due to an excused absence will be made up and full credit given. It is the student's responsibility to ask a teacher for missed work. Class work missed due to an absence must be made up within 3 days of returning to class. The school administrator may authorize additional time if extenuating circumstances warrant such action. No grades will appear during the make-up time period or until the work has been submitted. Failure to turn in make-up work will be reflected in the grade after the 3 day period or additional time provided.

DRESS CODE

There is a correlation between the quality of a student's performance, conduct, and appearance. All students are expected to be groomed and dressed appropriately. Grooming and dress must not create a distraction or interfere with the educational opportunity of others. The dress code shall be enforced at school and school functions.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction or effort required for the activity to achieve its goals. Clothing normally worn when participating in a school sponsored activity may be worn to school when approved by the sponsor, coach and administration.

- Shirts, blouses, and dresses must completely cover the abdomen, back and shoulders, cover the waistband of pants, and show no midriff.
- Pants should fasten at the waist.
- Skirts, dresses, or shorts should extend to the end of the student's fingertips with arms naturally at the side.
- Tights and leggings may be worn under clothing such as a skirt, but are not considered pants.
- Short shorts, mini-skirts, and spandex are inappropriate.
- Vulgar language, vulgar images, alcohol or drug related images or sayings, or illegal activities may not be portrayed on clothing worn to school or school activities.
- Head apparel should not be worn in the building. Exceptions will be made for religious or medical reasons and special allowances may be made for school wide programs or activities.

Ninnekah Public Schools encourages individuality for students. If attire is questionable, staff will make the final determination of appropriateness. Student will be asked to change clothes. Repeated infractions will lead to disciplinary action.

ACADEMICS

Ninnekah Public Schools is committed to providing academic opportunities for all students.

Enrollment paperwork must be complete before a child may attend class. Information required:

- Information sheet / emergency contacts
- Immunization record
- Copy of original birth certificate
- Medical release form
- Proof of residency
- Breakfast/lunch forms
- Acceptable use policy
- Federal forms (including home language survey)
- Transportation Forms
- Transfer students must complete and have approved transfer documents

A child must be four (4) years old on or before September 1 in order to enroll in the early childhood program.

A child must be five (5) years old on or before September 1 in order to enroll in the kindergarten program.

A child must be six (6) years old on or before September 1 in order to enroll in first grade.

All students who have not completed the twelfth (12) grade shall be eligible to attend school until they reach twenty-one (21) years of age on or before September 1 of the school year in which enrollment is sought.

Oklahoma State law requires minor children to have or be in process of receiving immunizations. If a child cannot be immunized due to medical or religious reasons, appropriate documentation is required from a physician or presenting a certificate of exemption. **[Policy EB]**

Gifted and Talented Education is offered to develop creative and critical thinking through academic and artistic endeavors. This is offered by enhancing classroom activities, academic competitions, artistic competitions as well as expanded curriculum.

Special Education services are available to qualified students to promote student success. Ninnekah Public Schools have a comprehensive child identification district plan to identify, locate and evaluate those children with disabilities, birth through age 21 who are in need of special education and related services.

Section 504 Plans are available to students whom have an impairment not served through an IEP.

Alternative education options are available as needed.

The **Guidance Program** (school counselors) assists students with making appropriate personal, educational and vocational decisions.

The **Licensed Professional Counselor Program** (LPC) is available to any student seeking professional counseling.

The **Native American Student Services** office assists Native American students with cultural and academic needs.

Homeless Students are defined as those that lack a fixed, regular, and adequate nighttime residence, a situation addressed under the McKinney-Vento Act to ensure educational equity and success for students experiencing homelessness. The district homeless liaison, Mrs. Donna Jacobs, can be reached at Ninnekah High School (donna.jacobs@ninnekah.k12.ok.us). Further information can be found in district **policy EB**.

The Media Center / Library

The library is available for student use during the school day to further academic study and research.

Cafeteria Services

The school cafeteria participates in the National School Lunch Program offering nutritionally balanced meals daily. Free and reduced price meals are available based on financial need. The school district benefits when all families complete the lunch forms. Students learn more effectively when eating balanced meals.

STUDENT RECORDS

New student records will be requested at the point of enrollment or the start of the school year. The Family Education Rights and Privacy Act (FERPA) provides the following rights to parents and students 18 years of age:

- The right to inspect and review the student's educational record.
- The right to exercise a limited control over other people's access to the student's educational record.
- The right to seek to correct the student's record, in a hearing if necessary.
- The right to report violations of FERPA rights and procedures.

Military Recruiters are entitled, upon request, to receive the name, address, and telephone listing of secondary students served by the District, unless the parent of such student (or secondary student who has reached the age of 18) has submitted a written request to the District to opt out of such disclosure. Under ESEA, the District must provide military recruiters with the same access to secondary students as is provided generally to institutions of higher education or to prospective employers of those students.

ACADEMIC HONESTY

Plagiarism is the unacknowledged inclusion of someone else's words, ideas, or data as one's own work.

Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include but are not exclusive to:

- Copying from another student's test paper, assignment or project
- Allowing another student to copy from a test, assignment or project.
- Using materials without permission during a test.

Student plagiarism or cheating is subject to disciplinary action.

GRADING SYSTEM

(High School Credit Courses Only)

Letter	Range	Regular Course	Pre-AP Course	AP Course
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	59 AND BELOW	0	0	0
S (Satisfactory)	70-100	NA	NA	NA
N (Needs to Improve)	60-69	NA	NA	NA
I (Is improving)	59 AND BELOW	NA	NA	NA

Academic progress reports will be sent home quarterly

The **grading system** is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student success. Grades and grading practices shall be administered in an equitable and consistent manner. Evaluation of students is based upon the mastery of knowledge and skills of academic standards and may consist of classroom performance, homework, quizzes, exams and other required activities or projects. Parents / guardians may have access to student grades through the online system.

All students must enroll in a full school day schedule which may include concurrent enrollment in a college course, Career Tech courses, or online courses. Students are required to take the college preparatory curriculum unless parents approve taking the core curriculum. **It is strongly advised that students enroll in the college preparatory curriculum.**

ELIGIBILITY

Students must maintain eligibility to represent their school and participate in a competitive or noncompetitive activity. All OSSAA sanctioned activities require students to be eligible according to the guidelines set. The OSSAA guidelines may be found at: <http://www.ossaa.com/Eligibility.aspx>

Ninnekah Public Schools requires students to maintain a “C” or 70% in all classes to be eligible for OSSAA competition. Eligibility reports will be run weekly. The first time a student appears for a class with a grade below 70%, that student will be on probation the following week. During the probation week, the student should work to improve the grade. If the student continues to have a grade below 70% a second consecutive week for a class, the student is ineligible for competition until the grade is 70% or better.

Circumstances may apply to individual situations. If you have questions, please contact the school principal, athletic director, or coach/sponsor.

Ninnekah Public Schools may impose eligibility requirements to non-sanctioned school events.

CONCURRENT ENROLLMENT

This program is for high school juniors and seniors that meet academic requirements to enroll concurrently in Ninnekah High School and a college or university in the Oklahoma State System of Higher Education. Information may be obtained from the school counselor.

TECHNOLOGY CENTER / CAREER TECH

This program is available to sophomores, junior and seniors that meet academic requirements to enroll in Ninnekah High School and Canadian Valley Technology Center. Information may be obtained from the school counselor.

ONLINE COURSES

Ninnekah Public Schools offers online courses for students that may need credit recovery or need to take a course not offered in the traditional curriculum.

PROMOTION / RETENTION

It is the intent of NPS to place students in the most appropriate educational level based upon documentable evidence of the student's ability, level of academic achievement, and social and emotional characteristics. Typically, students spend one academic year per grade level. When a student is unable to perform at a level consistent with their ability or due to excessive absences, a student may be retained. Retention will be a measure of last resort.

A retention committee will meet concerning promotion to the next grade level each April. The committee will consist of a classroom teacher, counselor, building principal and any additional personnel assigned by the principal. The criteria to be considered will include attendance, testing, assignments, and maturity level of the student. The full policy language may be found in **policy [ED]** at the school office or administration offices.

OKLAHOMA PROMISE

APPLICATION REQUIREMENTS

To enroll in the Oklahoma's Promise program, the student must be:

- an Oklahoma resident;
- enrolled in the 8th, 9th, 10th or 11th grade in an Oklahoma high school (homeschool students must be age 13-16); and
- a student whose parents earn do not exceed \$60,000 with 1-2 dependents; \$70,000 with 3-4 dependents, or \$80,000 with 5+ dependents.

Special income provisions may apply to:

- Children adopted from certain court-ordered custody and children in the custody of court-appointed legal guardians.
- Families receiving Social Security disability and death benefits.

Applications must be:

- completed during the school year in the student's 8th, 9th, 10th or 11th grade year (for homeschool students, the application must be completed while the student is age 13-16) and
- witnessed by the student's parent(s), custodial parent(s) or legal guardian(s) who also agree to help the student comply with Oklahoma's Promise requirements.

**In addition, the federal adjusted gross income (AGI) of the student's parents (or the income of the student if the student is officially determined to be financially independent of their parents) may not exceed \$100,000 at the time the student begins college and prior to receiving the scholarship. Beginning in the 2018-19 academic year, this income limit will be applied each year the student is enrolled in postsecondary education.*

REQUIRED HIGH SCHOOL COURSES*

Students **must** take the following high school coursework to meet Oklahoma's Promise program requirements

Units	Courses
4	English (grammar, composition, literature; courses should include an integrated writing component)
3	Lab science (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)
3	Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus, statistics and probability [must have completed geometry and Algebra II], calculus, Advanced Placement [AP] statistics)
3	History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture)
2	Foreign or non-English language (two years of the same language) or Computer technology (two units in programming, hardware and business computer applications, such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do not qualify) (1 foreign language and 1 computer course will not meet this requirement.)
1	Additional unit of subjects listed above
1	Fine arts (music, art, drama) OR Speech
17	Total Units

INDIVIDUAL CAREER AND ACADEMIC PLANNING (ICAP)

Beginning with the 2019-2020 school year forward, every student entering the 9th grade will be required to complete the ICAP process to receive a diploma. The ICAP will establish personalized academic and career goals and explore post-secondary opportunities.

GRADUATION

See the appendix for applicable graduation requirements as determined at the time of printing.

SCHOOL TIME SCHEDULE

School begins at 8:00 AM and releases at 3:35 PM. If virtual learning is necessary, students will be expected to login to Google Classroom and follow the guidance of teachers for virtual learning. Failure to login and participate will result in the student being counted absent. More information is available in the addendum about Covid-19.

EXTRACURRICULAR / COCURRICULAR

STUDENT OPPORTUNITIES

AGRICULTURE EDUCATION

The Agriculture program in NPS is open to middle and high school students with opportunities for elementary school students. Involvement in an agricultural program promotes responsibility and future opportunities for our students. Participation in agricultural education is encouraged and promoted.

4H for elementary and middle school students

Ag/FFA for high school: show animals/welding/leadership

FAMILY AND CONSUMER SCIENCE

STEM/ESPORTS

ATHLETICS

Athletics are an important part of a healthy student. Participation in athletics and exercise is encouraged and promoted.

The athletic department offers the following opportunities:

Fall:	Cross Country, Softball, Baseball
Winter:	Basketball
Spring:	Track, Baseball, Softball
Yearly:	Cheerleading, Physical Education Courses

ARCHERY

ARTS

Involvement in the arts is proven to improve academic performance. Participation in the arts is encouraged and promoted.

Artistic opportunities offered:

Visual Art

Music

Drama

CLUBS

Special interest clubs are excellent ways for students to interact and continue the learning process.

PARENTS/GUARDIANS

Parents/guardians are critical partners in the education of our children. Parents/guardians are encouraged to get involved in school activities and student learning. Please consider volunteering and joining the Parent Teacher Organization. Volunteer forms are available at the schools.

Parent / guardian contact information is vital to the school. Please keep your information updated so that the school can readily contact you.

Parent – teacher conferences are held twice a year. Parents are encouraged to speak to teachers at any time that you have questions or concerns.

Parental Involvement is strongly encouraged. The District is committed to providing a quality education for every student. When schools and parents form strong partnerships, all students' potential for academic success improves significantly. District will have programs, activities, and procedures for the involvement of parents in all of its schools with Title IA programs consistent with applicable federal law. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating students and will be incorporated in the Title I Plan. Please contact your child's school to get involved!

STEPS TO RESOLUTION FOR PARENTS/GUARDIANS

Relationships between parents/guardians and school personnel are important to the success of our school system. If conflict or misunderstandings occur, please seek to resolve the matter positively by the following:

-
- 1) Contact the staff member: The most direct route to resolving an issue is to speak directly to the person involved.
 - 2) Contact the Principal: The principal in charge of each campus is responsible for the school's operation. If you are unable to resolve the issue by contacting the teacher, coach, sponsor, etc. directly, please contact the principal. If you have policy or procedure questions regarding the school, contact the principal.
 - 3) Contact the Superintendent: If concerns have not been resolved at steps 1 or 2, a call to the superintendent is appropriate.
 - 4) Contact the Board of Education: If conflicts cannot be resolved at any level in the school district, you may contact the administration office to request a hearing in front of the

schoolboard. If a board member has been involved in a conflict prior to the board hearing, he/she may not be able to participate in the meeting.

- **PARENTS' BILL OF RIGHTS-NINNEKAH PUBLIC SCHOOLS: DISTRICT POLICY EO**
-

STUDENT HEALTH.

MEDICATION

Medication will only be given to students when the appropriate documentation has been completed and submitted to school personnel. Prescription and over the counter medication may only be given when the school has written directions from a physician and permission from a parent / guardian. Please see school administration and/or school nurse for the appropriate forms to submit.

Students may self-administer prescription inhaled asthma medication, prescribed anaphylaxis medication and replacement pancreatic enzymes for treatment of cystic fibrosis when the school has the appropriate documentation.

GUIDELINES FOR KEEPING A SICK CHILD HOME

School is important, but a sick child should seek first to be well. Some guidelines for deciding if a child should stay home:

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- Temperature over 100 degrees
 - Vomiting or diarrhea
 - Rash (especially accompanied by a fever)
 - Heavy nasal congestion or frequent cough
 - Contagious illness diagnosis
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HEAD LICE

If lice are found on a student, parents/guardian will be contacted to pick up the student. All students sent home due to live lice are to be treated and return to school as soon as possible. Proof of appropriate treatment shall be presented to school officials before the student may return to school.

IMMUNIZATION REQUIREMENTS

Please refer to the Oklahoma State Department of Health website for the most up to date immunization information. Immunization information may be found on the school website under departments/student services/immunization. (ninnekah.k12.ok.us/page/immunizations)

TRANSPORTATION

Buses are provided by the school district as a privilege, and the privilege may be revoked for rules violations. Proper behavior is required for safety. **Each bus has a specific route that must be adhered to and only students assigned to the specific bus may ride that bus.** The school district must adhere to safety regulations with numbers of students on the bus and delivering students to the appropriate location. Changing buses to go to someone's home is not permitted. Parents / guardians are responsible to have students at the appropriate bus stop on time and pick them up on time. Bus rules will be distributed and signed by a parent/guardian.

DISCIPLINE

STUDENT CODE OF CONDUCT

Students of Ninnekah Public Schools will conduct themselves with honor and integrity. Students will be respectful to others and held accountable for their actions. Schools will be safe environments.

Student discipline is progressive for the school year. Repeated or increased severity of misconduct will result in increasingly serious disciplinary action.

The code of conduct chart is adaptable to age of the child. A kindergarten student may be viewed very differently than a twelfth grade student with the same conduct. Administrators will begin where deemed appropriate except where required by law. Student transfers may be revoked for violations. **(Policy EB)**

ACTION	CONFERENCE	INTERVENTION	SHORT TERM SUSPENSION	LONG TERM SUSPENSION	LAW ENFORCEMENT	OTHER
DISRESPECTFUL	X	X	X			
ABUSIVE LANGUAGE/PROFANITY	X	X	X			
FAILURE TO IDENTIFY TO AUTHORITY FIGURE	X	X	X			
DEFIANCE OF AUTHORITY/REFUSAL TO FOLLOW DIRECTIONS	X	X	X	X		
DISRUPTIVE BEHAVIOR	X	X	X			
DISORDERLY CONDUCT	X	X	X	X		
DRESS CODE VIOLATION	X	X				
FORGERY/PLAGIARISM/CHEATING	X	X				
EXCESSIVE TARDINESS	X	X				
TRUANCY	X	X				
PROVOKING/INSTIGATING BEHAVIOR	X	X	X			
AIDING/ABETTING	X	X	X			
LEAVING CAMPUS WITHOUT PERMISSION	X	X	X			

AUP VIOLATION	X	X	X	X	X	
INAPPROPRIATE USE OF WIRELESS DEVICE	X	X	X	X		
EXTORTION	X	X	X	X	X	
TOBACCO	X	X	X		X	
POSSESSION OR USE OF ILLEGAL SUSTANCE		X	X	X	X	
DISTRIBUTION OF DRUGS OR ALCOHOL			X	X	X	
UNDER THE INFLUENCE			X	X	X	
LARCENY / THEFT	X	X	X		X	
GRAND LARCENY			X	X	X	
POSSESSION OF STOLEN PROPERTY	X	X	X	X	X	
TRESPASSING	X	X	X	X		
VANDALISM/DESTRUCTION OF PROPERTY	X	X	X	X	X	
BURGLARY			X	X	X	
ROBBERY			X	X	X	
FIREWORKS POSSESSION OR USE	X	X	X			
ENDANGERMENT		X	X	X		
RECKLESS DRIVING/VEHICLE USE	X	X	X	X	X	
FALSE ALARMS	X	X	X	X		
VERBAL/WRITTEN THREAT	X	X	X	X		
VERBAL/WRITTEN THREAT AGAINST SCHOOL PERSONNEL	X	X	X	X		
OFF CAMPUS CONDUCT INTERFERING WITH SCHOOL	X	X	X	X	X	
WEAPON POSSESSION OTHER THAN FIREARM			X	X	X	
FIREARM POSSESSION					X	X CALENDAR YEAR SUSPENSION
FIREARM LOOK ALIKE		X	X	X	X	
REFUSAL TO SUBMIT TO SEARCH	X	X	X	X		
		X	X	X	X	

THREAT WITH A DANGEROUS WEAPON						
BULLYING	X	X	X	X		
HARASSMENT	X	X	X	X		
FIGHTING	X	X	X	X	X	
ASSAULT /BATTERY OF ANOTHER STUDENT			X	X	X	
ASSAULT/BATTERY OF SCHOOL PERSONNEL			X	X	X	
ARSON			X	X	X	
HAZING / INITIATION		X	X	X	X	
SEXUAL OFFENSE			X	X	X	
SEXUAL ASSAULT					X	

Ninnekah Public Schools
Student Parent Handbook
2024-2025

I have read and understand the contents of the Student Parent Handbook for the 2024-2025 school year.

Student (Print)

Student (Signature)

Parent / Guardian (Print)

Parent / Guardian (Signature)

Ninnekah Board Policies are available online @ninnekah.k12.ok.us

This form must be signed and returned to the principal of your child's school.
