

KEYS PUBLIC SCHOOLS

2019-2020 HANDBOOK



HIGH SCHOOL
(918) 458-1835

ELEMENTARY
(918) 456-4501

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STATEMENT OF PHILOSOPHY

The Keys School faculty believes that each person should be accepted into the educational program as he/she is, that each student should be provided with a stimulating environment and learning experience which will enable him/her to function as a useful citizen in a complex and changing world that will effect continuing satisfactory adjustments throughout life.

In the application of this philosophy, each student shall be provided opportunities within the limit of his/her capacity:

1. To obtain an education which gives consideration to his/her interests, abilities and needs, present and future.
2. To instill in each student a sense of citizenship in family, community, state, nation and world, emphasizing interest and participation in the problems of each.
3. To develop emotionally, socially and morally so that he/she is able to be socially productive.
4. To develop a healthy body, physically and mentally, by the constructive use of leisure time.
5. To develop cultural and aesthetic appreciation.

PLEDGE ALLEGIANCE TO THE FLAG

“I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible with liberty and justice for all.”

THE AMERICAN CREED

“I believe the United States of America as a government of the people, by the people, and for the people, whose just powers are derived from the consent of the governed; A democracy in a republic a sovereign nation of many sovereign states, a perfect union, one and inseparable, established upon those principals of freedom, equality, justice and humanity for which American patriots sacrifice their lives and fortunes.”

“I therefore believe it is my duty to my country to love it; to support its constitution; to obey its laws; to respect its flag, and to defend it against all enemies.”

BOARD MEMBERS

President- Radean Foreman
Vice President- Dexter Scott Clerk-Beth Bailey
Assistant Clerk- Rick Patrick Member-Jerry Hooper

SUPERINTENDENT

Vol Woods

DISTRICT PERSONNEL

Debbie Ross – Administrative Secretary/Encumbrance Clerk
Denise Rucker – Administrative Secretary/Activities & Minutes Clerk
Robert Harbuck – Maintenance/Transportation Supervisor
Julie Schwegler – Director of Special Services
Kalyn Harbuck – Child Nutrition Director
Bob Lewandowski – School Resource Officer/Security

HIGH SCHOOL ADMINISTRATION AND FACULTY

Steven Goss—Principal/Athletic Director
 Mel Maxfield—Computers/Coach
 Jacob Woodson—Science/Coach
 Holly Bronsert—Mathematics
 Rose Coon—Language Arts
 Lynetta Fisher—Biology/Health
 Darrell Hood—Agriculture
 Jay Stinnett—Agriculture
 Bob Lewandowski—SRO/Psychology
 Amber Kinney—History
 Ann Marie Ryals—Humanities/Choir
 Sunny Quetone—Computers/Yearbook

Robbie Smith—Counselor
 Mojah Hamner—Art
 Nick Zodrow—Health/Coach
 Lisa Burton—History/Testing Coordinator
 Jami Springwater—Coach
 Dick Goss—Chemistry/Coach
 Keith Hunt—Mathematics/Coach
 David Reisner—History/Coach
 Audra Stilwell—Language Arts
 Jessica Matthews—Language Arts/Debate
 Monica Phillips—FACS
 Paul Whitley—Coach

HIGH SCHOOL SUPPORT PERSONNEL

Meredith Coons—Administrative Assistant
 Shirley McGowin—Paraprofessional
 Jason Watson—Custodian/Maintenance

Bea Terrell—Paraprofessional
 Sue Maxey—JOM/Library Aide

ELEMENTARY SCHOOL ADMINISTRATION AND FACULTY

Principal	Tami Woods	5 th /6 th Grade	Denise Dossey
Assistant Principal	Leslie Bridges	5 th /6 th Grade	Denise Synder
Counselor	Rhonda Rice	5 th /6 th Grade	Josh Haggard
Pre-Kindergarten	Sherry Crittenden	5 th /6 th Grade	Rebecca Carter
Pre-Kindergarten	Kristi Myres		
Kindergarten	Alicia Buford	7 th /8 th Grade	Evan Barnes
Kindergarten	Winona Green	7 th /8 th Grade	Stefani Hunt
First Grade	Whitney Shelley	7 th /8 th Grade	Samantha Hood
First Grade	Sonia Brownell	7 th /8 th English	Autumn Smith
First Grade	Lisa Tuttle	7 th /8 th Math	Samantha Hood
Second Grade	Sarah Hicks	Physical Education	Jami Springwater
Second Grade	Melanie Klugh	Physical Education	Amy Hamilton
Third Grade	Nikki Laymon	Director SPED	Julie Schwegler
Third Grade	Dana Combs	Speech Pathologist	April Miggetto
Third Grade	Jana Burkhart	Band Director	Dee Angel
Fourth Grade	Jami Brewer	Librarian	Charlcie Kennedy
Fourth Grade	Amy Dark	School Nurse	Kathy Clark
Literacy Coach	Donnell Nolan	Literacy Coach	Sarah Williams

ELEMENTARY SCHOOL SUPPORT PERSONNEL

Administrative Assistant Brenda Keys 21st Century Lisa Carter
Maintenance LaDon Choats Cafeteria Shannon Belcher
Paraprofessionals: Kathy Morgan, Lori Hoover, Diane Barnes, Malesha Thomas, Charles White, Chelsea Foster, Susan Sampsel and Carol Ryan

BUS DRIVERS

Amy Hamilton Robbie Smith Nathan Combs
Bob Tillison Keith Hunt

SCHOOL TIME

Before 7:30-Students report to cafeteria. No students allowed in the hallway or school building due to lack of supervision. Any student who walks or is brought to school should not arrive before 7:00. The safety of your child is our main concern, and we do not want them on the school premises unsupervised.

School begins at 8:00 Monday- Friday

School is dismissed at 3:00. Buses arrive at school approximately at 7:25-7:35 on Monday-Friday. Students not riding the bus in the afternoon should be picked up at 3:00 in front of the building if they do not drive.

Bell Schedule Monday-Friday

8:00-8:50	1 st Period
8:55-9:45	2 nd Period
9:50-10:40	3 rd Period
10:45-11:40	4 th Period
11:45-12:05	1 st Lunch
11:45-12:35	5 th Period
12:40-1:00	2 nd Lunch
12:10-1:00	5 th Period
1:05-2:00	6 th Period
2:05-3:00	7 th Period

SCHOOL VISITORS

Any person who wishes to visit the school, a pupil, teacher, or other personnel assigned to the school shall sign a log sheet and secure a visitor's pass from the Building Principal's Office. This pass will be conspicuously displayed during the entire duration of the approved visit.

Teachers and other staff members will be vigilant in their monitoring of the visitor's registration.

All visitors who do not have a visitor's badge will be asked to immediately return to the Office. Unless the visitor is known to the principal or office personnel, proper identification should, with sensitivity and discretion, be insisted upon.

The visit will be restricted to the purpose(s) stated to the Principal, and the persons designated to be contacted. Where, because of demeanor or other reason, the principal determines that the presence of the visitor would be detrimental to the physical or mental well-being of a particular pupil or the pupils generally; the principal has the power under section 411 of the school law to, and should, refuse admission to the visitor. The visitor's pass will be returned to the office as they leave the building.

ORDERS TO LEAVE SCHOOL PROPERTY

The superintendent/principal or their designee of the Keys School system shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and/or school classes. (Refer to section 513/1039 of School Law for reference and consequences of action.)

SCHOOL DISMISSAL

The decision as to whether school will be dismissed because of inclement weather will be made by the Superintendent. If it becomes necessary to dismiss school because of inclement weather, an announcement will be made via KTLQ at approximately 6:30 a.m. channels 2, 6, and 8 will carry the announcement of school closing at 6:00 p.m. and 10:00 p.m. if known at that time. If school is dismissed during the day due to inclement weather, it will be announced via the all call (School Messenger) and all school media. Please Do Not Call the School if possible. The schools automated communication system will call your default phone number listed on your enrollment form when a closing should take place.

AUTOMOBILES, CYCLE, AND BICYCLES

Only students with a valid driver's license will be permitted to drive an automobile to school. Every automobile, motorcycle, and bicycle must be parked in the designated areas, and will not be moved or used from 8:00 AM—3:00 PM. Students will park in authorized parking locations only, the paved area is for faculty and guests only. Upon arrival, students must promptly enter school building.

Every student is to stay away from all vehicles, including their own during the school day, and this provides for no exception. You may be asked to show your license to obtain a permit to park on campus. Students are not allowed to ride in the back of vehicles or on the sides, only in the cab of the vehicle where a seatbelts are used. Parking on campus is a privilege and you, the driver, are responsible for vehicle contents. Parking privileges may be revoked for improper or unsafe driving.

PERMISSION TO LEAVE SCHOOL

No student is allowed to leave without a parent or guardian permission and the student must be signed out in the office. Keys High School and Elementary are closed campuses; therefore, students are required to eat at school or bring their lunch, unless the student's parent or authorized person physically comes into the school office to sign the student out.

At the high school, lunch times are 11:45 to 1:00 and the student must be signed out in person by a parent/legal guardian or a person designated by the parent/legal guardian. If student is leaving for the day, no sign out is required.

No call-ins allowed during lunch period. Parents please check your child out only when an emergency warrants.

GENERAL STUDENT RULES

Students are not to be in the gym unless there is a teacher present to supervise.

Students are not to be on the gym floor with their street shoes or tennis shoes that have been worn outside. Get a separate pair of tennis shoes and keep them clean for P.E.

Keys School is a closed campus, therefore students will be required to eat at school or bring their lunch, unless special arrangements are made with the teacher and superintendent. No outside food or drink in hall or classrooms. Lunch trays should stay in the lunchroom.

Breakfast may be brought into the cafeteria from outside only at high school.

No Gum in Cafeteria.

Lost textbooks or library books must be paid for in order to finalize grades.

No student will be allowed in the hall without a hall pass.

Public displays of affection are limited to side by side hand holding only at high school and NO DISPLAY at elementary.

No backpacks or gym bags allowed in classrooms or hallway from 7:55-3:00.

Students are only allowed three college visitations per school year.

Students will be able to attend field trips at the discretion of the teachers and administration. Behaviors that may cause a student to not attend a field trip includes but are not limited to lost books, inappropriate behavior, grades, attendance, etc.

HEALTH

All medication (over the counter, prescription) must be kept and distributed in the office. No exceptions! **No medicine will be given without a written note from parent.**

Students may not re-enter school upon recovery of an infectious disease without a doctor's note stating that he/she is no longer contagious and screening by the school nurse.

Keys School is required by the state department to provide parents with information regarding Meningococcal Disease and Meningococcal Vaccines as provided by the Oklahoma State Department of Education and Oklahoma State Department of Health. Information will be distributed the first week of school or is also available on the school website.

SCHOOL ATTIRE

Shoes should be worn at school. Laced shoes should be tied. No house shoes allowed.

For the sake of modesty all students should wear tops that are unrevealing and conducive to the learning environment. The outer top must cover their back, stomach and chest when arms are raised over their head. No spaghetti strap shirts or dresses. Straps on all shirts must be at least 1 ½ inches wide. Tube tops are not allowed. Racer back tops are allowed as long as they meet the same requirements for normal tops and they do not show any undergarments.

For the sake of modesty any students wearing shorts should do so in a manner which is unrevealing and conducive to the learning environment. Outer shorts, skirts, or dresses should be no shorter than mid-thigh. No holes above mid-thigh. Clothing which allows undergarments to be visible will not be tolerated. No pajama bottoms unless cleared through nurse for medical reasons. Sliders and leggings are to be worn in a tasteful and discrete manner. When they are worn as the primary garment, the shirt must cover the sliders or leggings appropriately.

Students should keep their hair well-groomed and out of their eyes. Any type or style or dress that the teachers and principal feel is distracting the class or the education of students will not be allowed at Keys School.

Hats and hoods are not to be worn into the building during the regular school day. Blankets may not be worn as outerwear and will not be brought to school.

Clothing, tattoos, inappropriate accessories, or body art with writing or pictures which are suggestive or symbolic of drugs, alcohol, tobacco, sex, or anything illegal or immoral should not be worn.

No bizarre, distractive, or disruptive fashion/dress will be allowed. No safety chains will be worn at school. Any article of clothing or decoration which might be associated with gangs or gang activity; including but not limited to sagging, headbands, coveralls, (worn or displayed on clothing, etc.) will not be allowed.

Not including ears, one facial piercing is allowed at the High School but limited to stud only. No hoops or spikes. No Band-Aids can be used to cover piercing. Ears only at Elementary School. **Any class time missed due to dress code violations will be unexcused.**

ITEMS BROUGHT TO SCHOOL

The school cannot be responsible for loss or breakage of **any toys or other articles** brought to school by the students. Students are not allowed to bring knives, handcuffs, nun chucks, or any item or objects that the principal and/or teachers feel would be harmful to, or endanger other students or employees of Keys School. All communication devices are not to be on during instruction time and during morning and afternoon bus routes unless specifically instructed by faculty or staff. Any infraction of this rule may result in a referral and confiscation of device. Parents must will be asked to pick up the confiscated device. .

Possession of a cellular telephone or any other communication device is a privilege that may be forfeited by any student who fails to abide by the terms of this policy. The student who possesses a cellular telephone or other communication device shall assume responsibility for its use and care. At no time shall the school be responsible for preventing theft, loss, or damage to phones that are brought on school property.

TELEPHONE

The telephones located in the office are for business use only. However, students may use them to call their parents in an emergency with the permission of office personnel between classes only. Students will not be called out of class to answer calls unless it is an emergency. If messages are left, students will be notified.

AFTER SCHOOL DESTINATION

Any student who wishes to go anywhere other than to his or her designated destination point after school, must have a note to ride a different bus. All permission slips and forms must be approved by the office. Parents, in signing written permission, release Keys School and any personnel involved of any obligation or responsibility in case of injury either emotional or physical to said mentioned student.

DISCIPLINE

Discipline is the responsibility of the teacher. Children who do not perform to the rules and regulations and continue to be a distracting element must be corrected. Parental cooperation will be solicited in the process of securing a change of behavior traits. Behavior problems which cannot be handled by the teacher will be referred to the Principal.

Section 127 of Oklahoma School Law states that “The teacher of a child attending a public school will have the same right as a parent or guardian to control and discipline such child during that time the child is in attendance or in transit to or from the school district or classroom presided over by the teacher. Discipline will be administered according to local board policy.

Local Board Policy requires an administrator at each site and special education teachers to be trained in the restraining method CPI (Nonviolent Crisis Intervention Program) to help restrain out of control children.

DISCIPLINE- SUSPENSIONS AND EXPULSIONS

The Superintendent and Principals have the authority to suspend any student in accordance with existing state laws, for misbehavior or for other sufficient reason.

Students who conduct themselves in such manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the principal, be suspended from school.

Some causes for the suspension or expulsion of students are as follows:

1. Continued willful disobedience.
2. Deliberate trifling in school.
3. Damaging or defacing school property.
4. Repeated truancy.
5. Profanity or vulgarity.
6. Stealing.
7. Immoral conduct.
8. Gambling or bringing alcoholic beverages, narcotics, drugs etc., on the school premises or at school functions held elsewhere.
9. Fighting.
10. Not attending the regularly scheduled classes (playing hooky).

11. Smoking, dipping, or chewing.
12. Possession of any kind of weapon.

Any student caught in any form of drug, alcohol, or tobacco related incident will be subject to an immediate suspension.

Students caught fighting or any other violent behavior toward or with another student will be subject to an immediate suspension of no less than 3 days. All disciplinary actions and suspensions are subject to administrative evaluation.

RIGHTS, RESPONSIBILITIES, AND LIMITATIONS FOR WHICH SUSPENSION MAY OCCUR:

The following activities are among those defined as criminal under the laws of the State of Oklahoma. The commission of or participation in such activities in school buildings, on school property, or at school sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result. Depending on the severity of the act, the local authorities may be notified. Punishment for violation may be detention or suspension, depending on the severity of the act.

CRIMINAL ACTS:

Arson	Assault	Battery	Burglary	Extortion
Gambling	Trespassing	Malicious Mischief	Pornography	

SEARCH OF STUDENTS

The Superintendent, teacher, or security personnel of the Keys School System, a public school in the state of Oklahoma, shall upon reasonable suspicion shall have the authority to detain, search, or authorize the search of any pupil, automobile, or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled substances, electronic paging devices, or for missing or stolen property. The search will be conducted by a person of the same sex and be witnessed by at least one other authorized person of the same sex. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. (Refer to Section 390, School Law Book)

DANGEROUS WEAPONS

Possession of a gun or any other dangerous weapon on school property or at school sponsored activities will result in a two (2) semester suspension as allowed by law.

BULLYING, HAZING, AND HARASSMENT POLICY

Keys School has a NO BULLYING policy in place. No student will be subject to bullying, cyber-bullying, hazing, or harassment, or any other form of persecution by student or employee on the basis of sex, race, color, national origin, sexual orientation, or disability.

For the purposes of this policy hazing is defined as the deliberate harassment of a student by means of malicious 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 such as racial or sexual slurs that hurts a person's body, feelings, or things.

Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

DISCIPLINARY STEPS USED BY SUPERINTENDENT OR PRINCIPAL

Conference with student

Lunch Detention

Student Placement in After School Program

Student Removal to In School Suspension (ISS)

Full Day Placement in ISS

Multiple Day Placement in ISS

Student Removal to Out of School Suspension (OSS)

3 Swats

3 Day OSS

5 Day OSS

10 Day OSS

Alternative Placement in Alternative Education or Homebound

Any or all of these steps may be skipped due to the severity of the act.

ISS will be used at the discretion of the Principal and parental knowledge. Students will not be allowed to represent Keys at competitions or any school sponsored events on days they are in ISS.

OFF-CAMPUS MISCONDUCT

A student who engages in misconduct away from the school setting which has an adverse or threatening effect on the discipline or welfare of the school may be subject to suspension or disciplinary action.

DRUG, ALCOHOL, AND TOBACCO ABUSE

The use of drugs and the unlawful possession and use of alcohol is wrong and harmful. All medication, over the counter and prescription, must be kept and distributed in the counselor's office. It is unlawful and Keys School prohibits the use, possession, or distribution of illicit drugs and alcohol by students or school personnel on school premises or as any part of any of its activities.

Disciplinary sanctions consistent with local, state, and federal law up to and including expulsion and referral for prosecution will be imposed on students and school personnel who violate the standards of conduct required by paragraph (2). A disciplinary sanction may include the completion of an appropriate rehabilitation program and reporting to the ABLE Commission. Disciplinary sanctions consistent with local, state, and federal law up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards set forth in paragraph (2).

Keys School will assist in obtaining information in regard to drug and alcohol counseling, rehabilitation, and re-entry programs that are available to students and personnel. Compliance to these standards of conduct is mandatory.

STUDENTS UNDER INFLUENCE OF INTOXICATING BEVERAGE, ALCOHOLIC BEVERAGE, OR CONTROLLED DANGEROUS SUBSTANCE

Whenever it appears to any public school teacher that a student may be under the influence of intoxicating beverage, alcoholic beverage, or controlled substance, the teacher shall report the matter, upon recognition, to the school principal/superintendent of school or designee and a parent or legal guardian of the student of the matter.

No officer or employee of any public school district or member of any school board shall be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance to any medical treatment or social service agency or facility or any substance abuse prevention and treatment program any student reasonably believed to be abusing or incapacitated by the use of intoxicating beverage, alcoholic beverage, or a dangerous controlled substance, unless such assistance or referral was made in bad faith or with malicious purpose. No such officer or employee of any public school district, member of any school board, school or school district shall be responsible for any treatment costs incurred by a student as a result of any assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program. (Refer to Section 417 School Law)

School officials who report information to appropriate school personnel, court personnel, community substance abuse prevention and treatment personnel or any law enforcement agency pursuant to the school's policy shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such a report. (Refer to Section 412 School Law).

KEYS SCHOOL 24/7 TOBACCO FREE SCHOOL POLICY

The Board of Education understands the concern of parents, educators, students, and community members regarding the adverse effects of tobacco and second hand smoke. Keys Public Schools wants to provide a safe and healthy environment for our students, staff, and community and set the proper example for our students. Therefore, tobacco in any form will not be used by anyone, anywhere, anytime (including non-school hours and days) on school grounds, property, vehicles and during any school sponsored functions held off campus. This policy is intended to improve the health and safety of all individuals using the schools. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and include cloves, cigarettes or any other product packaged for smoking, vaping, or the simulation of smoking. This regulation applies to employees of the school district, students, and visitors. This regulation also applies to all public school functions (ballgames, concerts, etc.) and any outside agency using the district's facilities, including stadiums. This regulation is in effect 24 hours per day, seven days per week. The district will not accept donations of gifts, money, or materials from the tobacco industry. This district will not participate in any type of services that are funded by the tobacco industry.

TARDY POLICY

Tardy will be defined as not being in your assigned location when the bell rings. If a student is more than 10 minutes late for class it will be counted as an absence. When a student reaches their 3rd tardy for the 9 week period they will be assigned lunch detention. The 5th tardy will result lunch detention and a referral, 7th tardy will be a referral and ISS. Any tardies after the 7th will result in truancy action being filed and possible fine by the courts. Continued tardies will result in suspension and possibly suspension for repeated truancy. A new count of tardies will

begin at the end of the semester. Per school board policy, 2 tardies equals an unexcused absence.

ABSENCES: POLICY AND PROCEDURES

1. Students and parents should make every effort to keep absences to a minimum.
2. When a student reaches their 5th tardy in a semester, the student cannot be exempt for semester test.
3. Students who miss class work will be expected to make up assigned work before they may receive their final grade in class. Students will only be allowed 1 day per each day absent to make-up work.
4. Arrangements should be made with teachers for fulfilling work obligations. Any work not made up within 1 school day will not be accepted and will become zeros.
5. Students who miss 4 or more days during a 9 week period will be contacted by the truancy office.
6. Students who miss more than 10 consecutive days will be automatically dropped from the school attendance roster and will be subject to re-enrollment at discretion of administration.
7. Parents of students must provide documentation concerning reasons absences upon return to school. Parents shall make attempt to call school office in regard to absences as to reasons for absence and expected date or return of said student. Only original Doctors notes that are delivered in person to the attendance office will be accepted. All documentation must be presented within **2 weeks** of any absence.
8. Students will be allowed 6 absences a semester. Any student who misses 7 or more days will have their semester grade lowered to a 59 and their final grade will be dependent on the score they receive on semester test. This does not apply to students whose grade was already below a 59; in this case the student receives the lower grade. No faxed or altered notes will be accepted. Only an original hard copy of doctor's note will be accepted. All notes to excuse any absence must be received by the attendance office no later than 10 days prior to the semester test in which the absence occurred.
9. On the tenth absence in a semester, the parent or legal guardian will be issued a truancy ticket from the truancy officer and must attend truancy court at Cherokee County Courthouse.
10. Extenuating circumstances may arise. If this happens grades may be discussed with an appeal committee and classroom teacher.
11. The maximum number of absences for activities, which remove a student from the classroom, shall not exceed 10 for any class period for the entire year. The exception to this rule will require a review of the student's grades and attendance. If the student meets the semester exemption policy, then the principal may grant an additional 5 days of activity absences. Any absence past 10 days, without an extension, will count as a regular absence. All students are responsible for monitoring excused absences for school activities. All students are responsible for requesting permission to expand the rule to 15 days by contacting the Principal.
12. Seniors are allowed three college visitations per year.
13. Parents may request homework if a student is to be out more than 2 days. On the 3rd (third) day, the parent/guardian may call the office at (918) 458-1835 for high school or (918) 456-4501 for elementary- to request homework. **The call must be placed no later than 9:00 AM to allow teachers time to complete the homework request form. The homework may be picked up in the office after 2:00 PM that day. Any requested**

homework not picked up in the office will be returned to the teachers the following morning and the student will be responsible for picking it up from his/her teachers.

EXCUSED ABSENCES FOR RELIGIOUS HOLIDAYS

The Keys School District will excuse a student from attending school for the purpose of observing Religious Holy Days, if before the absence, the parent or guardian, or person having custody or control of the student submits a written request for the excused absence. The district will excuse a student for the days on which the Religious Holy Days are observed and for the days on which the student must travel to and from the site where the student will observe the Holy Days.

REPORT TO PARENTS

A report card is sent home each semester indicating the progress of your child. A progress report is sent every 4 ½ weeks.

SEMESTER TESTS

All subjects grade 9-12 will give semester tests each semester. All students will be required to take these tests unless they meet the criteria for exemption. Exemptions are used to help encourage students to do their best academically, attend school regularly, and be good citizens. Exemption criterion is:

1. Have not received discipline action resulting in detention, swats, or suspension.
2. No more than 3 absences.
 - (A) If a student has a “C” or above, he/she is allowed 1 absence.
 - (B) If a student has a “B” or above, he/she is allowed 2 absences.
 - (C) If a student has an “A” he/she is allowed 3 absences.

The above listed criteria will be considered on all records during the semester.

For example: a student may be exempt from only one class, two classes, or all classes. Students not required to take semester tests have the option to take them. These students will only count their test grade if it improves their semester grade.

SEMESTER GRADES

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Local school boards may make exception for only those students participating in non-competitive activities.

- A. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.)
- B. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- C. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- D. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

HONOR ROLL SYSTEM

Any student who makes all A's for the semester will be named to the Superintendent's Honor Roll. Any student who makes all A's and B's for a semester will be named to the Principal's Honor Roll.

PROMOTION/RETENTION

Advancement to the next grade level in high school is based on units earned each semester as follow:

- A. To be classified as a sophomore, a student must have earned 5 units including two in the required freshman subjects.
- B. To be classified as a junior, a student must have earned at least 11 units.
- C. To be classified as a senior, a student must have attended at least 6 semesters of high school and must have earned at least 16 units. A student who enters the school year with less than 16 units will be unable to complete graduation requirements that term in regular enrollment and must make any special arrangements through the principal and academic counselor. If a student has not attended 6 semesters of high school, before the start of the school year and decides to graduate early by taking the necessary courses, they will forego all senior activities and honors, except walking at graduation.

All students must be enrolled in 7 units. EXCEPTION 12th grade students can enroll in 6 units if they have acquired enough credits to graduate.

CONCURRENT ENROLLMENT

The Keys Board of Education at this time is establishing a concurrent enrollment policy that contains the following regulations: The student will have a 3.0 GPA, top 50% class rank and an ACT score of 19 or higher or SAT score of 940.

HIGH SCHOOL GRADUATION REQUIREMENTS

Students who graduate from Keys High School must earn 23 credits to graduate. There are two types of graduation tracts, one meeting the State Graduation Requirements and the College Preparatory Curriculum Requirements. Refer to curriculum guide for exact courses required. Minimum class load is 6 academic subjects and 1 activity or 5 academic subjects and 2 activities. (Exceptions may be made for senior concurrently enrolled in college.) All classes are considered to be academic classes except the following: choir, competitive athletics, yearbook, instrumental music, and physical education.

Credits are earned on a semester basis. A student received credit for each semester that he/she receives a passing grade in a given subject. One-half per class is earned for each semester of an academic or activity classes. Eighth grade students successfully completing a high school course(s) (example: Algebra I) will receive credit on their high school transcript when demonstrating proficiency through regular school enrollment and successfully completing the course with a grade of "C" or better. This grade will be noted on the high school transcript with a "P" and will not be figured into the high school GPA.

GPA's and class rank will be calculated using the following scale:

A=90%- 100% B=80%- 89% C=70%-79% D=60%- 69% F=0%- 59%

CRITERIA TO BE AN HONOR GRADUATE

Students **MUST** achieve a cumulative 3.75 GPA to be designated as an Honor Graduate. An Honor Graduate, who has completed 26 or more credits, including 3 honor, AP, or college credits, shall be designated as a **HIGH HONORS GRADUATE**. For High Honor Graduate consideration only: 1 AP /HONOR CLASS = 2 SEMESTERS, 1 COLLEGE LEVEL CLASS = 1 SEMESTER

SELECTION OF VALEDICTORIAN & SALUTATORIAN

Keys School will select a Valedictorian and Salutatorian by averaging grades 9-12. Grade average must meet grade equivalency requirements. Letter grades will be figured as follows:

A – 4.0 B – 3.0 C - 2.0 D – 1.0 F- 0.0

VALEDICTORIAN

1. The Valedictorian must be a High Honor Graduate.
2. The Valedictorian must live in the Keys School District, or if a transfer student, must have been attending Keys High School his/her entire junior and senior year.
3. The student with the highest cumulative GPA computed on the four point scale shall be named Valedictorian. In the event of a tie, all those who are tied shall be designated Co-Valedictorians.

SALUTATORIAN

1. The Salutatorian must be a High Honor Graduate.
2. The Salutatorian must live in the Keys School District, or if a transfer student, must have been attending Keys High School his/her entire junior and senior year.
3. The student with the highest cumulative GPA after the Valedictorian shall be named Salutatorian. In event of a tie, all those who are tied shall be designated co-Salutatorian.

OUTSTANDING SENIOR

The outstanding senior student will be voted on by the High School faculty.

PUBLIC NOTICE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Keys School District has developed policies and procedures designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). These policies may be found under section 500.15 Student Records. Copies of district policies are available for review in the office of the Superintendent. The Keys School District will provide to parents and eligible students an annual notice of their rights under this policy. These rights are as follows:

1. The right of a student's parents and eligible students to inspect and review the student's education records.
2. The intent of the Keys School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by FERPA.
3. The right of a student's parent or eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of a student's 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 or eligible student's request.
4. The right of any person to file a complaint with the United States Department of Education, if the Keys School District violates the FERPA.

5. Parents and eligible students should 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 Principal's office.
6. The district assures Child Find procedures will be conducted according to guidelines outlined within the Oklahoma Policies and Procedures for Special Education Manual.

BUSES

Each parent will be sent a list of rules that bus students must abide by.

However, we would like to add the following:

1. Because of tight schedules the buses cannot wait on students.
2. The school cannot transport students other than the regular bus students because our buses are loaded and our insurance only covers regular bus students.
3. The school will begin the routes this year as they were last year. Changes may be made at a later date. If such changes are necessary you will be notified in advance.
4. Students will not be allowed to ride another bus or get off anywhere except their usual place unless they have a signed note from the parent and by office personnel.
5. Any bus accident related incident should be reported immediately to the office and administration and the proper law enforcement agencies by the bus driver involved and the accident report filed at that time.

BUS BEHAVIOR

- I. The school laws of the State of Oklahoma stipulate that transportation by bus may be furnished by the school district but that the district is not required to do so. Therefore, by law, it is a privilege to ride a school bus and not a right to such transportation.
- II. Bus transportation is provided for students enrolled in the Keys School District as follows:
 1. The principal or board is responsible for the establishment of bus routes and the designation of bus stops. Bus stops will be established during the first week of the school year.
 2. Violations of the rules and regulations contained herein may result in the loss of riding privileges in addition to other disciplinary action.
 3. Previous to loading students should: be on time at the designated school bus stops, stay off the road at all times while waiting for the school bus, wait until the bus comes to a complete stop before attempting to enter, be careful in approaching bus stops, respect people and their property while waiting on the bus, receive proper school official authorization (principal or teacher) to be discharged at places other than the regular bus stop.
- III. Keys School Rules- Regulations for Bus Riders
 1. Keep all parts of the body inside the bus.
 2. Refrain from eating and drinking on the bus.
 3. Refrain from the use of any form of tobacco, alcohol, or drugs.
 4. Assist in keeping the bus safe and clean.
 5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. The life you save may be your own).
 6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
 7. Never tamper with the bus or any of its equipment.
 8. Maintain possession of books, lunches, or other articles and keep the aisles clear.
 9. Help look after the safety and comfort of the small children.

10. Do not throw objects in or out of the bus.
 11. Remain in their seats while the bus is in motion.
 12. Refrain from horseplay and fighting on the school bus.
 13. Be courteous to fellow pupils, the bus driver, and patrol officer or driver's assistant.
 14. Remain quiet when approaching a railroad crossing stop.
 15. Remain in the bus during road emergencies except when it may be hazardous to their safety.
- IV. After leaving the bus, students should: go at least ten feet in front of the bus driver's signal, then cross road; go home immediately staying clear of traffic.
- V. On extra-curricular trips, sponsors will be appointed by the school officials and any exception to the rules above will be at the discretion of the sponsor with the approval of the principal.
- VI. Procedures for Discipline on Buses
1. In the event of a discipline problem, the driver will speak to the child, privately if possible. If a large group is involved, the driver will address the entire group.
 2. Problems, which cannot be handled by the driver, will be referred to the principal who in turn will notify parents.
 3. If the above does not correct the situation, the parent will be called into a conference with the principal.
 4. As a last resort for the safety of the rest of the students, the child in question may be denied the privilege of transportation.
 5. The parent must be notified when a pupil is denied transportation. A driver must never put a child off the bus other than at the pupil's regular stop or at school with the written parental permission, the child may be let off at another stop.
- VII. The driver of the bus has a very important role in connection with student behavior on the bus. The driver is in complete charge of the bus and the students on the bus. Pupils must obey the driver promptly.
- Students must be informed that:
1. The privileges of pupils to ride the bus are conditioned on their good behavior and observances of all bus rules and regulations. Drivers are authorized to enforce these rules. Should any student violate any of these rules, it will be the duty of the driver to refer such disobedience to the principal for transportation for the proper disciplinary action.
 2. The driver will have the authority to forbid any pupil from riding the bus until permission to ride has been given by the principal for transportation. The principal must be immediately notified by the driver of any pupils that have denied the privilege of riding the bus. If it is their decision that these pupils should be suspended from riding the bus for a period of time, proper notification will be made to their parents.
- VIII. The student bus rider has an important role in bus behavior. The good student will inform oneself of all rules and regulations pertaining to riding a bus and will seek to obey them. They will encourage fellow students to do likewise. Students are well aware that most injuries on bus are caused by carelessness or student horseplay. They should be safety conscious while they are bus riders. Students who obey rules are very much the good citizen and are commended for their behavior.
- IX. It is sincerely hoped that parents will recognize these rules and regulations are for the safety and well-being of all students riding the buses and that they will actively assist in support of the school as they endeavor to administer the bus program.

MEDIA CENTER MISSION STATEMENT AND PHILOSOPHY

The mission of the Keys School Media Center and Computer Lab is to provide unrestricted access to facilities and materials and provide skills in conjunction with the school's instructional curriculum with regard to the student population's unique needs and cultural diversity.

The media center will provide leadership, guidance in informational and instructional resource, and collaborate with school staff on instructional curriculum. The media center will provide these services to the student body, school staff and community members providing free, unrestricted access in a pleasant and professional manner.

CIRCULATION

- A. Students enrolled in Keys School are eligible to check out books.
- B. Students may check out two books for a two week period with two renewals. Students may not have more than two books checked out unless they have written permission from a teacher.
- C. Fines will not be levied for overdue materials. However, additional material cannot be checked out until the overdue material has been returned or compensation is made.
- D. Compensation must be made for lost or damaged items. Billing will be current replacement cost of the item.

STUDENT USE OF MEDIA CENTER & COMPUTER LAB

Individual students may be sent to the media center anytime during the day with a hall pass. All students must sign an internet contract before they are allowed on the internet.

STUDENT INSURANCE

The school district and/or school officials will not be liable for accidents occurring in classroom instruction, and cannot pay for expenses of injured persons, and cannot buy insurance therefore. The school does not provide any type of accident insurance for the students. We will, however, be sending home pamphlets from Insurance Associates with whom you may purchase student accident insurance for your child.

Students involved in competitive athletics must have on file in the school office a signed parental release of liability form and a permission form to take the student to the doctor or hospital if needed.

- I. Funds have never been appropriated by the State of Oklahoma for the purpose of student insurance. Therefore, the Keys Board of Education does not carry liability insurance, or any other type of insurance for the protection of the student in case of accident or injury.
- II. All students are informed that if they wish insurance protection against injury or accident, or for liability insurance for protection against injury to others, they must secure insurance themselves. It is the responsibility of the parent of the student to provide whatever insurance protection is considered necessary without reference to the school. Students enrolled in physical education and competitive athletics should give serious consideration to their insurance needs at the time of enrollment in these classes.

ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

The report will be ran Friday afternoon. The eligibility report will be in effect Monday through Sunday of the following week. Students will not be allowed to participate in extra-curricular activities if they have an F or I for two or more consecutive grade checks.

ATHLETICS

Students enrolled in athletics must participate in their assigned sports, students will not be allowed to be in offseason only. Athletics are a privilege and students must maintain proper decorum at all times to retain this privilege.

COMPETITIVE SPORTS

	Boys	Girls
Fall	Football Cheerleading Cross Country	Softball (FP) Cheerleading Cross Country
Winter	Basketball Cheerleading	Basketball Cheerleading
Spring	Baseball Track Golf	Soccer Track Golf

POLICY FOR CHILD ABUSE AND NEGLECT

Under state law, House Bill 1022, Section 8461, it reads:

Every doctor, nurse, teacher and every other person having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means where the injury appears to have been caused as a result of physical abuse or neglect, shall report the matter promptly to the county office of the Department of Human Services in the county wherein the suspected injury occurred.

In adherence to the above state law the Keys School System is adopting this policy for child abuse and neglect:

Any teacher who has reason to believe that a child has been abused is required to report the matter promptly to the principal and from their efforts by the principal and teacher conjointly will be made to contact the Child Welfare in the DHS county office (Title 21 O.S. 846). Reports may also be made to the Statewide Child Abuse Hot Line by calling 1-800-522-3511.

Any person who participates in good faith and exercises care in reporting child abuse be immune from any civil or criminal liability (Title 21 O.S. 847). Additionally, all records concerning child abuse are confidential and are authorized by state or federal law in connection with the performance of their official duties (Title 21 O.S. 846).

TORNADO/ FIRE DRILLS & INTRUDER ALARM

The signal to evacuate classrooms for a tornado bell will be 3 short bells and a verbal announcement. The signal for a fire will be 3 long bells and a verbal announcement. Students and teachers are requested to move orderly and quickly into the area of safety. The exit maps are posted in the classrooms. An intruder alarm will be two short rings followed by verbal announcement.

ASBESTOS SURVEY

In response to the Asbestos Hazard Emergency Response Act, P.O. 99-519, and EPA Regulations, we have completed a survey of our building for asbestos containing building

materials. As a result of our recent building survey concerning asbestos, we are pleased to announce that areas that contain asbestos pose no health problem. The management plan (results of the survey) are located in the superintendent's office. Please call for an appointment.

INTERNET USE AGREEMENT APPLICATION DOCUMENT

User's Full Name (please print) _____

Home Address _____

Home Phone _____

I understand and will abide by the Terms and Conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

User (Student) Signature _____ Date _____

PARENT OR GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As a parent or guardian of this student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and that Keys Public School and the Oklahoma State Department of Education have taken available precautions to eliminate controversial material. However, I also recognize it is impossible Keys Public School and the Oklahoma State Department of Education to restrict access to all controversial materials and I will not hold Keys Public School and the Oklahoma Department of Education responsible for materials acquired on network. Further, I accept full responsibility for supervision if and when my child's abuse is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent or Guardian (please print) _____

Signature _____ Date _____

Adopted by the Board of Education on 7-11-2019

HANDBOOK AGREEMENT

This sheet must be signed by parent and student and returned to the English Teacher. I have read this handbook and understand the regulations and policies set forth therein.

Student Signature _____ Date _____

Parent Signature _____ Date _____