



KEYES PUBLIC SCHOOLS

2017-2018

Student Handbook

Sherri Hitchings, *Superintendent*

Dear Parents and Students:

This Keyes School Handbook is intended to provide information about rules, policies, academic requirements, student privileges and responsibilities. It is not the purpose of this handbook to lay down hard and fast rules, for such rules are often subject to change based on certain circumstances. However, we hope this information will help you, the student and the parents, appreciate your school and understand school life. Our goal is to strengthen home-school communication with this handbook. We encourage you to become familiar with the information contained here

Keyes Public Schools 2017-2018 CALENDAR

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16-17 – Teacher In-service
18 - First Day of School

8 School days
2 Professional days

2- Grade Check

16 school days

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15- Grade Check
26- P/T Conference/Open House; 5 to 7 p.m.

17 School days

8- Parent Teacher Conf. 3:30-6:30 p.m.
9- Parent Teacher Conf. 8:30-9:30 p.m.
13-16 Spring Break
30- Good Friday: No School

12 school days

MARCH 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 – Teacher In-service
19 Parent Teacher Conf. 3:30 to 7 p.m.

17 School days
1 Professional Day

20 – Grade Check

16 school days

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

17- Grade Check
21-24 Thanksgiving Break
14 School days

17- Last Day of School Busses run at 12:15
18- Teacher check out
19 – Graduation 2:00 p.m.
11 school days

73 days in 2nd semester
1 P/T Conference
2 professional days

MAY 2018						
S	M	T	W	Th	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

21-22 Semester Tests
22 - 12:15 release
26-29 Christmas Break
13 school days

69 days in 1st semester
1 P/T Conference
3 professional days

H.B. 1864 requires 1050 hours of instructional hours.

Keyes Public Schools attends more than Instructional hours

5 Professional days
2 P/T Conferences
142 days

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2- First day of 2nd Semester
15- Teacher inservice

18 school days
1 professional day

Shaded days
No School
142 Days x 445 mins = 63,190 mins.
5 Prof days x 60 mins = 300
1050hrs x 60 min = 63,000 min

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student Responsibility

All students are responsible for the information and regulations in this handbook and are subject to all rules and regulations set by the Keyes Board of Education, Oklahoma State Department of Education, and the Oklahoma Secondary School Activities Association. It is not possible to print all of the regulations and rules here. All personnel hired by the Keyes Board of Education are authorized to enforce these rules and regulations.

Mission Statement of the Keyes Schools

Keyes School has the responsibility to meet the educational needs of all students by providing an equal opportunity education, fostering lifelong learning, and preparing students to participate in democratic society. School Goals

1. The students will function in a democratic, multi-cultural society by applying critical and analytical thinking skills to make educated and responsible choices.
2. The students will know how to secure, organize, and assimilate information in a productive manner in order to adapt to life-long changes in a world of technology.
3. The students will be able to use personal and cooperative skills to function in the work place, society, and other group interactions.
4. The students will continue to strive for a positive personal self-worth to improve quality of life.

Introduction

Democracy in the school does not mean that students are turned loose in the classrooms, corridors and playground to do as they please in all situations. A certain amount of supervision is necessary and along with supervision are a number of rules and regulations made and proven through past usage by the students.

Many of the problems that might occur daily in your school routine can be answered by referencing this handbook. You will become better oriented and can, therefore, do a better job while here.

Your teachers and administrators are prepared at all times to counsel with you on any problem, should one arise. Please feel free to call upon them.

Your School

It is only natural for you to want to belong to the best of everything. So it is with school. You like to think your school is the best school and that each year it becomes better than the previous year. The best school is more than a building, adequate and proper equipment, and qualified teachers. The best school manifests the enthusiasm, attitude, morale, and spirit of its students and personnel.

WE believe that you come to Keyes School with an instinctive desire to belong and to be proud of YOUR school. The opportunity is here for you to live, work, study, learn, and play cooperatively with many students to make this a better school. You will be proud of YOUR school in the degree to which you actively engage in its programs and support its activities. YOUR school will be what you make it.

Notes from the Administration

The public school in America is a learning and teaching institution. Learning is most successful when it is a cooperative effort of the student, parent and the educator. Student initiative and responsibility are vital components for a successful education.

Guiding principles for the culture at Keyes Public Schools are responsibility, respect, contemplation, compassion, initiative, adaptability, perseverance, honesty, optimism, trustworthiness, courage and loyalty. It is our goal to encourage these characteristics in your child. We look forward to guiding your child towards his college and career readiness.

The rules and regulations in this handbook have been developed from the past several years by input from the students, State Department of Education, school personnel, parents and the Keyes Board of Education. The purpose of preparing the handbook is to make Keyes School a better place to prepare for life's work. We are certain that this will be accomplished if you will follow the guidelines written and established in this handbook.

Your Superintendent,
Sherri Hitchings
580-546-7231

Student Privacy Rights (notification to parents)

The Keyes Public School System is notifying parents and eligible students of the following rights under the Family Education rights and Privacy Act (FERPA) of 1964 and this policy.

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record in a hearing, if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education, and Welfare.
5. The right to be informed about the FERPA rights.
6. The district will arrange to provide translation of this notice to non-English speaking parents in their native language.
7. A copy of FERPA plan will be found in the school Superintendent's office.

All rights and protections given parents under the FERPA and this policy transfer to the student when he reaches age 18 or enrolls in a post-secondary school.

Enrollment Procedures

When enrolling at Keyes School, you need to discuss your previous school, special classes, tutoring programs, special problems or concerns with the teacher or administrator. If you are a new student to the Keyes School System, you will need to bring your transcript from your previous school and fill out a Keyes Enrollment form.

Entrance Requirements

All students applying for admission to Keyes School must present a certified immunization record indicating the date and type of shots received, certified copy of birth certificate and social security number. The immunization record must be signed by a licensed physician or authorized public health official.

Those students who have not completed the required immunization must do so with the time period posted for the current school year. Any student who fails to complete the requirements will be subject to dismissal from school until the requirements have been met.

Attendance

The importance of regular attendance cannot be over-emphasized. While a student is enrolled in school, his or her **job** is attending classes regularly and fulfilling all class requirements. The student should be in school every day that he is physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular. If a student is repeatedly absent without proper cause, proper authorities will be notified.

A student will be counted absent according to the rules of the State Department of Education which states: "Any student must be counted absent if he/she is not actually present for classes although the cause of the absence is beyond his/her control." A student's absence for a school activity is not included in this statement. Absences from school will either be excused or unexcused. Work for excused absence may be made up. Work for unexcused absences cannot be made up and a zero will be recorded for that day's work.

A student must not miss more than 5 days of every assigned class to receive credit in that class per semester.

The reasons for a possible waiver for absences are the following:

1. Illness and hospitalization substantiated by a doctor's statement.
2. Any absence of an emergency nature deemed unavoidable by the school Superintendent. When such a condition exists, the student and parents or guardian must contact the office to request a penalty waiver.

Whenever a student is absent, the student must have an excuse from his parents or guardians explaining why he/she missed school. A telephone call or note to the school office at 546-7231 is necessary if the student is absent. It is the responsibility of the student and parent to clear absences.

Note that absences are a part of each student's permanent record.

Chronic Attendance Problems

Students who are absent more than 5 days during semester may lose credit for that grading period! If there is a long-term illness or some other problem, special arrangements may be made through the Superintendent/Principal's office.

Legal Consequences

Title 70, Section 100-105 specifies that it is your legal obligation as a parent to "cause or compel" your child to attend school. If you disobey the law, you can be convicted of crime for which you could be fined \$100.00 for each of your child's absences. It is the duty and obligation of the District Attorney's Office and the Office of Juvenile Justice to enforce the Oklahoma compulsory school attendance law. If you violate the law, the District Attorney's office will file charges.

Excused Absences

Absences will be excused for the following reasons:

1. Personal or family illness
2. Medical appointments
3. Legal matters
4. Extenuating circumstances deemed necessary by the Superintendent/Principal
5. Observance of holidays required by student's religious affiliation.

School Year – Instructional Time

Keyes Public School will teach at least 1050 hours during the school year and will have at least (30) hours for professional development for teachers. The school calendar for the current year is included in the front of this handbook.

Arrival to School

Keyes Public Schools will begin promptly at 8:00 a.m. Student shall not arrive in the main hall before 7:45 a.m. Breakfast is served in the cafeteria beginning at 7:40 a.m. It is certainly permissible for students to make arrangements with teachers for tutoring before 8:00 a.m.

Beginning of Each Day

Students at Keyes Public Schools will start each day with the Pledge of Allegiance and a moment of silence.

Tardiness

Your first responsibility is to be prompt to class. You are tardy if you are not in your seat when it is time for class to begin. Tardiness is a disruption to the normal conduct of classroom activities.

1. If you are late to school, report to the office for an admit slip to class.
2. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
3. Three unexcused tardies in the same class will result in one unexcused absence and/or In School Suspension, depending on the situation and all semester test will have to be taken.

Unexcused Absence

This is any absence that is not excused. Work may not be made up, and the student will receive a "0" grade for each class missed. All semester tests in all classes will be taken. Unexcused absences will not be changed if the student fails to clear the absence within one week from the date of return.

Leaving School Grounds

All requests to leave the building while school is in session must be cleared through the school office. If it is necessary to leave school during the day, a parent or guardian must sign the student out in the office. Students may not leave the school because of illness without the permission of a staff member.

Keyes Public Schools is an open campus; however, it is a privilege to leave campus at lunch. Any student who is below passing in any class will not be allowed off campus.

Academics

Note: All classes offered at Keyes Public School are open to all students without regard to race, color, national origin, sex, or handicap.

STUDENT SCHEDULES

High school students are required to enroll in seven classes each day per semester unless in alternative education. Seniors may participate as a teacher's aide for not more than one class period per semester with the approval of the Superintendent/Principal. GRADUATION REQUIRES 24 CREDITS.

COLLEGE-BOUND CURRICULUM

Unless waived by a parent/guardian, each student will be enrolled in the college preparatory program. This means students must pass:

- 4 units of English
- 3 units of laboratory science
- 3 units of mathematics
- 3 units of history
- 2 foreign language or 2 units of computer technology
- 1 additional class of any of the above
- 2 units of fine arts or speech

CORE CURRICULUM

Each student who opts out of the college preparatory program will be enrolled in this program. This means students must pass:

- 4 units of English
- 3 units of science
- 3 units of mathematics
- 3 units of history
- 2 units of fine art
- 8 electives

HIGH SCHOOL WEIGHTED CLASSES

- Biology II
- Algebra III
- Chemistry
- Trigonometry
- ALL AP Classes
- All College Classes

JUNIOR HIGH WEIGHTED CLASSES

- Algebra I
- Geometry
- Geography
- US History
- Speech I

CONCURRENT ENROLLMENT

Some junior and senior students may receive both high school and college credits under certain circumstances. This is called concurrent enrollment. Information regarding concurrent enrollment is available from the counselor or superintendent.

GRADE DETERMINATION

All students must have at least eighteen (18) grades per nine weeks. Each grade will be from a different assignment.

NINE WEEKS GRADES

Daily grades will count 90% and nine weeks tests will count 10% of your nine weeks grade.

SEMESTER GRADES

Each nine weeks, grades will count 40% and semester test will count 20% of your semester grade.

GENERAL RULES

1. Be in your seat when it is time for class to begin.
2. Be prepared for class with textbook, paper, and pencil.
3. Use your class time wisely;
4. Be courteous, consideration, and respectful at all times.
5. Students are to behave in the cafeteria in a manner that allows others to eat their meal in a pleasant atmosphere.
6. Students are to avoid using profanity or other inappropriate language.

Make Up Work

Students will have one school day to make up the work missed for each day absent unless granted additional time by the teacher. For example, a student absent on Monday will receive his/her assignments in each class period upon returning Tuesday. Those assignments will be due Wednesday at the beginning of each class period. It is the student's responsibility to discuss make-up work with the teacher and make arrangements to turn in the work missed.

Report Cards/Grades

At the end of each nine weeks, each student will be presented his/her report card to take home to his/her parents. Parents are encouraged to confer with the teachers when there is a question about the student's grades. The District uses an online grading program. Each parent/guardian will be given a login to access their students' grades at any time.

Grading Scale

The grading scale is as follows:

A	Superior	90-100
B	Above Average	80-89
C	Average	70-79
D	Below Average	60-69
F	Inferior (failing)	0-59
I	Incomplete	
P	Pass	

Grades of S (satisfactory) and U (unsatisfactory) will be given for Pre-Kindergarten and Kindergarten. No zeros will be given for disciplinary reasons.

Student Promotion/Retention

Students shall be promoted or receive credit for a course of study when receiving a 70% passing grade by the teacher. A student may be considered for retention when the student is not on grade level or does not have score satisfactory on state standardized tests. Any third grade student not on grade level shall be retained no more than two years unless otherwise proven to be proficient at the third grade level.

Valedictorian and Salutatorian:

The overriding goal of the Valedictorian/Salutatorian policy is to recognize outstanding academic achievement. The selection process for Valedictorian/Salutatorian of Keyes High School will be as follow:

The Keyes High School Valedictorian will be the student with the highest weighted GPA for the first seven (7) semesters of high school and must have at least a 3.5 GPA to be considered. If a tie occurs on the GPA, then the Weighted GPA will be the tie breaker.

The Salutatorian will be the student with the second highest GPA and be above 3.0 for the first seven (7) semesters of high school.

Foreign exchange students will not be eligible for Valedictorian or Salutatorian.

The selection process for Valedictorian/Salutatorian of Keyes Jr. High School will be as follows:

The Jr. High Valedictorian will be the student with the highest numeric weighted GPA for the first seven (7) nine-weeks of Jr. High classes and must have at least a 3.5 GPA to be considered. The GPA will be carried out to three (3) decimal places.

The Jr. High Salutatorian must have at least a 3.0 GPA to be considered will be the student with the next highest numeric GPA for the first (7) nine-weeks of Jr. High classes.

If a tie exists, the numeric GPA from previous classes will be used until the tie is broken.

Valedictorian and Salutatorian Scholarship – President or Dean Scholarship:

Students who have maintain a Weighted GPA of 4.0 or high will be considered Valedictorian/Presidential Scholarship. Students who have maintain a Weighted GPA of 3.5 or higher will be considered Salutatorian/Dean Scholarship.

Honor Rolls

Superintendent's Honor Roll – Students who have all “As” in academic classes as a final average will be listed on the Superintendent's Honor Roll issued each nine weeks.

Principal's Honor Roll – Students who have all “As” and “B's” in academic classes as a final average will be listed on the Principal's Honor Roll issued each nine weeks.

Graduation Ceremony

The graduation ceremony should be one of dignity and honor; therefore, no student will be allowed to participate in graduation exercises who has disciplinary action pending. Further, students who have not completed all graduation requirements, who have disciplinary actions, who are under investigation, charged with or have been convicted of a crime, or who have outstanding fines or fees may not be allowed to participate in the graduation ceremony.

National Honor Society

A student in his/her sophomore, junior or senior year having a GPA of 3.5 (an average of 90 in all classes) or greater with no discipline issues may be considered for Membership in the National Honor Society (NHS).

Oklahoma Honor Society

Oklahoma Honor Society is a state recognized honor of the top 10% of the student body each year. The top high school students will be calculated on a weighted GPA of the current year's coursework.

Oklahoma Junior Honor Society

Oklahoma Honor Society is a state recognized honor of the top 10% of school student body each year. The top the junior high students will be calculated on a weighted GPA of the current year's coursework.

Deficiency Reports

Student deficiency reports will be sent between the 4th weeks of each 9 weeks. Deficiencies can also be sent any other time the teacher feels it is necessary.

Athletics and Scholastic Eligibility

Keyes Public Schools adhere to the Oklahoma Secondary Schools Activities Association (OSSAA) for eligibility regulations. The regulations are complex and not all can be printed in this handbook. These may be viewed at http://www.ossaa.com/handbook/handbook_rules.

Generally, a student must be scholastically eligible to participate in any school sponsored event or events in which the school is represented by the student. Eligibility checks will begin after three weeks of school and each week thereafter. A student must be passing in all subjects at the end of a week or he/she will be placed on probation for the next week and will not be eligible to participate in any events the next week unless passing all subjects. “Passing” means work of such quality that credit could be entered on the records were the semester to close at that time.

Parent-Teacher Conferences

Parent-Teacher conferences will be held once each semester. However, if a student is experiencing difficulty in class, please do not hesitate to call and set up a conference with your child's teacher.

Library

The Library is open from 7:45-3:30. You may use it:

1. With a class during the day
2. With a permission from the teacher

If a librarian is not available, use of the library is not allowed without the presence of a teacher.

Cafeteria

Our cafeteria is a clean, friendly place. Please keep all food and waste paper on the tray and return it to the proper place. The tables, chairs, and floor must be kept clean. Students must never push, yell, run or cut in line. All food must be eaten in the cafeteria. Any food delivered to students for lunch must be delivered to and eaten in the cafeteria. No cafeteria food will leave the cafeteria to be eaten later.

The Keyes Schools are an open campus; however, all meals shall be eaten in the school cafeteria, whether purchased or brought from home. The Keyes Schools participate in the National School Lunch and Breakfast programs. Confidential applications for free or reduced meals are available in the office.

Bus Transportation

Bus transportation will be provided for those students on the bus routes. Riding the bus is a privilege. Students who cannot behave themselves on the bus will lose that privilege. All buses will load immediately after the last bell. Town students will be dismissed immediately after the last bell. Buses will start their routes early enough to arrive at the school building in time for students to eat breakfast.

Riding the school bus is a privilege, not a right! If a student exhibits improper conduct, he/she may be suspended from riding the bus until a conference is held with the parents. General rules for bus riding are as follows:

1. Keep hands, feet, head, and any objects inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
5. Keep books, packages, etc. out of the aisle. Do not leave any articles on the bus.
6. Help look out for the safety and comfort of small children.
7. Bus riders are not permitted to leave their seats while the bus is in motion.
8. Horse play is not permitted on or around the bus.

Student Vehicles

Student vehicles must be parked on the south side of the school and will exit after the buses have left the grounds. General regulations will include;

1. Without specific administrative permission, students will not be in the vehicle or parking lot during the school day.
2. Vehicles, including bicycles, parked at the school will not be moved during the day without explicit administrative approval.
3. Students will not ride on the exterior of the vehicle.
4. Vehicles parked on the school property and their contents are subject to search.
5. Student must give the school district a copy of their valid driver's license to park on school property.

Prohibited Articles

Problems arise each year because students bring articles which may be hazardous to the safety of others or interfere in some way with school procedures. Only those items needed for classroom use should be brought to school. Items not needed in class will be impounded and the proper authorities will be notified. Specific items prohibited on the school grounds include but are not limited to:

- Tobacco
- Pagers
- Guns
- Knives
- Alcohol
- Drugs
- Clothing or supplies with offensive language or slogans

Cell Phones

Keyes Public Schools are a BYOD (bring your own device) school. Students are permitted to use digital devices to enhance learning; however, cell phones shall not interrupt instructional class time. They are permitted during lunch time. The student will be given a warning on the first offense. On the second offense, the teacher may take the phone for the remainder of the day, and the student may pick up the phone in the office. On the third offense, the parents will be called to pick-up the cell phone. All additional infractions the cell phone will be held in the office, and parents will be notified to pick-up the cell phone and the student could receive in school detention or out of school suspension. The use of cell phones will be allowed after school hours and on any trips.

Weapons

The Keyes Schools has a strict Weapons-Free policy. *OS Title 21, Section 1280 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.* Any student who violates this policy will be subject to discipline which may include suspension as determined by the superintendent. Disciplinary action will be determined on a case-by-case basis.

Discipline Problems

Teachers are instructed to handle routine discipline problems except in extreme cases which will be handled by the Superintendent/Principal.

Detentions

Students may be assigned detentions by any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, conduct, and other disciplinary problems.

Suspension

Continuous and willful refusal to accomplish school tasks even though able to do so, insubordination, disorderly, vicious, illegal or immoral conduct, and persistent violations of school regulations may be causes for suspension from classes.

Length and type of suspension will be determined by school authorities and will reflect the offense committed. Students who are suspended from classes are still responsible for missed assignments, but whether or not they receive full credit for the work is at the teacher's discretion.

Corporal Punishment

The teacher of a child attending public school should have the same right as a parent to control and discipline such child during the time the child is in attendance, or in transit to the school or classroom presided over by the teacher.

Corporal punishment will be used only in the most extreme cases and will be administered by the superintendent or his designee with a teacher as a witness. A discipline referral will be written up by the teacher explaining the need for extreme measures, and the referral will become part of the discipline file for that child. Parents must be notified prior to corporal punishment and be offered an alternate form of discipline such as suspension.

Withdrawal from School

When a student must withdraw from school during the school term, he/she should report to the Superintendent/Principal's office the day he/she is to leave. The student will need to turn in all school owned property such as books. The student will also need to pay for any outstanding cafeteria charges or fines. Transcripts will be forwarded to the next school upon official request by the receiving school.

Lockers

Use only the locker assigned to you and keep it clean and neat at all times. All personal items and books, when not in use, are to be kept in lockers. Do not tamper with another locker. No stickers or marks shall be placed on the outside or inside of the locker.

Bulletin Boards

The bulletin boards will be used for student information and school announcements. Any posting placed on the bulletin boards must be approved by the school Superintendent in advance.

Visitors

Parents and friends are always welcome at our school; however, they must check in at the office first. They are encouraged to prioritize visitation to minimize classroom interruptions. Student age visitors may visit, but approval must be obtained from the Superintendent in advance.

Textbooks

Textbooks are furnished by the school and are issued at the beginning of the year. If you lose or damage a book while it is checked out to you, you will be required to pay for it.

Computer Use Policy

Students at Keyes Public Schools must have a signed Computer Use Policy on file to access the Internet through our computers.

Lost and found

Students who find lost articles are asked to take them to the office where the owner can claim them. Please check regularly and claim what belongs to you.

AHERA Compliance

This is to inform you that the Keyes Schools are in compliance with regulations established by the Asbestos Hazard Emergency Response Act (AHERA) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

If you have any questions, please contact the Office of the Superintendent. This annual notice is presented in compliance with the regulations established by AHERA.

Medication/Medical Conditions/Allergies

Keyes Public Schools are concerned for the health and safety of all our students. In order to maintain a safe and wholesome environment, we need the help and support of parents and students. The Keyes Schools request the following:

1. Please notify the Superintendent/Principal of any medical conditions or health issues of a student which might affect the student's work performance or behavior at school. The administration will treat this information with confidence and will strive to help the student in any way possible.
2. Legally, school personnel of the Keyes Schools are not allowed to provide any form of medication, nor are students allowed to possess any form of medication (including over-the-counter medication), unless specific guidelines are followed:
 - a. Parents must submit a signed medication dispensing form to be kept on file in the office.
 - b. The medication dispensing form must list the medication(s) to be administered, and, if it's prescription medication, the prescribing physician, the dosage, time to be administered, and the date that the administration stops.
 - c. All prescription medications must have the name of the student listed on the prescription bottle. The school may check with a pharmacist to determine any side effects of medications that may be administered at school.
 - d. A medication log will be maintained in the office where the medicine is dispersed. The log will list day, time, student, medication, and the person who administered the medicine.
 - e. No medication will be given unless the guidelines above have been followed. Medicine dispensing forms are available in the office.
3. Any student with a food allergy must bring a doctor's statement stating to what food the student is allergic. Insofar as possible, the school cafeteria will try to prepare food for that student that is allowed.

4. Keyes Schools need to be advised of students who are allergic to medications of any kind as well as allergies to insect stings.
5. Students with Asthma – School Board Policy –FFACB
6. Students with Diabetes – Diabetes Medical Management Plan
7. Students with Meningococcal Meningitis - Department of Health information sheet.

Head Lice Policy

Any child who is determined to be afflicted with head lice need not be removed from school. Parent/guardian will be notified of the discovery. The student may be treated that evening at home and return to school having no live lice and be treated again in 7-10 days. It is at the discretion of the Superintendent or school official to make decisions regarding the general health of all the students. Please see the office for the Head Lice Management Plan.

Student Insurance

Health insurance coverage is compulsory for students participating in athletic competition. An affidavit indicating that a student is covered by health insurance must be on file in the office before that student may be allowed to participate in any athletic practice or athletic event/competition.

It will be the responsibility of the Superintendent to select a reputable company through which patrons may purchase insurance for their children. The purchase of the insurance will not be compulsory and will be entirely at the discretion of the parents. Parents, please read the fine print on the school insurance. The school does not sell insurance nor does the school promote one insurance agent or company over another. The insurance that is offered through the school is for the convenience of the students.

Student Injuries

The Superintendent must be notified in writing of any injury, illness, or allergic reaction that a student suffers while under school supervision during the regular school day or during any school sponsored activity. This report should be prompt and precise: name of student, date, time, what happened, witnesses, and the person making the report.

Liability for Student Injuries

Keyes School Board of Education policy states that it is the parent's responsibility to provide health/medical insurance for their children. The Keyes Schools will not assume the responsibility for any injuries to students that we are supervising during the regular school day or during any school activity. The Keyes Schools will not pay for the treatment of any student under any circumstances.

Inclement Weather

Inclement weather may force the cancellation of classes. Notification of this will be made as early as possible for the convenience of all concerned. A school-wide calling system will be in effect provided. The administration will also call local radio and television stations to report any cancellation or delays of classes.

Petitions

No student or organization will circulate any petitions for any reason without permission of the Superintendent. If any question arises as to the policy of the school, it should be brought to the attention of the Superintendent.

Assemblies

Clapping is an acceptable form of applause. Whistling, shouting, booing is not acceptable. Good attention to the program is expected.

School Equipment

State School Law will not permit the loaning of school equipment. No equipment should be removed from the school building without permission of the Superintendent, and then only under the direct supervision of a specific school personnel or other official of the school.

Fire, Tornado, and Civil Defense Drills

At the beginning of the school term, instructions will be given on evacuation of the school building in case of an emergency. General instructions include: teachers take charge; everyone walks rapidly and avoids crowding and running; and stay in groups when out of the building so the teacher may check his/her roll. The signal to evacuate for fire is three short bells. The signal to take cover for a tornado is one long bell.

Student Dress and Grooming Code

We believe that student dress and grooming is primarily the responsibility of the student and their parents. However, a proper atmosphere for learning in the school is the responsibility of the school. We also believe that personal appearance is an important factor in developing and maintaining an attitude and atmosphere which is conducive to learning on the part of the student in the school.

Our desire is to present advisory guidelines for dress and grooming which will be appropriate and acceptable to student, school personnel, and parents. We believe that our expectations are realistic and reasonable. The Superintendent of Keyes Schools has the responsibility and authority to make decisions on questions of dress and grooming.

Any student not adhering to appropriate dress will be subject to disciplinary action. Students in violation of the dress code will be asked to immediately correct the inappropriate clothing violation. If the student has no other clothing, he will be given appropriate clothing to wear for the remainder of the day.

Student Actions

Violation of any of these actions will result in disciplinary measures being taken against those who fail to observe these guidelines.

- No holding of hands or public displays of affection while on school property or school activities
- Students will be held accountable for damage or defacement of school property.
- Students shall not engage in unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled substance, or any substance or material believed to be drugs, alcohol or controlled substances, or any substance that is capable of causing or producing mood alteration or behavior.
- Students should avoid running, scuffling, whistling, and loud talking in the halls. Students are expected to conduct themselves as ladies and gentlemen at all times.
- All cell phones should be placed on silence mode during school hours. Any devices that interrupt class will be removed and taken to the office to be picked up at the end of the school day. Second offence parents will be called to pick-up the cell phone, and the third offence the cell phone will be impounded and given back to the student at the end of the school year.
- Electronic devices-beepers, pagers, CD players, headphones, and laser pointers are not allowed during the school day.
- Students will not be permitted to possess dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation (e.g., firearms, fireworks, explosives, knives, razors, etc.)
- No student or student organization shall participate in hazing.
- Driving around the school is a privilege and not a right. A driver must be a licensed driver and observe all traffic laws. Any abuse of the privilege of driving around school may result in suspension of this privilege. A copy of license and insurance of all student drivers must be available to present to the office upon request.
- Discrimination against or harassment of any student on the basis of sex is forbidden. Sexual harassment includes: Verbal or physical sexual advances, touching, pinching, patting or brushing against another, comments regarding physical or personality characteristics of sexual nature, and sexually-oriented "kidding," "teasing," double meanings, and jokes.

Disciplinary Steps:

- Verbal Warning
- Detention
- Corporal Punishment
- Suspension

Student Code of Ethics at Athletic Events

The duty of all concerned with competitive events is to ensure that students: Evidence the proper ideals of sportsmanship, ethical conduct, and fair play. Evidence values derived from playing the game fairly. Show courtesy to visiting teams and officials. Establish a happy relationship between visitors and hosts. Respect

the integrity and judgment of sports officials. Achieve a thorough understanding and acceptance of the rules. Recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.

Do: Cheer when the Pirates come on the field or court. Cheer for good playing and outstanding acts of sportsmanship. Be quiet when a team or player is penalized. Be gracious and courteous to hosts to visiting players and officials.

Do Not: Boo officials or players. Do anything to bring discredit to Keyes Public Schools.

Bullying

Keyes Public Schools is committed to creating and maintaining a learning environment that is free from bullying and harassment. Repeated bullying offenses will result in suspension. Bullying is defined in the following ways:

- Bullying is aggressive behavior or intentionally harming another.
- Bullying can be coercing another to behave in alliance with the bully.
- Bullying can be physical, verbal, emotional, or sexual.
- Bullying may be carried out repeatedly over time.
- Bullying occurs within an interpersonal relationship characterized by an imbalance of power.
- Examples of bullying: name calling, telling mean jokes about someone, threatening to hurt someone, taking things without permission, using physical size as an advantage over someone smaller, convincing another to cheat, etc..

Activities and Activity Trips

The Superintendent must approve school-sponsored activities and/or trips at least seven (7) days prior to the event. Any student who plans to participate in an activity that will require them to miss school must complete or make other arrangements for the missed schoolwork prior to leaving on the activity. Students must see their teachers BEFORE the trip to make arrangements for make-up work.

While on a school-sponsored trip, students will dress in a manner requested by the sponsor(s). Administrators or faculty members have the responsibility for any jurisdiction over students while in attendance at any school activity, whether it is at Keyes or away.

The maximum number of absences for activities, whether sponsored by the school or outside agencies/organizations which removes the student from the classroom, shall be ten (10) days for any one-class period each school year. The school will not schedule any type of activity on Wednesday evenings or Sundays.

Fund Raising

Fund raising from community businesses will be kept to a minimum. All fund-raising activities must meet the approval of the Superintendent and must be scheduled in advance. All funds shall be deposited into the activity funds in the manner established by the Superintendent and Oklahoma law. Each organization is allowed one fund raiser. Classes are allowed fund raising as follows: freshmen – 1 per year; sophomore – 1 per year; junior – 1 per semester; and senior – 1 per semester and the concession stand. Any other fund raising needed must have PRIOR board approval. See Concession Stand Policy in office.

Administration of Funds

The funds collected from all activities must be submitted to the Superintendent's office. The sponsor(s) and the Superintendent must approve expenditures in the name of the class/organization prior to the expense being incurred. An invoice or ticket for the purchased item must be presented to said office. This ticket or invoice must show an itemized list of the purchase(s), the date of purchase, the name of the business, and the signature of the individual making the purchase. No bills will be paid unless procedure is followed. Do not charge purchases to Keyes School without advance authorization.

School Letter

The school letter is presented to those who have qualified in athletics or academic excellence.

Basketball – Each player must play in 40 varsity quarters to receive a letter. If a player misses more than four games due to ineligibility, disciplinary action, non-participation or illness, he will not letter.

Track & Cross Country- You must participate in all track meets to letter. Exceptions may be made due to

illness, with a doctor's note, or death in the family at the discretion of the Coach or Superintendent.
Softball-You must play in ½ of all varsity innings played in order to obtain a letter in softball. If you miss more than four games due to ineligibility, disciplinary action, non-participation or illness, you will not letter.
Baseball-You must play in ½ of all varsity innings played in order to obtain a letter in baseball. If you miss more than four games due to ineligibility, disciplinary action, non-participation or illness, you will not letter.
Co-op sports – Keyes Schools will honor any co-op letters.
The Coach and Superintendent may determine exceptions.

School Banquet, Prom, and Dances

School sponsored dances will be limited to one Homecoming dance and one prom dance per school year subject to the following rules.

1. The dance will be over by 12:00 a.m. No one may enter after 11 p.m.
2. Refreshments may be provided by the sponsoring school organization. You may not bring your own drinks.
3. You must sign in and out.
4. If you leave, you may not return to the dance.
5. Only seniors, juniors, sophomores, freshmen, and their dates will be permitted to attend.
6. All school rules apply.
7. The sponsors have the right to remove anyone at their discretion.
8. The sponsoring organization will be responsible for cleanup.
9. Dances will have school personnel and parents as sponsors.
10. Monies raised in excess of the amount required for school-sponsored dances may be deposited in a Special Use Activity Account for future school sponsored dances.

Senior Trips: School Board Policy (EFDA)

The Keyes Public Schools currently allows graduating seniors the privilege of raising funds for the participating in a senior class trip. The following policy will govern eligibility for and regulation of senior trip activities:

1. Only those students who are classified as junior/senior may participate in junior/senior class trip activities.
2. All trip participants must complete all graduation requirements and financial obligations to the senior class and Keyes Public Schools prior to going on the senior class trip.
3. All class members are expected to participate in fund raising projects. The extent of participation shall be determined by the senior class sponsor.
4. Disciplinary situations which involve individual students that occur during the school year may result in exclusion from the senior trip. Such exclusion may be made on the recommendation of the school professional staff.
5. Senior class sponsors are ultimately responsible for planning and arranging the senior class trip. A completed agenda of planned activities must be presented to the board of education not later than the December board meeting of each school year.
6. Trips planned will be limited to the continental United States and Washington D.C.
7. The senior class may designate an amount of not more than \$35/day of its class funds to be used by class members for individual expenses such as meals, gratuities, and souvenirs.
8. All fund raising activities must be pre-approved by the school board.
9. All school rules and policies regarding student conduct shall be in effect during the senior class trip.
10. Class sponsors will take a \$500 emergency fund with them on the trip. Funds not used will be re-deposited in the senior account.
11. The senior class will provide for all class members and sponsors one group meal at class expense.
12. Monies raised in excess of the amount required for class activities will be transferred to the general fund refund account at the end of the fiscal year.

Senior class parents and/or sponsors will be in charge of all trip-related activities leading up to and including the senior trips