

# Butner Public Schools



## Student Handbook 2017-2018

PLACE SCHOOL CALENDAR HERE

It is the policy of Butner Public Schools to provide equal opportunity without regard to race, color, national origin, sex, age qualified handicap or veteran, in its educational programs and activities. This includes, but is not limited to, admissions, educational services and employment. Inquiries concerning application of this policy may be referred to the Superintendent of Butner Schools who is the Coordinator of Title IX and Section 504 responsibilities, Butner Public Schools, P.O. Box 157, Cromwell, Oklahoma, 74837, phone (405)944-5530.

#### **BUTNER HIGH**

We're from Butner High School, Dear Ol' Butner High.  
Swinging our banner of Red, White and Blue, Rah, Rah, Rah!  
Here's to all the eagles on our school's team,  
Singing our song of VICTORY!

#### **SCHOOL COLORS**

Red, White and Blue

#### **MASCOT**

Eagles

#### **ACCREDITATION**

Butner Public Schools is accredited by the Oklahoma State Department of Education.

#### **LOCATION OF ADMINISTRATION OFFICES**

Superintendent's Office-Located across from the main building on north side. (405)944-5530.

Principal's Office-Centrally located in the middle of the school campus. (405)944-5526.

#### **ENROLLMENT PROCEDURES**

New students, or returning students, must enroll in the registrar's office which is located in the main office. The principal will review all enrollment forms before enrollment is complete and class schedule is issued. The registrar or counselor will welcome each new student and escort them to their class to introduce them to their teacher.

After the first three school days of each semester students will not be allowed to change class schedules without the written consent of parent or guardian and permission from an administrator.

**The school buildings will be opened each day at 7:40 a.m. and closed at 3:30 p.m.**

**\*Student may arrive at school at 7:40 a.m. and not before.**

**\*Buses arrive at 7:40 and not before.**

**\*After school students will be released at 5:15 p.m. Teacher will need to be notified if student will be picked up earlier than 5:15 p.m.**

### **BELL SCHEDULE**

#### **High School and Middle School**

Breakfast 7:40-7:55

7:55

1<sup>st</sup> Bell

8:00

Classes Begin

8:00-8:50

1<sup>st</sup> Period

8:55-9:15

BEAT

9:20-10:10

2nd Period

10:15-11:05

3rd Period

11:00

Lunch

11:10-12:00

4th Period

11:56-12:21

Middle School Lunch

11:45

Classes Resume

12:00-12:25

High School Lunch

3:10

Classes Dismissed

12:30-1:20

5<sup>th</sup> Period

1:25-2:15

6<sup>th</sup> Period

2:20-3:10

7<sup>th</sup> Period

#### **Elementary**

Breakfast 7:40-8:00

### **OKLAHOMA COMPULSORY EDUCATION LAW**

It shall be unlawful for a parent, guardian, custodian, or other person having custody of a child, who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause to compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term of the time the district is in session or the child is excused as provided in this section...(*Oklahoma statute, Title 70, Sec. 10-105*). Butner Public Schools is required to report incidents of failure to comply with the Compulsory Education Law. A Notice of Non-Attending form must be filed promptly with the District Attorney.

## **STATEMENT OF POLICY DRUG-FREE SCHOOL**

- A. In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good effort to promote the health, safety, and well being of students, employees, and the community as a whole; the Butner Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades K-12.
- B. Students are hereby notified that the use, possession, or distribution of illicit drugs, and alcohol is wrong and harmful.
- C. Standards of conduct that are applicable to all Butner Public Schools' students prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or during any of its activities.
- D. Disciplinary sanctions will be imposed on students who violate standards of conduct required by paragraph 'C' above, will be consistent with local, state, and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.
- E. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the Principal's office.
- F. Standards of conduct as outlined in paragraph 'C' and disciplinary sanctions in paragraph 'D' will be part of the Notification to parents and students.

## **MEDICAL**

### **Contagious Disease:**

State Law requires that any child afflicted with a contagious disease or head lice may be prohibited from attending public, private or parochial school until such time as he/she is free from the contagious disease or head lice. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities certification from a health professional or authorized representative of the State Department of Health that said child is no longer afflicted with head lice or contagious disease, OR bring a current store receipt to the building principal showing the purchase of lice shampoo before he/she will be allowed to re-enter school. (70-1210.194)

### **Fever:**

Any child with a fever of 100 degrees or higher, poison ivy or a skin rash of such will be prohibited from attending school until student has recovered from his/her health issue.

### **Aids Education:**

Butner Public Schools in compliance with Oklahoma State Law annually provides Acquired Immune Deficiency Syndrome (AIDS) prevention education as required by law. The curriculum is available for review. Requests for exemptions from receiving AIDS awareness instruction must be made in writing to the building principal. (70-11-103.3)

### **Policy on Dispensing Medication:**

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

Only the following personnel shall be authorized to administer medicine at school: the school nurse or nurse’s aide, or in the absence of a nurse or nurse’s aide, the school Principal, or school employees who have been designated in writing by the school nurse or nurse’s aide, or school Principal as authorized to administer medicine. A nurse employed by the county Health Department working pursuant to an

agreement made between the County Health Department and the Butner Public Schools, may also administer medicine in the absence of a school nurse. (10-170.1)

### **CHILD FIND**

Under the direction of the State Department of Education, the Butner School District is seeking to locate and identify all handicapped persons from birth to age 21 who have not received a free and appropriate education and the related services.

### **ATTENDANCE**

#### **Philosophy:**

Schools operate much like a work place. Through the teaching of citizenship and responsibility, we hope students learn that being where you are supposed to be when you are supposed to be there, and being prepared to do what you are there to do with pride, will assist you as you seek employment.

### **ABSENCE**

#### **AN ABSENCE IS AN ABSENCE, EXCUSED OR UNEXCUSED!**

In order to receive a passing grade, a student cannot have more than ten (10) absences for each semester. All absences count against the attendance requirement with the following exceptions:

- Illness, substantiated by a doctor’s statement (doctor notes are accepted up to **5 days** after the absent date. After 5 days, notes are invalid)
- School activities (See the ten day rule for school absences)
- Any absence of an emergency nature deemed unavoidable by the school principal. In such cases, the student and/or parent/guardian must contact the principal for a waiver of the penalty.

**If a student is absent from school, parents/guardians are expected to call the Principal’s office as soon as possible on the day of absence.**

### **ABSENCES DEFINED**

An excused absence permits the student to make up the work he/she missed. AN EXCUSED ABESENCE DOES NOT ERASE THE ABSENCE FROM THE ATTENDANCE RECORD. An excused absence is an absence for which a parent or guardian has signed a note to verify the student has not been at school for one of the following reasons:

1. Illness verified

2. Serious illness, or death in the immediate family
3. Emergency medical or dental (routine medical or dental appointments should be scheduled for off-school hours)
4. Absences approved in advance by the school principal. It will be the responsibility of the student to inform the Principal of such absences, which may include participation in county or state activities.
5. Authorized Religious Holidays (documentation required on file)

### **MAKE –UP WORK**

It is the student's responsibility to check with the teacher for make-up work. Students are given one day for each day absent to make up assignments. If a student fails to make-up work for an absence, a zero will be recorded for work missed. Make-up work is limited to assignments given during the absence of the student. Long term assignments are due on the date required or the next day in attendance after an absence. The following are examples of absences that are NOT excusable:

- A. Oversleeping
- B. Shopping
- C. Hunting, fishing, or other personal recreation
- D. Attendance at school events without administrative approval
- E. Employment
- F. Missing the school bus

### **ACTIVITY ABSENCES**

Any extra-curricular activity absence sponsored by and approved by the school is a "school activity." A student may miss a class period no more than 10 times per school year due to school activities.

### **TARDINESS**

Students are expected to be on time for all classes, seated and ready to work when the music ends. Tardiness is disruptive to the learning process and will be recorded by each individual teacher and reported to the Principal. Students can be assigned B.E.A.T. by the teacher or Principal for tardies. Three tardies equal an absence. Any student who is tardy for more than 15 minutes in any class will be considered absent. Any additional tardies will result in additional discipline. Tardies will not be tolerated.

### **TRUANCY**

A student absent without the consent of his/her parent/guardian is truant. This is an unexcused absence and the student will not be re-admitted to the school unless his /her parent/guardian accompanies him/her. Truancy is a cause for disciplinary action, suspension, expulsion or legal action.

A student is truant if he/she:

- A. Leaves school without being signed out in the Principal's office by an authorized adult listed on the enrollment form.
- B. Is absent from school without prior permission from parent/guardian.
- C. Is absent from class without permission (skipping)
- D. Obtains a pass to go to a certain place and does not report there
- E. Becomes ill and goes home or stays in the restroom instead of reporting to the office
- F. Does not attend their assigned class

G. Has permission to go home for lunch, becomes ill, or remains there without having parent/guardian call

H. Comes to school but does not attend classes

The Principal's office will make every attempt to notify a parent/guardian when the student is suspected truant. If a parent cannot be reached the sheriff's department may be notified.

### **LEAVING THE CAMPUS**

Students are not permitted to leave campus without a permit from the Principal's office. If they must leave the school campus because of illness or any other emergency, they must sign the checkout register in the office after approval from the principal or attendance secretary. Parent permission will be obtained prior to checkout. Failure to comply with this policy will result in disciplinary review and/or action by the principal. Students arriving late will officially check in at the office with the school principal or attendance secretary before going to class.

### **SCHOOL SPONSORED ACTIVITIES ABSENCES**

Organizations should hold their absences from regular scheduled classes to a minimum. Each absence of this type must be approved by the Building Principal before the student or students may be taken from a class. All school sponsored absences fall under the guidelines of the Oklahoma Secondary Schools Activities Association and the "Ten (10) Day Rule" of the State Department of Education.

**NOTE:** Students are not permitted to drive a vehicle to a school sponsored activity in which they are to participate without prior approval of the Building Principal and the Sponsor or Coach of the activity. It is the student's responsibility to make up all work missed because of any absence. This should be done in advance when possible. The Board of Education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy back to the Board of Education. A record of activity absences will be kept in the Building Principal's office. When a group takes a trip during the school year as a reward then the NO PASS NO PLAY RULE is in effect.

### **PRIVATELY OWNED VEHICLES:**

Students who drive motor vehicles to school must abide by the following regulations:

1. Cooperate with the professional staff of the school and to observe all traffic regulations in all schools areas.
2. Lock the vehicle upon leaving it in the parking lot.
3. Do not sit in or on the vehicles-leave the parking lot as soon as the car is parked.
4. Drive the vehicle as is absolutely necessary to come to school and back home or to work.
5. Park in the assigned parking area. Student parking is restricted to the parking lot on the West side of the new gym.
6. Students will not park vehicles in driveways or on private property.
7. Vehicles will not be used during the school day and students are not to go back to them during the day without permission for the principal.
8. In the event of an emergency, permission may be granted for the student's use of the vehicle.

9. Students participating in after school activities may not move their vehicles until all buses are gone.

**Students are permitted to park on school premises as a matter of privilege, not of right. School personnel will conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior and exterior of a student automobile may be searched when a school authority has reason to believe that illegal or unauthorized drugs, weapons, or other contraband is within or upon the vehicle.**

### **GRADING AND REPORT CARDS**

The teacher will use percentages for recording grades on the student's work assignments and test. Percentages will also be used for recording grades in the Grade Books. Percentage grades will be translated into letter grades for reporting to parents according to the following scale:

Definition/Description	Letter Grade	Percentage
Superior Work:	A	90-100%
Above Average Work:	B	80-89%
Average Work:	C	70-79%
Below Average Work:	D	60-69%
Failing	F	59% - Below

If a student has been absent a great deal and has not fulfilled work requirements for the grading period, he/she may be given an "Incomplete" rather than an "F". The student should be told that he/she only has one week after the end of the grading period to complete assignments and change the "I" to a passing grade. Failure to make up the work within a week will result in an "F". Report cards are sent home at the end of each nine (9) weeks grading period to inform the parents of each student's progress. Parent/Teacher conferences are scheduled one time each semester.

**Student data notebooks containing a majority of the student's work will be available for parents throughout the year.**

**NOTE: Parents/guardians wishing to receive progress reports via e-mail need to contact the child's teacher and provide their e-mail address.**

### **GRADUATION REQUIREMENTS (HIGH SCHOOL)**

#### **Requirements:**

English

Science

Mathematics

Social Studies

Art

Computer/Foreign language

\*See principal or counselor for credits required.

The remainder of the credits needed for graduation will come from electives. Students successfully completing coursework at Gordon Cooper Technology Center will receive credits for courses where a passing grade is awarded. These will be elective credits unless the student is enrolled in a course in which math and/or science credit will be awarded. Due to the change in the school schedule, students

at different grade levels will have different credit expectations. The principal or counselor will advise the student of the requirement needed for graduation.

The Valedictorian and Salutatorian of the graduating senior class is determined by averaging the grades from the first semester of the 9<sup>th</sup> grade year through the first semester of the 12<sup>th</sup> grade year using a weighted scale. For a list of weighted classes such as college, vocational, honors and AP classes please see the principal or counselor.

The Valedictorian and Salutatorian of the 6<sup>th</sup> grade graduating class is determined by averaging the grades from the first semester of the 3<sup>rd</sup> grade through the first semester of the 6<sup>th</sup> grade.

#### **Grade Classification for Students in Grades 9-12:**

A student must obtain the following amount of units of credit to be classified at the required grade levels. A student is not allowed to participate in any class activities of a grade level which he/she does not qualify without special permission from the principal.

9<sup>th</sup> grade 0-7

10<sup>th</sup> grade 7-14

11<sup>th</sup> grade 14-21

12<sup>th</sup> grade a minimum of 24 units

#### **PROFICIENCY BASED PROMOTION**

Students shall have the opportunity to demonstrate proficiency in the core areas three times each year. Once before the beginning of the school term, beginning of second semester and at the end of the school term as identified in 70 O.S. 11-103.6. Refer to Butner Public Schools Policy EIAE.

In accordance with the requirements of 70 O.S. Section 1210.508, beginning July 1, 2016, students will no longer be required to pass end of instruction tests to graduate high school. Students entering ninth grade before or during the 2016-2017 school year will be required to participate in the district-approved assessments mandated by state law in order to complete graduation requirements. Additionally, the school district will require students to meet any other high school graduation requirements which may be developed and adopted by the State Board of Education pursuant to 70 O.S. Section 1210.508(A).

#### **SCHOLASTIC ELIGIBILITY**

##### **Semester Grades:**

- A. If a student does not meet the minimum scholastic standard according to the Oklahoma Secondary Schools Activities Association (OSSAA) he/she will not be able to participate.

##### **Student Eligibility During a Semester:**

- A. Scholastic eligibility for students will be checked at the end of the third week of a semester.
- B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one week period and will be assigned B.E.A.T. by the teacher for remediation for the probation week. If a student is still failing one or more classes at the end of the probationary one week period, he/she will be ineligible to participate during the

next one week period and will be assigned B.E.A.T. by the teacher until he or she is passing. The ineligibility periods will begin on Monday and ends on Sunday.

- C. A student who has lost eligibility under the provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one week period (Monday through Sunday).

### **SPECIAL PROVISIONS**

Any special provisions to scholastic eligibility will be made according to Oklahoma Secondary Schools Activities Association (OSSAA) guidelines.

### **QUITTING A SPORT BEFORE THE SEASON IS OVER**

If an athlete quits a sport before the season is over or if that athlete does something to cause him/her to be dismissed from the team he/she will not be allowed to participate in practice with the other athletes for the up-coming sport until that sport season is over from which he/she quit or was dismissed. A conference with the Athletic Director, Coach, building principal and student athlete to determine eligibility will be required.

### **STUDENT DISCIPLINE**

The purpose of discipline is to deter, train, shape, and mold the student to engage in behaviors reflecting good character and self-discipline. Referrals will be handled by the principal on an individual basis according to the severity of the offense and the appropriate level of discipline necessary to correct the target behavior. Every attempt will be made to notify parents/guardians. Students, parents, or guardians who desire to appeal any disciplinary action should use the chain of command as follows: classroom teacher (when appropriate), building principal, and school superintendent. **All disciplinary actions and/or changes are at the discretion of the building principal.** Discipline may include, but is not limited to, conferences with students, parents, guardians, referral to counseling or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction of, or revocation of privileges, corporal punishment and out of school suspension. Disciplinary action may be based on an assessment of the circumstances surrounding each infraction and may take into consideration the following criteria: The student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or seems mentally injurious to other people, whether the incident was isolated or repeated behavior, and any other circumstances which may be appropriately considered.

### **Pre K-2<sup>nd</sup> Grade:**

Each student will receive instruction in expected character and appropriate behaviors in the classroom through their teacher and the school counselor. Some forms of discipline that may be used for unacceptable behaviors are: Redirection, positive choices, time out, loss of privileges such as recess, noon detention, state academic vocabulary for reinforcement, calling parent/guardian, and referral to the office. Parents may be required to pick up their child from school if behaviors continue or are threatening to the safety of others.

### **3<sup>rd</sup>-12<sup>th</sup> Grade:**

1<sup>st</sup> Offense – Unless the offense is of a more serious nature, as judged by teacher or administrator, the student will receive counseling in appropriate behaviors; in hopes of preventing further offenses. This offense will result in a warning. **Offense will be documented on CLASSROOM Student Behavior Form.**

2<sup>nd</sup> Offense – Teacher will contact parent and students will serve one-three days of noon/recess detention or B.E.A.T. with the teacher. Students may also be referred to the school counselor at this discipline step or any of the following discipline steps. **Offense will be documented on CLASSROOM Student Behavior Form.**

3<sup>rd</sup> Offense – **Offense will be documented on CLASSROOM Student Behavior Form and contact parent.** Referral to principal and parent meeting. Consequences may include corporal punishment, suspension, alternative programming and/or behavioral contact.

**DURING A PERIOD OF SUSPENSION, STUDENTS ARE NOT ALLOWED TO PARTICIPATE IN OR ATTEND ANY SCHOOL ACTIVITIES AND ARE NOT ALLOWED ON THE SCHOOL CAMPUS. Fighting or physical contact, whether initiated or engaged in by a student, may be grounds for suspension. Authorities may be notified.**

**Failure to attend assigned B.E.A.T or lunch detention**

If a student skips or misses B.E.A.T or detention for any reason other than absence from school on the day detention is to be served, he/she will be assigned an additional day of B.E.A.T or lunch detention. If the student misses another assigned B.E.A.T. or lunch detention the student will be suspended for one to three days. If a student is absent on the day detention is to be served, he/she will serve detention on the next day in attendance.

**OUT OF SCHOOL SUSPENSION POLICY**

Students suspended more than five days (other than weapons or drug-related suspensions) will be provided an educational plan. This plan will cover the core units (minimum English, Math, Science, Social Studies, and Art units require by the State Board of Education) in which the student is currently enrolled. The student's parent or guardian will be responsible for providing a supervised structured environment, and will monitor the student's educational progress during the suspension.

Students who are suspended will not be eligible to participate in extracurricular activities and will not be allowed to attend any school-sponsored activity.

**DISMISSAL FROM SCHOOL FOR DISCIPLINARY REASONS**

Only Administrators may dismiss a student from school for disciplinary reasons and then only after certain guidelines are met. A decision to suspend must be based on an incident or matter about which has been discussed with the student and the parent:

1. Has been provided statements of the provisions or specific matters allegedly violated and both student and parent must be given notice of suspension and reasons within twenty-four (24) hours.
2. Has had sufficient opportunity to express or convey to the decision-making authority, his/her view or rebuttals of the alleged violation.
3. Will be notified that he/she and his/her parents have the right to appeal a suspension.

**REPORTING STUDENT UNDER THE INFLUENCE OR POSSESSION OF NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

Definition - Non-intoxicating Beverages – A non-intoxicating beverage is one that has not more than ½ of 1% alcohol by volume and no more than 3.2% alcohol by weight.

It shall be the policy of the Butner Board of Education that any Teacher who has reasonable cause to suspect that a student may be under the influence or in possession of:

1. Non-intoxicating beverages
2. Alcoholic beverages; or a
3. Controlled dangerous substance;

As State law now defines the above, the principal or his/her designee should be notified of any such suspicions. The Principal shall immediately investigate and if the suspicion is substantiated, notify the Superintendent of Schools and a parent or legal guardian of said student of the matter. *REFERENCES: O.S. Title 70, Section 133*

Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation. Every Teacher employed by the Butner Board of Education who has reasonable cause to suspect that a student is under the influence of or has in his/her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, and who reports such information to the appropriate school official, shall be immune from all civic liability. *REFERENCE: O.S. Title 70, Section 24-132*

NOTE: The same policy and procedure for teachers shall be applicable for support employees, as outlined above.

**BUS DISCIPLINE**

Butner Public Schools transports students by bus regularly. Bused students are under school authority from the time they get on the bus in the morning until they get off the bus in the afternoon. Students are under the jurisdiction of the bus driver while they are riding the bus. Some simple rules to observe in riding the bus include, but are not limited to:

1. Students may be required to walk a short distance to the bus stop. School district buses are not permitted to make pick-ups or drop-offs on private property.
2. Passengers should be prompt in reporting to the bus stop. Usually a five-minute arrival before the scheduled stop is appropriate.
3. "Honk Services" or "Door Service" is not feasible. Of course, there may be days, especially during the winter that passengers seek shelter until bus arrival. In that event, passengers should be alert and prepared to board the bus at the regular stop when the bus arrives.

4. Passengers should remain seated at all times the bus is in motion. (Upon boarding the bus the students should be promptly seated. The student should also be alert and prepared to depart the bus at the appropriate stop, causing no delay.)
5. While waiting for the bus, students are encouraged to stand a safe distance from the roadway or thoroughfare until the bus has arrived at the designated stop.
6. Students shall cross ten feet in front of the bus (NEVER BEHIND). Make eye contact with the driver and wait for his/her signal to cross safely before proceeding.
7. In case of a bus accident or breakdown, passengers should be orderly and follow all directions of the driver.
8. Students wanting to ride a bus other than their regular transportation or assigned bus must bring a note from their parent/guardian and have it approved by the principal before a change in transportation can occur.
9. Students cannot be dropped off at any stop other than their assigned stop without permission from the principal.
10. Parents/guardians are responsible for the cost of repairs for damaged property or injury caused by vandalism by the student.
11. Pupil misconduct on a school bus can endanger the lives of pupils, driver and the general public. The driver shall report such incidents to the principal by using a discipline referral report. Bus discipline referrals are cumulative throughout the entire school year. The following steps will apply for bus misconduct:
  - a. 1<sup>st</sup> Offense – Unless offense is of a more serious nature, as judged by the administrator, the student will be counseled in hopes of preventing further more serious offenses.
  - b. 2<sup>nd</sup> Offense – 1 day suspension from all district sponsored transportation services.
  - c. 3<sup>rd</sup> Offense - 3 days suspension from all district sponsored transportation services.
  - d. 4<sup>th</sup> Offense - 10 days suspension from all district sponsored transportation services.
  - e. 5<sup>th</sup> Offense – Suspension from all district sponsored transportation services for the remainder of the school year, unless the offense falls within ten transportation days of the end of the school year, at which time the suspension will include all transportation through the end of the next regularly scheduled semester.

### **STUDENT SEARCH POLICY**

A search of student, student property, or lockers shall be conducted only for the purpose of safeguarding the educational process, maintaining discipline and order, promoting the safety and security of persons and their property, or recovering stolen property. A search of a student may be conducted when there is a reasonable suspicion by certified staff that the student may be in possession of items such as: a controlled dangerous substance, illegal paraphernalia, a weapon, a stolen object, etc. Upon reasonable suspicion, students may be asked to empty their pockets, purses, backpacks, or sports bags. The student may be turned over to the authorities as required by law.

### **STUDENT TEXTBOOKS**

Students are responsible for textbooks assigned to them. Books that are lost or abused must be replaced at the expense of the student to whom the book was assigned.

### **LOST OR DAMAGED SCHOOL PROPERTY**

The loss or damage of school property will require the student or his/her parent/guardian to pay for the replacement or repair of that property.

### **FIELD TRIPS**

Field Trips are allowed, however, the Building Principal must approve them. All field trips need to be approved at least one month in advance of the trip and a list of students who are to participate to be turned in to the office before the trip is taken. The building principal and/or teacher will determine eligibility based on academics and behavior of the student.

### **SCHOOL SAFETY**

Butner Public Schools is designed to provide a safe school environment. The Safe School Committee will meet regularly to review any program, practice, or facility that is detrimental to the safe learning environment of Butner Public School students, faculty, staff, and community. Any injury or illness should be reported promptly to the Building Principal and the parent/guardian of the ill or injured child. All students who participate in athletics must have on file in the Principal's office, a physical examination form signed by a physician and a medical release form signed by their parent/guardian before starting practice in any sport.

### **BULLYING PREVENTION POLICY**

It is the policy of Butner Public Schools that no student or employee of this district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to any school activity. No student of the Butner Public School District will be subject to bullying, hazing, harassment, or any other form of persecution by student or employee whether connected to any fraternity or organization or not. For the purposes of the policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks. For the purpose of this policy, bullying is defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else. For the purpose of this policy, violence is defined as any word, look, sign, or act that hurts another person's body, feelings, or possessions. This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include long-term suspension for students and employment termination for employees. (21 O.S. Sec. 1190)

1st offense-1 day suspension

2nd offense-3 day suspension

3rd offense-5 day suspension

4th offense-long term suspension or alternative education

### **WEAPONS-FREE SCHOOL POLICY**

It is the policy of the Butner Public School district to comply fully with the Guns-Free Schools Act.

1. Any student in the Butner Public Schools district who possesses 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 starting gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosion; (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.
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 any weapon as defined as "...any pistol; revolver; dagger; pocket knife; art knife; switchblade knife; spring-type knife; sword cane; knives 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 can; billy; hand chain; metal knuckles; or any other offensive weapon."

Any student who violates this law will be subjected 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). The principal will handle discipline for weapons possession, other than firearms. Possession of a weapon (other than a firearm) and a threat to inflict bodily harm will result in suspension from school for the remainder of the current semester and the following semester. Use of a weapon to inflict bodily harm to another will result in suspension from school one full calendar year. Proper authorities will be notified.

### **GANG RELATED ACTIVITIES**

There will be no tolerance for gang activity, support of gang activity or activities related to gangs. This includes specifically the wearing of gang clothes, making gang signs, (either by gesture or writing) or any activity that could be considered as being gang related. Consequences of such actions will be determined by the building principal.

### **ASBESTOS WITHIN SCHOOL FACILITIES**

The AHERA Asbestos Management Plan for the Butner Public Schools is available for viewing in the office of the Superintendent. In the interest of your future safety and in compliance with EPA and State Department of Health regulations, we will be monitoring all assumed asbestos containing materials regularly to verify that they have not become friable or damaged.

### **HALL AND BUILDING CONDUCT**

Students are not to stop in the hall to visit while changing classes, or run and make loud noises in the halls at any time. In order to alleviate potential overcrowding during passing times between classes, students are expected to stay to the right of the hall center, thus following the same rules as those used in traffic in our society. **Absolutely no display of public affection while on school grounds. That includes holding hands, arms around another person's body, kissing, or touching inappropriately. Must be documented and reported by the staff member that witnessed the PDA.**

#### **Display of public affection discipline:**

1st offense-1 day suspension

2nd offense-3 day suspension

3rd offense-5 day suspension  
4th offense-long term suspension or alternative education

Please do not leave trash in desks, on the floor, or on the school grounds. Be a good citizen and help keep our school grounds clean at all times. **The buildings will be opened each day at 7:40 a.m.**

### **EMERGENCY DRILLS**

Safety is a major concern of our school; therefore, from time to time we will be conducting the following types of emergency drills. Safety drills will be conducted periodically. The students will be timed on how fast they are able to exit the building in an orderly manner. These records will be maintained in the principal's office.

Bus evacuation drills – training will be given to the students on the various methods of exiting a bus in case of emergencies. Records will be maintained in the office of the transportation director for all bus drivers.

Fire drills – from time to time the students will be instructed on the exit routes from their classes. Fire drills or actual fires will be announced over the intercom and/or will be accompanied by the fire alarms.

Tornado drills – from time to time the students will be instructed on the routes from their classes. Tornado drills or actual tornados will be announced over the intercom and/or will be a staggered alarm tone.

### **SAFETY DRILLS**

Students will participate in required safety drills each year. Notice will be given over the intercom.

### **CLOSED CAMPUS**

Butner Public Schools operates a closed campus policy during the school day. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissed or until their parents or guardians pick them up. Any student leaving the school early for any reason must check out through the building principal's office. Any visitor or parent entering school property must first check in at the principal's office stating their business and be acknowledged by the principal. No person will be allowed to get a student directly out of class or visit a class without prior approval from the office. Items brought to school for a student will be delivered to the principal's office. No one is to loiter on school property.

### **ARTICLES PROHIBITED AT SCHOOL**

Problems arise each year because students have articles that are hazardous to the safety of others, or interfere in some way with school procedures. Such items include, but are not limited to: toy guns, water pistols, knives, video games, flat irons, firecrackers, glass containers, soda pop, energy drinks, cups with lids, laser pointers, and Trading Cards, etc. These items will be taken from the student and, at the discretion of the teacher and/or principal may be returned at the end of the day, the end of the school year or may be destroyed.

### **ASSEMBLY BEHAVIOR**

1. Enter the auditorium or gym quietly and remain quiet during the entire program.

2. Look at the speaker or entertainer who is on stage. Do not disturb the ones around you.
3. Applaud in a courteous manner when you enjoy something.
4. Do not prop you knees or feet upon the backs of seats.
5. When you rise to leave the auditorium, raise the seat so it will be convenient for others to pass.

### **STUDENT DRESS**

School clothing should be appropriate as to time, place and weather. Appropriate dress for P.E., extra-curricular class trips and activities will be determined by the instructor, coach or school appointed sponsor.

- A. The wearing of gloves, **sunglasses, caps, hats, or any head covering inside any school building is prohibited.** The above items as well as **backpacks and book bags** will not be permitted in the classroom. These items are to be kept in your locker. The wearing of coats in the classroom will be at the discretion of the teacher, and should be made known to the students before inclement weather arrives. Elementary students will leave these items in the homeroom in the designated place.
- B. There will be no exposure of the skin at the waist. Any exposure of undergarments will result in disciplinary action. **All shirts must have sleeves.** The following items are not allowed to be worn: Backless dresses or shirts, low cut clothing that is revealing, clothing with derogatory or suggestive pictures or words or that advertise alcohol, tobacco, or drugs, sagging clothing, spaghetti straps, tank tops, shirts with sleeves that are torn out or exaggerated sleeve openings (even if an under shirt is worn), boxers, house shoes, pajamas, midriff shirts, or large boat neck shirts exposing sports bra or under garments. Any student caught sagging will be required to wear a belt in order to prevent indecent exposure to other students.
- C. The wearing of shorts is permitted throughout the school year. Shorts, dresses, skirts, etc., **must be no shorter than the width of a dollar bill above the knee.** Absolutely no Soffe shorts or shorts that are similar to Soffe shorts.
- D. **No rips** or tears that expose the skin **above the knee.**
- E. Pre-K through 3<sup>rd</sup> grade students are permitted to wear spaghetti straps, tank tops and Soffe-like shorts.

**Dress code violations will be part of the discipline steps.**

### **PETITIONS**

No petitions for any cause may be circulated in the school without permission of the administration.

### **SMOKE FREE ENVIRONMENT/TOBACCO POLICY**

24/7 Tobacco Free, Smoke Free Environment: Smoking, distribution, possession, or use of any tobacco product in any form, as well as the use of simulated tobacco products (e-cigarettes and vapors) are prohibited on School District property. This prohibition includes school premises and school owned vehicles. It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will apply to students, employees, visitors and anyone providing service to the schools. Additionally, students are prohibited from possessing or distributing tobacco products or simulated tobacco products in school buildings. Any residue or evidence or smokeless tobacco in the student's mouth will be deemed as tobacco use. (Student refusal to report 21-1242) (Furnishing to minors 21-1241) (Distribution 37-600.9) Authorities may be notified.

### **CLASS PARTIES**

All parties must have principal approval at least one week in advance of the event. Food and transportation must be approved by the building principal at least one week prior to the event. It will be at the discretion of the teacher and administration if food and drink will be allowed in the classrooms during the school day. If such foods as cookies, chips, cupcakes etc. are provided to students, alternatives to these such as carrots, crackers, grapes, cheese etc. will also be provided in an effort to promote healthy snacks to students.

### **HOMECOMING**

1<sup>st</sup> Grade will select a crown bearer and flower girl. Seventh through Eleventh Grade classes will choose a female attendant to represent their class. This attendant will choose a male escort. Twelfth Grade will choose THREE candidates for Homecoming Queen. These candidates will choose a male escort. Junior High and High School students will vote for one of the three senior candidates to become Homecoming King & Queen. To be eligible to participate in Homecoming, a student must participate in at least one extracurricular activity and be academically eligible.

### **STUDENT ACTIVITIES**

General guidelines for school organizations and activities:

- All organizations/activities must be scheduled through the Principal's office well in advance of the activity.
- A list of students going on an activity must be turned into the Principal's office one (1) day before the students are to miss school.
- Students representing Butner Schools must be accompanied by a school sponsor. (A sponsor is defined as a Teacher or Administrator employed by the Butner Public School district.)
- Any fund raising activity must have the approval of the Building Principal and then it will be presented to the Board of Education at the next regular board meeting.
- Student's dress for participation in activities will conform to the dress code of our school.
- The sponsor(s) of all trips must have their itinerary approved by the Building Principal prior to the trip.
- Overnight trips are not permitted unless absolutely necessary. Special permission must be obtained from the principal before planning such a trip.
- Every attempt will be made to not have school functions after 6:00 p.m. on Wednesday.
- The Principal must approve students who do not attend Butner Public Schools that are invited to attend prom. All dates must be under 21 years of age and cannot be younger than a freshman in High School.

### **ACTIVITY TRANSPORTATION**

All requests for transportation must be made through the Principal's office one week in advance of the trip. Upon approval by the Superintendent, the Principal will request the transportation from the transportation director.

### **USE OF THE BUILDINGS FOR ACTIVITIES**

It is necessary that the building be used at different times when they are generally closed. The building, at no time or under no circumstance, is to be turned over to students. There must be a school sponsor with students and the care of the building is the sponsor's responsibility.

**GUIDELINES:**

1. Students must be accompanied by a faculty sponsor.
2. Only members of that activity should be allowed inside the building.
3. All students must be confined to the room or space where the activity is taking place. Students must not be allowed to roam the halls or go into other rooms or spaces.
4. Students are not to be given keys to the building.
5. Students should enter and leave by the same door.
6. Do not prop outside doors open.

**FOOD SERVICE TO STUDENTS IS PROVIDED BY KEYSTONE FOOD SERVICE**

It shall be the policy of the Butner Board of Education to provide school lunchroom food service to the students enrolled in the Butner Public Schools without regard to race, color or national origin. The Butner Board of Education further believes the breakfast and lunch program is an integral part of the total education program for each child. Good nutrition directly affects the student's ability to learn and to maintain good health. To this end, the Butner Board of Education will give full consideration to the following in the operation of its food service and health education program:

1. Alleviation of hunger in a child because of his/her economic status.
2. Development of desirable food habits.
3. An improved understanding of nutrition needs.
4. Creating a desirable program aimed toward effective student, participation in well-balanced meals.

Cafeteria Manager will make every attempt to keep student charges at a minimum of \$20.00 per student.

\*Pre-payment of meals is encouraged to keep students from incurring excessive meal charges.

Other than items brought to school in student lunches, the **Building Principal must approve any and all off campus food and drink**. Disciplinary action will be taken if caught with off campus food or drink without the permission of the principal. Due to a closed campus, groups, of students having friends bringing in outside food and beverages, affects the child nutrition program and the new laws and policy governing child nutrition regulations. **Absolutely NO soda pop, energy drinks or cups with lids permitted**. Students may bring water, juice or Gatorade/PowerAde.

**STUDENT ORGANIZATIONS**

Students wishing to be members of any organization must meet requirements as set by the sponsor.

**FFA**

Students wishing to be members must meet the requirements as set by the sponsor and the state vocational agriculture curriculum, and must pay their membership dues.

**STATE AND NATIONAL HONOR SOCIETIES**

The top ten percent of all students of a high school qualify to be members of the state honor society. Members are chosen by the principal and receive special recognition at the awards assembly by receiving certificates from the State Department of Education.

### **CHEERLEADERS**

Those wishing to be high school cheerleaders must be in grades 9 through 12. Each one must try out at the end of the previous school year and be evaluated by teachers. Cheerleaders must attend all assigned camps, all practices; all pep assemblies, and all games. Participation requires the ability to purchase personal items needed such as: shoes, boy shorts, pom poms, socks, warm ups, and any other items that will remain the property of the cheerleader. A staff member must agree to be a sponsor.

### **ATHLETIC LETTERS**

Students are encouraged to show school spirit by wearing their school letters and jackets after being awarded for an activity. Students who meet a minimal set of prescribed standards for each activity earn letters. For athletic letter awards, the following general criteria will apply:

1. The student-athlete must maintain academic eligibility for the season.
2. The student-athlete must be present at 100% of all athletic events in which they participate unless the absence is pre-authorized by the coach and administration and is deemed as an immediate emergency.
3. The student-athlete must maintain proper conduct at all times. The student-athlete is to serve as a model representative of the students, staff, faculty, administration, community, and District of Butner Public Schools.
4. Athletic uniforms are to remain on school property. Uniforms may NOT be taken home.

### **FUND RAISERS**

The school board must approve all fund raising activities before they may be held or materials ordered. See building principal or activity fund custodian for further information.

### **WITHDRAWAL FROM BUTNER SCHOOLS**

In the event a child has to leave our school on a permanent basis we ask that the office be notified so that the student may make arrangements through the office to check out of school leaving the proper items in place. Forms are provided in the office so that high school students may be able to take grades with them and have the proper forms to check into their new school.

### **TELEPHONE USE**

No student will be called to the telephone except in the case of dire emergency. Important messages will be delivered to the students by office staff. Students will not be excused from classes to make telephone calls. If a parent needs to call the school, the proper numbers are listed below.

**Principal/Attendance Office**  
**Counselor**

**405-944-5526**  
**405-944-5545**

### **CELL PHONE USE**

Upon arrival to school all cell phones may **NOT** be used and must be turned off from 7:45am-3:20pm. Cellular devices must remain in a safe unseen location throughout the designated time. If a cellular device is seen during the school day, the phone will be taken to the principal's office. Students may pick up his/her phone at 3:20pm.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunications devices. Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on test or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference is held. Students violating this rule will not be allowed to carry any personal communication device following the incident unless a bona fide health emergency exists. Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

**Reference:** 70 O.S. §24-101.1, et seq.

**70 O.S. §24-102**

### **CLOSING OF SCHOOL**

In case of bad weather or other problems which may require the school to be closed at a time it would normally be open, the school will make these announcements over the following TV stations as early as possible on the day of the closing or the night before.

Television: KFOR – OKC – Channel 4, KOCO – OKC – Channel 5, KWTW – OKC – Channel 9

### **LOST AND FOUND**

Students are encouraged to respect the property of others. If they find money, clothing, lunch boxes, books, etc. they should take them to the principal's office. Anyone who has lost an item of personal property or money should get permission from his/her teacher to check the lost and found collection. It may be necessary to check the collection for several days. Parents are encouraged to look over the collection for items belonging to their child. Many times parents assume that an item belonging to their child has been stolen when it is actually in the lost and found. Butner Public Schools is not responsible for lost or stolen items. Lockers are provided to all students 5<sup>th</sup> -12<sup>th</sup> grade. It is the responsibility of the students to secure valuables.

### **GUIDANCE COUNSELOR**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study help, help with home, school and/or social concerns, or any question the students may feel they would like to discuss with the counselor.

### **RESPONSIBILITIES OF PARENTS**

The ultimate responsibility for students' behavior rests with the parents. The following are among their specific responsibilities:

1. Support the schools requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school

with proper attention having been given to health, personal cleanliness and neatness of dress.

2. Maintain an active interest in the student's work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place suitable for study.
3. Comply with the school's requests. This includes reading carefully all communications and signing and returning them if requested.
4. Cooperate with the schools in attending conferences set up for planning for its continuous maintenance and improvement.

### **LIBRARY USE**

The school library is an important part of the students' education process and students are encouraged to make use of the facility. Teachers may arrange for their entire class to use the library at times as needs arise, and if students desire to go to the library at other times, we ask that not more than two (2) from a class be allowed at any one time in the library.

### **NOTICE REGARDING RELEASING STUDENT INFORMATION**

The Butner Board of Education believes that it has a duty to protect the privacy rights of its students as protected by the "Family Educational Rights and Privacy Act," passed by Congress in 1974 (FERPA). Therefore, as provided for by the Act, Butner Schools will not release educational records of your children known under the law as "Directory Information", for general public access for any purpose, including commercial use; however, we will continue to release the traditional information that Butner Schools always has distributed in the past.

It has been traditional for Butner Schools to use names in the yearbooks, honor rolls, athletic programs and other school publications. The School District has also provided student's names and addresses to institutions of post-secondary education who desire to notify students of educational and scholarship opportunities and to Federal and State Legislators who wish to recognize graduating seniors. Military recruiters will also have access to student information.

Butner Schools intend to continue to disclose student information for these traditional purposes. If the parent/guardian desires to withhold the use of information from the educational records for the above purposes, please notify the building principal, so he/she will know to withhold information on your child/children. Unless a written request from a parent or guardian is in the student's file, directory information will be released.

### **DIRECTORY INFORMATION RELEASED BY BUTNER SCHOOLS**

1. Student's name
2. Name of student's parents/guardians
3. Student's date of birth
4. Student's address
5. Student's class designation (first, second, etc.)
6. Student's extra curricular participation
7. Student's achievements or awards
8. Student's weight and height as a member of an athletic team
9. Student's photograph

### **STUDENT RECORDS**

Only that information which is pertinent to the individual's educational process and those items required by law are to be maintained in the student's file. A student's records are open for inspection by the student; his parents or guardian, school officials and certified employees of Butner Public Schools. Copies of records shall be furnished to authorized agencies upon written request of parents, guardians or students of legal age.

### **SPECIAL EDUCATION CLASSES**

Special education classes are offered to the students of Butner, and the school desires to know of children who are ages birth through 21 years old who are not receiving services. Students or pre-schoolers may be recommended for a program by parents, teachers, counselors, or administrators. After evaluation and upon determining a student's eligibility an Individual Educational Program (IEP) will be developed and written for each student by a team, of which one member must be the parent or guardian.

### **CONCURRENT ENROLLMENT**

A junior or senior student who is enrolled in an accredited high school may, if he/she meets the requirements as set forth, be admitted provisionally to a college or university in the Oklahoma State system of higher education as a special student. The junior or senior student may earn college credit while attending high school. The student must be enrolled in less than a full-time load (fewer than five course units per semester) at the high school which he or she is attending. This must be attested to the high school principal. The student must be eligible to complete requirements for high school graduation no later than the spring of their senior year. Students who are involved in concurrent enrollment will be given credit for courses taken at the college.

### **ANNUAL NOTIFICATION**

Butner Public Schools hereby notifies each student and their parents of their right to inspect and review the student educational records under the Federal Educational Rights to Privacy Act (FERPA).

Parents have a right to:

1. Inspect and review the student's educational records.
2. Limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's eligible parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by FERPA.
3. Seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed, if the district decides not to alter it according to the parent of eligible student's record.
4. File a complaint with the Department of Health, Education, and Welfare if the Butner School District violates FERPA.
5. Come to the Principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the School Principal's office and in the Superintendent's office.
6. Prior notice: Yearly screening tests, as well as other required tests, may be administered to provide appropriate placement information. The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

**PARENT SIGNATURE**

I have read the Butner Student Handbook and have explained it to my child.

I agree to comply with the material and requests within the policy book.

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

Parent/Guardian Signature

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

Student's Signature

