

Student / Parent Handbook



2024-2025

**Crowder High School
Independent District No. 28
Pittsburg County**

Crowder, OK 74430

Crowder Coat of Arms

The coat of arms is blazoned with the symbols of creativity, physical prowess, and academic excellence. It represents the hopes, ambitions, and true spirit of the many Demons and Demonettes educated over the last 100 years at Crowder Public School.

Crowder Public School Mission Statement

The mission of Crowder Public Schools is to provide each student with opportunities and the guidance to develop all necessary skills to achieve personal fulfillment, and the ability to serve their community and society.

Exit Outcomes: Students will exhibit skills in:

- 1) Accessing and processing information;
- 2) Dealing with change;
- 3) Thinking, reasoning, and problem solving;
- 4) Developing creativity; and,
- 5) Nurturing positive human relationships.

We believe learning is a lifelong process in which students are expected to take personal responsibility; that there are no limits on what students can learn; and, that learning must take place in a nurturing, safe environment that recognizes the diversity of individuals while assuring equality for all.

Through education of its citizens, and the active involvement of the community, the staff at Crowder Public Schools is committed to developing, improving and advancing the community.

Zach Turner	President
Doyle Morrris	Vice President
Johnny Holley	Clerk
Kenny Motley	Member
Charlie Kitchens	Member

ADMINISTRATIVE OFFICERS

Robert Florenzano	Superintendent	334-3203 Ext. 1
Kristel Hickman	High School Principal	334-3203 Ext. 2
Anna Killebrew	Elementary Principal	334-3203 Ext. 3

Toll Free Phone Number: 1-888-774-7470

Foreword

The purpose of this booklet is to inform faculty, students, and parents of the rules, regulations, and policies that apply to the high school setting. With this foreknowledge, it is hoped that all students will meet and exceed the expectations set forth and have a successful and enjoyable school year.

We, the administration and faculty of Crowder High School, take this opportunity to say hello and welcome you as a partner in your child's education. We ask that you join us in encouraging your child to abide by the rules and policies adopted by Crowder Public School Board of Education. It is essential that we, as teachers and parents, cooperate in every possible way. With your help, your child will be punctual, attend regularly and maximize efforts in adhering to these policies.

We invite all parents to visit your child's school. We strongly recommend that you communicate regularly with teachers and administrators concerning your child's education. We need each other--and our children need us both.

If you have any questions or particular problems, which do not seem to be covered in this booklet, please feel free to contact the high school principal's office at 918-334-3203 or 1-888-774-7470.

ACTIVITY CALENDAR

Individuals and organizations wishing to place activities on the local school calendar must have prior approval from the principal and/or athletic director.

These activities should be placed on the calendar at least two weeks before the activity is to take place. One week is the minimum amount of notice for placing an activity on the calendar.

ACTIVITY TRIPS

Students must go and return in school transportation that is provided. Special arrangements must be made with the activity sponsor if the students wish to return with their parents. Only students participating in the activity/game shall ride the bus. Permission slips for non-athletic trips will be obtained from parents before a student goes on such a trip. No pre-school children will be allowed on the bus.

ADMISSION

The Crowder Elementary School will admit students into kindergarten that is 5 years old on or before September 1. Students who are 4 on or

before September 1 will be admitted into the P-K program. They must have birth certificate and a record of required immunizations. Students may be admitted as new students in grades 1-8 with appropriate enrollment forms, record of required immunizations and access to records of the previous school. Students must be residents of the district or legal transfer.

Crowder High School will admit students if they have not attained the age of 21 years on or before September 2 of the school year. Students must be residents of the district or legal transfers. Students must also have a record of required immunizations.

Students shall be admitted to high school after documentation that they have completed the requirements from an accredited eight-year elementary school, middle school, or junior high school.

AHERA POLICY

Crowder Public School has been inspected for asbestos under the AHERA Guidelines. I am happy to report that Crowder School has been found to be safe for our students, workers, and the general public. We do have some asbestos floor tile and linoleum. However, as long as it is not disturbed, our people will not be affected. A copy of the entire management plan, as submitted to the Department of Health, is on file in the Superintendent's office.

ASSEMBLIES

Assemblies provide Crowder students opportunities to demonstrate the courtesy, cooperation, and consideration that they have been taught at school and home. There are always outside visitors at our assembly programs, and it is a credit to the student body when they are able to comment on the courtesy of the students toward speakers, performers, and visitors.

Students should always remember that while programs are sometimes entertaining and relaxing, the primary purpose of assemblies is to be educational. Only as they are such can we justify having them during school hours. All students are required to attend assemblies unless excused by the principal.

ATHLETIC LETTERING PROGRAM

Policies of all sports regarding individual athletes.

- A. An athlete must complete the entire season of the sport of which he/she is participating to be considered eligible for a letter award in that particular sport.
- B. Any player permanently removed from the team for disciplinary reasons will not be eligible for an award.
- C. Any player who does not check in all athletic equipment that is the property of Crowder School will not receive his/her award until this negligence has been cleared with the athletic department and the office of administration.

BASKETBALL REQUIREMENTS FOR LETTERING

- A. A student wanting to enroll in basketball must get permission from the head coach before enrolling in that sport.
- B. Athletes, both boys and girls, must have played in at least one year of varsity ball to be eligible for a letter award.
- C. If a boy or girl participates for three full years of high school basketball but does not meet the above requirements then it will be left up to the discretion of the coach and administration to determine if the individual would receive a letter.
- D. The coach and administration will determine injured player eligibility.
- E. The above requirements include total games on schedule plus tournament play to meet the requirements of lettering

BASEBALL and SOFTBALL REQUIREMENTS FOR LETTERING

- A. A student wanting to enroll in baseball or softball must get permission from the head coach before enrolling in that sport.
- B. Players must play during the fall and spring sessions and participate in the games to be eligible for a letter award. Players that did not attend Crowder School during the fall will still be eligible for a letter award by playing during the spring session.
- C. The coach and administration will determine injured play eligibility.
- D. The above requirements include total games on schedule plus tournament play to meet requirements for lettering.
Due to rising costs, the school will no longer pay for letter jackets.

ATTENDANCE POLICY

School attendance is the responsibility of the parents and the students. Regular attendance is necessary to achieve success in the classroom. To

help attain success, the Crowder School Board has adopted an attendance policy to aid in the success of all students. A student must be in attendance 90% of the time during each nine-week period. This means that if a student misses more than 8 times per semester (this **includes excused and non-excused absences** combined) then the student will receive no credit for each section in which this applies. (See FDC-R1 Policy in office.)

ATTENDANCE APPEAL COMMITTEE

If a student surpasses the allotted absences any time during a semester, the parent/guardian may submit in writing a formal appeal to the attendance committee if they feel the absences were unavoidable. The appeal must be submitted to the HS office no later than 5 days following the notification of absences. Documentation must be provided as to the reason/extent of the absences of each student. The committee will meet to determine the status of each individual student.

EXCUSED ABSENCE

Excused absences are given for the following reasons:

1. Illness or injury to student
2. Doctor/dental appointment (with doctor statement)
3. Death in family
4. Serious illness in immediate family
5. Unavoidable emergency
6. Religious observance, including travel time, upon advance notice to the building principal.
7. Any school sponsored Extra-Curricular Activity

All work missed due to excused absences must be made up to the satisfaction of the teacher. Time given for this make-up work should correspond to the time of absence—i.e., if absent two days, the student should be given two days, beginning the day of his or her return to make up the work. It is the responsibility of the student to make an appointment to see the teacher about this make-up work.

UNEXCUSED ABSENCES

Unexcused admits may be given for reasons other than the reasons below. The following are examples of unexcused absences even though parents may give permission:

1. Any absence for which the school is not notified the day of the absence
2. Truancy
2. Working on a car
3. Missed the bus
4. Failure of alarm to go off
5. Car failure (flats, etc.)
6. Working
7. Babysitting,
8. Visiting
9. Hunting/Fishing
10. Shopping
11. Going to out-of-town games or events
12. Going to the barber or hairdresser
13. Other absences that may be classified in the general area
14. (Principal will make final determination as to whether or not an absence is unexcused.)

Students who are absent without reason will be denied permission to make up class work which has been lost because of absence, and will receive a zero for each class missed. (This is an unexcused absence.)

AUTHORITY OF THE SCHOOL

Students are subject to the authority of the school and its officials when attending any school sponsored activity. This also applies to students as participants and spectators at any out of town school activities.

BUILDING HOURS

The buildings are open in the mornings at 7:30 a.m. Students should not be in the building before this hour. Teachers will not be on duty before 7:30, therefore playgrounds, halls, and rooms, will not be supervised before that time.

BUS RIDER RULES

Previous to loading (on the road and at school)

1. Be on time at the designated school bus stops. Keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Students remain in vehicle with parents until buses have come to complete stop.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus
7. Bring a note from their parents (signed) to be given to the principal, authorizing students to be discharged at places other than the regular stop. This also applies to bus riders not riding the bus after school. **STUDENTS WILL NOT BE ALLOWED TO MAKE CHANGES IF NO NOTE IS PRESENTED.** Phone calls to the principal are accepted
8. Even with a note the child may not be able to change to a different bus if the capacity of bus is met (ex. Child having party)
9. Seating chart may be put in place at discretion of bus driver and administration

While on the bus

1. Keep hands and head 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. Refrain from eating and drinking on the bus.
4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident, especially when approaching a railroad crossing.
5. Bus riders should never tamper with the bus or any of its equipment. Damage to seat, etc. must be paid for by the offender.
6. Keep books, packages, coats, and all other objects out of the aisles.
7. Help look after the safety and comfort of small children.
8. Do not throw anything out of the bus window.
9. Bus riders are not permitted to leave their seats while the bus is in motion.
10. Not have in their possession any form of tobacco, alcohol, or drugs. This is strictly forbidden.

11. Horseplay is not permitted around or on the school bus.
12. Keep absolute quiet when approaching a railroad crossing.
13. Remain in the bus during road emergencies except when it may be hazardous to their safety.
14. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.

After leaving the bus

1. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, and watch for the driver's signal, then cross the road.
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular bus stop, except by proper written authorization from the parent or school official.

CAFETERIA RULES

In order that the cafeteria may be clean, orderly place where students like to come, certain things must be observed.

1. Keep your place in line. Running or crowding in line is never in order.
2. Do not hold a place in line for friends. This is not fair to those students already in line.
3. Observe the rules of etiquette and order in the lines and at the tables as though you were in the dining room of your own home.
4. Finish your lunch, including desserts, drinks, etc., before leaving the cafeteria.
5. No food or drinks are allowed out of the cafeteria.
6. Students should see that milk, drink containers, and other items are taken with their lunch trays to dishwashing window.
7. All drinks in clear containers and No Energy Drinks.

CHAIN OF COMMAND

Whenever a student or parent has a question, it is proper to go through

the chain of command. Chain of command simply means to contact the teacher first. If not satisfied with results, go to the principal, then superintendent, then Board of Education. Taking your problem directly to the superintendent or Board will only cause them to revert it back to its beginning. High school students must get permission from the Principal before going to the Superintendent's office.

CHANGE OF ADDRESS

**Any student who changes address or phone number during the school year must report these changes to the principal.

CHANGING CLASSES

A student may not change classes or withdraw from a class after five school days from enrollment, unless the principal approves it. The student must fill out a drop and add card in the's office. No class changes will be made or be official until this is done.

CHILD FIND

Project Child Find is a project of the Crowder Education Program for Exceptional Children designed to comply with Public Law 94-142, the Education for All Handicapped Children Act. The goals of Project Child Find are:

- To locate and identify non-served handicapped children, ages birth to twenty-one who live in the School District.
- To increase the general populations awareness of public school services for school age children.
- To work with the Oklahoma State Department of Education in assessing the need for future programs and in planning programs which will provide free appropriate education for all handicapped children. If you know of a handicapped child who does not attend school, call collect, PROJECT CHILD FIND at (918) 334-3203.

CLASS RINGS

Students will order and receive their class rings during their junior or sophomore year.

CLASSROOM PARTIES

Classroom parties will be kept to a minimum not to exceed a maximum total of three per school year. All requests for classroom parties must be made through the principal at least two weeks in advance of the party.

CLOSED CAMPUS

To help insure students' safety and welfare, students are to remain at school during the lunch period. Lunches may be purchased in the cafeteria or sack lunches may be brought from home.

After arriving on campus you are not to leave the school grounds until school is dismissed at 3:15 p.m.

CONCURRENT ENROLLMENT

Concurrent enrollment is open to Juniors and Seniors. This is an opportunity for students to earn college credits while they are attending high school. Concurrent enrollment taken at a college does count toward high school credits as well as qualifying towards advanced courses when calculating Valedictorian and Salutatorian honors. If you think you qualify, contact the counselor.

CONDUCT IN THE HALLS

Students must pass through corridors quietly. Classes using the bell system shall consider a student to be tardy if that student is not seated and ready for class when the second bell rings. All students who are permitted to leave their classrooms during a class time must have their teacher's written permission (hall pass). This should be kept at an absolute minimum. During lunch breaks and recesses, students should not be in the halls except to pass through.

Remember for hall traffic to flow smoothly and safely:

1. Always walk to the right

2. Never run in the hallways
3. Avoid loud talking and laughing
4. Wait your turn at drinking fountains
5. Do not loiter in the halls or restrooms
6. Use the restrooms—DO NOT ABUSE them! (Violations will result in firm disciplinary action.)

CONFERENCE WITH PARENTS

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed.
The conference will be held during regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule, regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis of an out-of-school suspension rather than the use of alternate options. The principal should ask the parent if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference, the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Suspension Committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver or review.

CREDIT RECOVERY

Senior students who are not on pace (within 1 credit or less of graduation requirements) to fulfill all necessary graduation credit requirements may be

offered an opportunity to recover this missing credit (not to exceed 8 credits for the year). The district will be responsible for the cost of the recovery, under the condition that the student passes the course. Otherwise, the obligation will fall on the student, parent, or legal guardian.

CURRICULUM

The curriculum for Crowder Schools will meet the Oklahoma State Department of Education requirements appropriate to and sequenced for the age and grade served. These outcomes will be available for review by parents or guardians in each classroom. Instruction shall be based on the selection and implementation of activities, which enable each student to achieve the goals and objectives of the curriculum.

DAILY SCHEDULE:

8:10	First Bell
8:15-9:13	First Period
9:17-10:11	Second Period
10:15-11:09	Third Period
11:13-12:05	Fourth Period
12:05-12:31	Lunch (HS)
12:35-1:25	Fifth Period
1:29-2:20	Sixth Period
2:24-3:15	Seventh Period

There will be a 4-minute interval between class periods.

DANGEROUS WEAPONS

Dangerous weapons, including, but not limited to firearms, are a threat to the safety of the students and staff of Crowder Public School. In addition, possession of dangerous weapons or replicas or facsimiles of dangerous weapons disrupts the educational process and interferes with the normal operation of the school district. Possession by any student of a dangerous weapon or a replica or facsimile of a dangerous weapon, while on school property, including vehicles, at school sponsored or authorized activities, or going to or from school sponsored or authorized activities, is prohibited. For purposes of this policy, “possession of a dangerous weapon” includes, but is not limited to, any person having a dangerous weapon:

1. on his/her person
2. in his/her locker
3. in his/her vehicle
4. held by another person for his/her benefit
5. anywhere on school property, including vehicles, at a school sponsored or authorized activity with such person's knowledge of the weapon's location.

DISCIPLINARY OPTIONS

Administrative response to student misconduct is a matter that directly influences the individual and the morale of the entire student body. The goal of administrative discipline is to create a situation in which the student can learn to discipline him/herself. As such, discipline of students will be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense, the offenses effect on other students and any previous infractions.)

In administering discipline, we will consider various methods of correction and/or punishment to insure that the most effective discipline is administered in each case.

Various methods of correction or punishment include, but not limited to the following:

- Warn students (written and/or verbal)
- Advise parents
- Apologize
- Right the wrong
- In house detention
- Compensate monetarily
- Remove from class or group (temporary or permanent)
- Refer to other Social Agencies
- Probationary period
- Parental conference
- Lunch detention
- Corporal punishment
- Involve Law Enforcement
- Suspension (short-term 10 days or less)
- Suspension (long-term 10 days or more)
- Written Assignments
- Any other disciplinary action deemed appropriate under the circumstances

In cases that may end in suspension, students have a right to fair and orderly hearing, appeal, council, and due process. Nothing in these discipline options shall be construed to deem otherwise.

A teacher or an administrator may administer corporal punishment. An administrator must be present when corporal punishment is administered. No student shall receive more than three swats a day. A parent or guardian must sign a parental consent form stating their choice of paddling or suspension. If corporal punishment is chosen, the parent or guardian may choose to be notified or not notified beforehand. The form will be valid for the duration of their child’s enrollment in Crowder School unless written notification of change is received.

DISCIPLINE CODE

The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school or in school vehicles to or from the school or while attending or participating in any school function authorized by the school district.

The students will accept the punishment, as designated by the administrator and/or teacher, or be suspended from school until a parent or guardian returns with them for a conference with the administrator and teacher involved. This is not an all-inclusive list, nor is it intended to be. It is impossible to list every infraction that may occur; however, any misconduct on the part of a student is subject to appropriate disciplinary measures by teacher or administrator.

Noon Detention 12:00pm – 12:31pm

Detention: In School Detention (ISD) 8:00am – 3:15pm

Suspension: Short Term Suspension (1 day to 10 days)
 Long Term Suspension (11 days to current semester plus the next semester)

These are guidelines only, and at the discretion of administration disciplinary action may be revised. Students engaging in offenses that are criminal in nature or that violate local, state, or federal laws may be subject to citations, fines, and or prosecution.

RULE VIOLATION	1st VIOLATION	2nd VIOLATION	3rd VIOLATION
Abusive or Vile Language	1-3 days detention - corporal punishment	3 days ISD	3 days suspension
Arson	L.T. Suspension		

Assault and Battery of Staff	Current Semester or current semester and next and referral to law		
Assault and Battery of Student	L.T. Suspension		
Bullying	1-3 days ISD & conference with student	1-3 days Suspension & Parent Conference	L.T. Suspension
Cheating / Plagiarism	No Credit for assignment. Parent Contact	No Credit for assignment. Parent Conference	No Credit for assignment. Office Referral
Disrespect for Authority Insubordination	3 days ISD – corporal punishment	3 Days Suspension	L.T. Suspension
Disruptive Conduct	1-3 Days detention	1-3 days ISD – corporal punishment	3 days Suspension
Destruction of Property	Restitution and ISD	Restitution and suspension	Restitution and L.T. suspension
Dress Code Violation	Correct the violation	1 day ISD	3 days ISD – corporal punishment
Drugs & Alcohol	L.T. Suspension and contact Law	Current semester and next semester	Expulsion
Extortion, Blackmail, Coercion	3 days suspension – corporal punishment	5 days suspension	L.T. suspension
Failure to Show for Detention	1 Day added	1 day ISD – corporal punishment	3 days ISD
Fighting	3 days Suspension – corporal punishment	5 days suspension and citation	L.T. suspension and citation
Firearm or Destructive Device – Possession	1 calendar year suspension		
Gambling/Cards and Dice	3 days detention	5days detention – corporal punishment	3 days suspension
Hazardous Items	1-3 days ISD – corporal punishment	1-3 days suspension	L.T. suspension
Hazing	3-5 days suspension	5-10 days suspension	L.T. suspension
Internet Misconduct	Loss of privileges and ISD – corporal punishment	Loss of privileges and 3 days suspension	Loss of privileges and L.T. Suspension
Misconduct on Bus	Detention and/or loss of privileges	3 Days ISD – corporal punishment and/or loss of privileges	Loss of bus privilege and/or suspension
Not Prepared for Class	Teacher Documentation & Parent Contact	1-3 days detention Parent Conference	1-3 days ISD
Profanity, Pornography, Vulgarity	1-3 days ISD – corporal punishment	3 days suspension	L.T. suspension
Public Display of Affection	Verbal Warning and Detention	2 days ISD	3 day suspension
Sexual Harrassment	3 days suspension	L.T. suspension	
Sexual Vulgarity/exposure	L.T Suspension		
Skipping	1-3 days ISD – corporal punishment	3 days suspension	5 days suspension
Stealing or Possession of Stolen Property	1-5 days suspension	5 days – L.T. suspension	L.T. suspension and contact law
RULE VIOLATION	1st VIOLATION	2nd VIOLATION	3rd VIOLATION
Tardy			1 day ISD and counted as an absent
Threats to Staff – Verbal	5 days – L.T. suspension	L.T. suspension	

or Written			
Threats to Students – Verbal or Written	1-5 days ISD – corporal punishment	1-3 days suspension – corporal punishment	L.T. suspension
All Tobacco Products	3 days suspension	5 days suspension	L.T. Suspension
Trespass	1-3 days ISD	3 – L.T. suspension	Law enforcement
Truancy	1-3 days ISD	3-5 days ISD	5-10 days ISD
Use of racial, religious, ethnic, sexual, gender, disability-related epithets	1-3 days ISD & conference with student	1-3 days Suspension & Parent Conference	L.T. Suspension
Vandalism	1 days ISD – 5 days suspension + cost	L.T. suspension + cost	
Verbal Abuse of Staff	5 days – L.T. suspension	L.T. suspension	
Weapons	3 days – L.T suspension	5 days – L.T. suspension	L.T. suspension
Wireless Telecommunication Device	Confiscated and 1 day suspension	Confiscated and 2 days suspension and parent has to pick up the device.	Confiscated and 3 days suspension and parent has to pick up the device.

DISRESPECT FROM STUDENTS

Students must remember that all Crowder Public School employees have authority over them at all times during the school day and at all school activities. Students must follow and abide by requests made by faculty and staff members. At no time are students to be disrespectful to a faculty or staff member.

DISTRICT’S OBLIGATION

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. **STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS EDUCATION ACT OF SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.**

DRESS CODE AND GROOMING

Students are expected to dress in a manner that is proper to the business setting of the school. Any attire which draws attention to the individual or in any way interferes with the education process is not appropriate for school wear.

The following are expressly **not permitted**.

- Barefoot or house shoes (shoes-sandals must be worn)
- Clothing cannot be torn in inappropriate areas; areas are at discretion of principal
- Baggy pants
- Bare midriff garments (when student raises arms overhead)
- Bicycle pants
- Chains or chain-like jewelry that could be used as a weapon as determined by the principal
- Clothing with beer, liquor, or tobacco advertising
- Clothing of a ridiculous nature shall not be worn. This shall be at the principal's discretion
- Hats, caps, Hoods, or head coverings(ex: bandanas) in the building
- Jewelry or accessories pertaining to drugs or drug use
- Leggings/Tights
- Mini-skirts, mini dresses, boxer shorts, or short shorts (Shorts should be no more than 4 inches above the knee) Parents should use discretion when purchasing clothes for school.
- Quilts/Blankets
- See-through garments or other inappropriate or risqué clothing as determined by the principal. (This includes extremely tight pants.)
- Strapless garments
- Undershirts, unhemmed muscle shirts or tank tops less than 2” straps
- T-shirts with signs, advertisements, or language not in good taste as determined by the principal
- Trench coats (dusters)

Students who are inappropriately dressed will be called into the office, the parents will be contacted, and the student may be required to change clothes before returning to class. Continued violation of policy may lead to stricter discipline measures.

DRUG-FREE ENVIROMENT

The purpose of this policy is to provide a clear message to students, parents and the citizens of the community that use, possession, distribution, sale, or being under the influence of alcoholic beverages, illegal drugs, or look-alike drugs defined in Oklahoma Statutes, and tobacco or tobacco products will not be tolerated on school buses, on school property, or at school sponsored events. This policy extends to all school sponsored or related events (including field trips and athletic and music trips).

The School Board recognizes its responsibilities to provide a program of drug education so that all students are made aware of the physical and psychological dangers incurred through the use of illegal drugs, alcohol, and tobacco. Furthermore, the school system will make available, without sanctions, assistance to any student-seeking drug and alcohol treatment and will protect in accordance with the law, the due process rights of all students within the school setting:

1. Illegal and Illicit Drugs and Alcohol

- Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful
- Students are prohibited from using, being under the influence of, possession, furnishing, distributing, selling, conspiring to sell or possess, or being in the chain of sale or distribution of alcoholic beverages, low-point beer, illegal or illicit drugs, or mood-altering substances at school, while in school vehicle, or any school sponsored event.
- “Illicit drugs” include steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not being used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. “Mood –altering substances” includes paint, glue, aerosol sprays, and similar substances.
- Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.

2. Necessary Medications:

- Students may not retain possession of and self-administer any medication at school for any reason. Exceptions are given for those students with diabetes, asthma, or life-threatening allergies who must have immediate access to emergency medicine. The school must have a copy of the doctor’s order for emergency medicine.

ELECTRONIC DEVICES

The following items will not be allowed on the bus or at school; radios, cameras, tape players, CD players, MP3 players, iPods, I-Watch, headphones, earbuds or any other electronic devices. The above rule may be relaxed for school related activity trips; however it will be left up to the discretion of the principal.

ELIGIBILITY

Students who do not attend class that day will not be allowed to participate in extra-curricular activities that same day. Exception will be granted to school functions and any circumstances deemed excusable by the administration.

A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of the week, they will be placed on probation for the next week period. If a student is still failing one or more classes at the end of their probationary period, they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday. Any student not passing in all credit subjects, excluding concurrently enrolled classes, at the end of the semester shall be ineligible the following six weeks.

EXTRACURRICULAR TRIPS

1. The above rules and regulations will apply to all trips under school sponsorship
2. Sponsors will be appointed by the school officials

The principal will handle all discipline problems on the bus. NOTE: Items not allowed at school will not be allowed on the bus, including radios, tape players, electronic equipment, knives and guns. The principal will determine anything not covered.

FAMILY EDUCATION RIGHTS AND PRIVACY REGULATIONS

The Family Education Rights and Privacy Act (FERPA) afford parents and students over the age of 18 years certain rights with respect to the student's educational records. Crowder Public School provides notice of the following:

1. The right to inspect and review the student's record within 45 days of the day the Crowder School District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her responsibility. Upon request, the District discloses records without consent to officials of another school district, which a student seeks or intends to enroll. The District will arrange to provide translation of this notice to non-English speaking individuals in their native language.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Contact FERPA at:
 Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, D.C. 20202-4605

FIRE DRILL

The purpose of a fire drill is to remove people as quickly and safely as possible from the building. This may be achieved by moving orderly and quickly through the proper exit. At the beginning of each school year, each student will be instructed in the proper procedure to be followed during a fire drill.

GRADING SYSTEM

GRADING

Grading will be consistent with the grading scale listed below.

<u>Grades</u> <u>K-12</u>	<u>Grading</u> <u>Scale</u>	<u>Grade Point</u> <u>Equivalent</u>	<u>Letter</u> <u>Grades</u>
A	90-100	4.0	S = Satisfactory
B	80-90	3.0	S = Satisfactory
C	70-79	2.0	S = Satisfactory
D	60-69	1.0	N = Needs Improvement
F	Below 60	0.0	U = Unsatisfactory

******The school year will consist of 2 semesters. Each semester grade will be an ongoing grade that will be cumulative from the first day of the semester to the last day of that semester, so as to align with the eligibility grading standard for any extracurricular participation. Semester Tests, if given, will count for no more than 15% of the student's overall semester grade.

SHORT SCHEDULE

All students must attend class seven (7) class periods daily. The only exception will be Seniors concurrently enrolled and Seniors in the cooperative work Program. Seniors in the cooperative work program must attend six (6) class periods.

GRADUATION CEREMONY

Graduation is a privilege and an honor to the graduate, the family, and the school. Gentlemen will wear button down shirts with a tie under the graduation robe with dress pants and dress shoes. Ladies will wear dresses and dress shoes. Graduation is a milestone that students have worked 13 years to achieve. It is a **prestigious and solemn** event in honor of the graduates. This is a moment that will never be repeated. Make it the best possible moment for all concerned. Parents and guest are required to refrain from the use of air horns, confetti poppers or any other item that may cause a distraction to the ceremony.

GUN-FREE SCHOOLS STUDENT SUSPENSION POLICY

It is the policy of the Crowder School District that any student who is determined to have brought a weapon to school under the jurisdiction of the School District shall be suspended out of school for a period of not less than one year. The chief administrative officer of the School District may modify an out-of-school suspension for any student on a case-by-case basis. For the purposes of this policy, the following definitions shall control:

1. The term “weapon” means a firearm as such is defined in Section 921 of Title 18 of the United States Code.
2. The term “chief administrative officer” means the superintendent of schools or the board of education of the District
3. The term “determined to have brought a weapon to a school under the jurisdiction of the School District” means any student being in possession or control of a weapon on property owned, leased, or rented by the School District, including, but not limited to, school buildings, parking lots, and motor vehicles and any student who is in possession or control of a weapon at any School District sponsored function regardless of whether such function is conducted on School District property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities. It is the policy of this School District to refer to the appropriate criminal justice or juvenile delinquency system any student who violates this policy.

Any out-of school initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the School District’s policy for the out-of-school suspension of students.

The school may provide education services through alternative school setting, home-based instruction, or other appropriate setting. For

out-of-school suspension, personnel may prepare a Modified Educational Plan to be implemented during the term of suspension. Student’s parent or legal guardian shall comply with the plan for eventual reintegration into school.

HONOR ROLLS

In order for a student to be on the “A” honor roll; they must have no grade lower than an “A” for the semester and no grade lower than a “B” during the semester.

In order for a student to be on the “B” honor roll, they must have no grade lower than a “B” for the semester and no grade lower than a “C” during the semester.

HONOR SOCIETY

Crowder High School maintains membership in the Oklahoma Honor Society and the National Honor Society.

IMMUNIZATIONS

Guide to Immunization Requirements in Oklahoma 2022-2023

VACCINES	CHILDCARE	PRESCHOOL-KG	KDG – 6th	7 th	8-12 th
DTaP(Diphtheria, tetanus, pertussis)	4DTaP	4 DtaP	5 DtaP *	5DTP/DtaP & 1 Tdap booster	5DTP/DtaP
PCV(pneumococcal conjugate vaccine)	1-4 PCV #	N/A	N/A	N/A	N/A
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	3 IPV/OPV	4 IPV / OPV @	4 IPV / OPV	4 IPV / OPV
MMR(measles, mumps, rubella)	1 MMR	1 MMR	2 MMR	2 MMR	2 MMR
Hib (Haemophilus influenza tybe b)	1-4 Hib # ^	N/A	N/A	N/A	N/A
Hep B (hepatitis B)	3 Hep B	3 Hep B	3 Hep B	3 Hep B !	3 Hep B !
Hep A (hepatitis A)	2 Hep A	2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicella (chickenpox)	1 Varicella	1 Varicella	1 Varicella	1Varicella	1 Varicella

- * If the 4th dose of DTP/DTaP is administered on or after the child’s 4th birthday, then the 5th dose of DTP/DTaP is not required
- # The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose is received
- @ If the 3rd dose of IPV/OPV is administered on or after the child’s 4th birthday, then the 4th dose of IPV/OPV is not required
- ^ Children may be complete with 3 or 4 doses of Hib depending on the brand of vaccine used
- ! Previously unimmunized students 11-15 years of age may receive a 2 dose series of Merck Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of Hepatitis B vaccine

The table listed on the previous page are the vaccines that are required for children to attend childcare and school. Not all recommended vaccines are required.

- Children in childcare must be up-to-date for their age for the vaccines listed.
- Hib and PCV vaccines are not required for students in pre-school, pre-k, or kindergarten programs operated by schools.

- Doses administered 4 days or less, before the minimum intervals or ages, will be counted as valid doses; this applies to all children
- including those already enrolled.
- All measles, mumps and rubella (MMR), varicella, and hepatitis A vaccine doses must be administered on or after the child's first birthday or within 4 days before the birthday to be counted as valid doses.
- For doses given on or after Jan 1, 2003, the 5th dose of TaP must be given on or after the 4th birthday (or within 4 days before the 4th birthday) this rule does not apply to doses given before 2003.
- A parental history of a child having varicella (chickenpox) disease is acceptable instead of varicella vaccine.
- Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten or kindergarten through grade twelve, but they are required for children in childcare.
- It is not necessary to restart the series of any vaccine due to longer than recommended time periods between doses.
- Children may be allowed to attend school and childcare if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. These children are "in the process" of receiving immunizations.

For further immunization information please call the Immunization Service, Oklahoma State Department of Health, at 1-800- 234-6196 or visit the website at <http://imm.health.ok.gov>.

INCOMPLETE CREDITS

Seniors who have not completed the required number of credits to graduate will not be allowed to participate in graduation exercises unless they are within 1 credit and have made arrangements at principal's discretion to complete approved credit hour during the summer following graduation.

JUNIOR ESCORTS

Junior escort will be selected using the same grade point system as the valedictorian-salutatorian.

LOCKDOWN DRILLS

Two lockdown drills will be conducted annually with one per semester.

LOCKERS

The school policy as to use of lockers by students in the school system shall be granted to the student on the following terms and conditions:

- A. All students desiring lockers shall make a written request for locker space on forms provided by the administration.
- B. All school lockers shall be used by students for storage of school materials, personal clothing items or other materials used in connection with school activities only.
- C. To maintain discipline and ensure the proper functioning of the educational process, school personnel must have access at all times to all school property, including lockers, desk, etc., assigned to students. Although students have privacy rights to their locker or desk contents as against other students, they do not have privacy rights in their lockers or desks as against school administrators or teachers. School officials will have access to desk or lockers periodically for cleaning purposes and to locate overdue library and class materials. In addition, school officials may open and examine student lockers, desks, and all school property assigned to students for inspections at any time.

LOST AND FOUND

Lost and found is located in the old gym as a convenience for those students who have misplaced any of their personal belongings. All unclaimed items are donated to charities after each nine weeks.

MOTOR VEHICLE REGULATIONS

Driving to school is a privilege intended only for students who observe the motor vehicle regulations established for the safety and welfare

of all. Students must park their cars and leave them until school is dismissed that day or until they need the vehicle for transportation to class. No one will be allowed to sit in the automobiles after they arrive on the school grounds. (This includes noontime and between classes.) Students violating these rules will have to leave their cars at home and ride the bus to school. This also applies to students who drive cars to school who cannot get to school on time. Students who do not have a driver's license are not to drive cars to school. Students should park in the student area south of the gymnasium.

1. Any student driving to school must have a Vehicle Registration form on file in the principal's office. Students will receive a numbered permit to display on mirror or dashboard at all times during school hours.
2. Any student who transports to school must fill out a form, which lists the names of any student of those, transported. It must be signed by the parent of the student who is driving.
3. Any student who desires to ride with another student to and from school must have a parental permission form signed and on file in the office. No student shall be allowed to ride with another student unless this form is on file.

NATIONAL HONOR SOCIETY

Student must qualify for the Oklahoma State Honor Society, have a 3.7 grade point average for the first semester of the current year and the second semester of the preceding year, be enrolled in at least four solid subjects, and have no grade lower than a C. Students will also be required to have two letters of recommendation from teachers.

NOTE FOR AFTER-SCHOOL ACTIVITIES

Any student not going home after school must bring a note from his/her parent giving permission for the change. Telephone calls are also acceptable. Examples: scouts, ball games, going home with friends. Students will be sent home after school if no note or phone call is presented to authorize the change.

OKLAHOMA HONOR SOCIETY

Ten percent of the student body making the highest average marks in the school will be eligible for membership. Membership will be based upon work done during the first semester of the current year and the second semester of the preceding year. The standing of students enrolled on the first year of high school will be based on the work done during the first semester of the current year.

ON-CAMPUS / IN SCHOOL DETENTION

On-campus detention is a method of disciplinary action that requires a student to report to an assigned class at 8:00 where the student will stay for the entire length of the school day. Students will collect their daily missed class work before reporting to assigned class. Students will be required to maintain and complete their daily class work while serving detention. Students in detention will be monitored throughout the day in the assigned classroom and if any rules infraction occurs during on-campus detention the student will face automatic out of school suspension. Students who do not report to assigned classroom will face out of school suspension. Any student unable to attend on-campus detention because of illness or emergency must contact the principal to make arrangements to complete detention.

ONLINE INSTRUCTION

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Crowder Board of Education. The proposed course(s) may be evaluated by the State Department of Education. The district may provide a virtual instruction or distance learning program on dates to be determined by the Superintendent. This power shall be provided by the board of education so that the students of the district may be allowed to continue instruction in the event of a school closure for an emergency. Such dates shall be provided to parents and students on the school website with as much advance notice as possible under the circumstances. Students and staff will be expected to participate and attendance shall be taken in accordance with district attendance policies and procedures for students and employees. The school district will provide resources to ensure that all student have access to virtual or distance learning programs. All instruction will be provided in compliance with Oklahoma's Academic Standards. Grades will be assigned which will reflect the progress of the student with regard to assignments and/or tests provided.

OTHER PERTINENT RULES AND REGULATIONS

1. Food and drink is not to be taken into the classrooms or any other building except under teacher supervision and approval of the principal
2. The possession of and use of tobacco in any form is absolutely forbidden at school or on the bus. Possession of and use may result in suspension or corporal punishment. The student's parent will be notified of the violation
3. The chewing of gum inside the school building, on the playground, or on the bus is absolutely forbidden

PARKING

All students that will be driving to school will be issued 2 parking permits with an ID number assigned to that student. The ID tag must be visible in the window of each vehicle that is parked in the parking lot. Failure to have this visible may result in temporary loss of driving privileges or other disciplinary actions. The student will be responsible for the vehicle with the number assigned to them in regard to any offenses that may occur (e.g. illegal parking, drug dog searches, reckless driving, etc.)

PERFECT ATTENDANCE

A student must be in attendance every hour of every school day of the year in order to be considered for perfect attendance.

PERMISSION TO LEAVE SCHOOL

Permission to leave school during the day must be obtained from the principal. Under no circumstances should students leave without reporting to the principal. Parents are asked to call the office before the time the student wishes to leave. The student must stop by the office and sign out before he/she leaves. The student must be picked up by a parent or guardian unless they drive. If he/she returns to school the same day he/she must sign back in at the office. Students may not go home sick if there is no one there to look after them unless we have a statement from the parent. This is not to be used for students to check out for lunch.

PLACEMENT

The placement of a student shall be based on academic grades, test scores, teacher referral, and a consideration for the total growth of each individual student rather than the mental growth alone. Parents are encouraged to instill in their children desirable study habits, positive attitudes toward school, and a work ethic that assures completion of homework at designated times.

PLAN OF DISCIPLINE- INTRODUCTION

The goal of any discipline policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district. Crowder Public Schools, in order to provide quality education for all its students, will not tolerate disruptive acts that would interfere with the tranquility of the school, the safety of its students, or the damaging of property. Students, while enrolled in Crowder school, shall be under the supervision of and accountable to school personnel. The supervision shall include going to and from school and while attending any school-sponsored activity or going to and from such activities.

PLAYGROUND RULES

1. No running in the building.
2. No tackle football, piggyback wrestling, or other play that will tear clothing or injure students.
3. Only equipment provided by school can be used on playground.
4. Stay in designated play area.
5. Play away from buildings. Keep balls off the roof. Students and teachers are not allowed on the buildings.
6. Stay out of buildings during recess and noontime unless permission is given from a teacher or teacher's aide on noon or recess duty. Jump ropes should be used for jumping (not for tying up, lassoing, or hanging).
7. Any teacher may correct any pupil when it is necessary, as all teachers have authority over all students.
8. No climbing the fences. Play within the fenced areas.
9. No throwing of rocks, glass, snowballs, or other hard objects.
10. No skateboards, roller skates, guns, knives, frisbees, radios, tape players, electronic instruments, balls bats, or any toys from home shall be allowed on the playground or at school. Some students bring expensive

items which tend to cause jealousy and controversy among students and, therefore, should be left at home as school officials cannot be responsible for such items.

11. Do not walk up the slide or jump out of the swings while they are in motion.
12. Do not crawl on top of the tubes on the playground equipment.

PROMOTION/RETENTION AND PASS/FAILURE OF A COURSE

State law permits a teacher to recommend a student be retained at his/her current grade level if student failed a specific academic course. Crowder School requires if the student fails two or more core academic courses they shall be retained. The promotion or retention of pupils shall be based upon the total growth of each individual child rather than the mental growth alone. Such factors are social, emotional, physical, and mental growth shall be taken into consideration. Decisions regarding retention and promotion of students are the responsibility of the schools. When considering retention of a student, the school will involve the parent(s), teacher(s), counselor(s), and administrator(s), but school team will make the final decision. If a parent or guardian is dissatisfied with the decision, the parent may appeal the decision by complying with the normal chain of command appeal process. The decision of the Crowder Board of Education shall be final and cannot be appealed.

PUBLIC ADDRESS ANNOUNCEMENTS

Due to class disruptions, announcements will be made over the public address system at the beginning of first and fifth hours only. Only in case of emergencies will this rule be broken.

RECORDS AND REPORTS

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or noncompliance with the Plan.

REPORT TO PARENTS

At the end of each quarter (nine weeks) grades will be issued. A conference day will be scheduled for parents to pick up grade cards and visit with their child's teachers. For those parents who do not attend conference day, grade cards will be sent home the day after conference day with student. As for their final grading period (last nine weeks) a self-addressed, stamped envelope will be required or parents and/or students may pick up the cards the week following the last day of school.

Parents now have access to check your child's grades, attendance and lesson plans. Information will be sent home to all parents at the beginning of school.

This was put in place to help the communication between school and home. You now have access to check your child's grades, attendance and lesson plans.

Please check it out and if you have any questions please feel free to contact the school for assistance.

Weekly Progress Reports will be sent home with your child.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES, NONINTOXICATING BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES

It is the policy of the Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages, non-intoxicating beverages, or a controlled dangerous substance defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student. Every teacher employed by the board of education who has reasonable cause to suspect that a student is under the influence, has possession of, alcoholic beverages, non-intoxicating beverages, or a controlled dangerous substance and who reports such information to appropriate officials shall not be subject to civil liability.

Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule. A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

REQUIREMENTS FOR GRADUATION

1. Twenty-five units will be required for graduation, with the exception of students attending vocational-technical school. Students attending vocational-technical school for at least 2 years will require twenty-four units for graduation. Alternative school students will require 24 units.
2. As for particular course work required for graduation, a student needs to check with the high school counselor or principal for this information.

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of all school property. Students who damage property are responsible for paying for the damage. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. Disciplinary action may also follow such conduct.

SCHOOL PICTURES

Each year school pictures are taken shortly after the opening of school. All students must have pictures taken even though they do not plan to purchase them. This allows the school annual to be complete. All seniors who would like to be on the Senior Panel and in the Senior Section of the yearbook are responsible for the sitting fee. Seniors electing not to be on the panel and in the senior section will be in the yearbook in some form and will have their name on the panel.

SELECTION OF VALEDICTORIAN AND SALUTATORIANS

The following criteria will be used in selection of senior valedictorian and salutatorian. The valedictorian will be the student with the highest grade point average for seven consecutive semesters commencing with the student's fall semester of their freshman year and the salutatorian will be the student with the second highest grade point average for seven consecutive semesters commencing with the student's fall semester of their freshman year.

2. A student must have been in attendance at Crowder as a full-time

student for at least four (4) consecutive semesters prior to graduation, beginning within the first ten days of the fall semester of their junior year, in order to be considered for valedictorian or salutatorian honors.

- A. An additional .25 points will be added for each unit taken above the 25 units required for graduation as long as they do not exceed the maximum number of units that a student could earn in four years of high school using a seven period day (28).
- B. An additional .25 points will be added for difficult classes such as the following: Algebra II, Biology II, etc.
- C. An additional .50 points will be given for more strenuous classes such as the following Physics, Calculus, Trigonometry, Chemistry, etc. (Including Concurrent College Classes taken for college credit)
- D. All teacher's aides and office aides will be graded S or U and will not be figured in grade point average.
- E. Classes by arrangement will only count toward total number of credits. The purpose of these rules is to select the best academic students. Emphasis will be placed on academics with recognition being given to courses exceeding the basic requirements for graduation.

The selection process for valedictorian and salutatorian for 8th Grade will be as follows:

1. The semester grades of 6th, 7th, and the 1st semester GPA and the 3rd quarter GPA of the 8th grade will be calculated.
2. To be eligible for, a student must have attended Crowder the full year of his/her 7th & 8th grades.

Any student repeating the eighth grade is ineligible for these academic honors.

SEVERE WEATHER

In case of severe weather, the official announcement for school closings may be heard over the radio, KNED (McAlester) or the TV, Channel 8 (Tulsa). You should also receive a call from Crowder School. Please make sure your phone numbers are updated at all times.

SEXUAL HARASSMENT

All students, employees, and school officials are strictly prohibited in engaging in any form of sexual harassment. Any student engaging in sexual harassment is subject to any and all disciplinary action that may be imposed under the School District's policy on discipline and control of students. Any student who is or has been subject to sexual harassment or knows of any student shall report all such incidents to the building principal, the superintendent, or any board member of the School District.

STUDENT ASSISTANT POLICY

The following must be met in order to become a teacher's assistant:

2. Must be approved by teacher and administration.
3. No student assistants will be allowed to record grades in a grade book or on permanent records.
4. Students will not be allowed to average grades or grade papers.

STUDENT CONDUCT CODE

Rules and regulations are necessary in our society to guide our actions and behavior. Students will abide by the rules and regulations set forth by the Crowder Public School Board of Education. They will display good manners and proper etiquette in all school related activities.

Staff, "*in loco parentis*", ("in place of parents") has authority over Crowder students at all times during the school day and at all school-sponsored activities. Staff includes all school personnel including support staff, teaching staff and administrators. A student who fails to respect or follow instructions of any member of the staff will be disciplined accordingly.

STUDENT COUNCIL AND CLASS OFFICERS

The Crowder Student Council officers shall be elected from the student body. Student Council representatives will be chosen from each class according to the Crowder Public School Student Council and Class Officer by-laws. The purpose of this organization is to provide government, leadership, and unity to students, teachers, and administration. Students must obtain two letters of recommendation and principal's approval to be placed on ballot.

STUDENT ILLNESS

For your child's protection and that of the other children in the school, we request that you keep your child at home if he/she is running a temperature above 100 degrees, has other symptoms of a communicable disease such as Pink Eye, or has a severe upset stomach. If your child has any of the above, please do not send him/her to school. This will just force us to call you to come and get the child. It is best to leave the child at home under these circumstances. Please be sure the school secretary has a phone number where you can be reached during school hours in case your child becomes ill at school. Your child can return to school when they are fever free without medication for 24 hours.

STUDENT MESSAGES

The policy toward student messages is as follows:

1. Students are not called to the office telephone except in case of sickness in the home or some emergency, which the parent can explain to the office. Please explain to your parents that it interrupts an entire class when messages are delivered to you at school.
2. Students will be called from class to see parents.
3. Visitors other than parents must satisfactorily explain to the principal their need to see the student.

STUDENT OVERDUE CHARGE POLICY

If any bill is owed to the school for 31 calendar days, then the student who owes the bill will become ineligible for any and all extra-curricular school sponsored activities. They will not be allowed to attend these events or participate in them. Use of any school vending machines will be prohibited. The student will not be allowed to travel on any field trip that is not for the expressed purpose of curriculum learning.

STUDENT SUSPENSION

The judicial extension of the Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the process rights

of students and must provide proper machinery for fair and consistent treatment of students. The term “out-of-school suspension” refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. **ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, SIMILAR DISCIPLINARY OPTIONS, OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURE SET FORTH HEREIN.**

Reference to “parent” in this section of this policy refers to a student’s parent or legal guardian. Reference to “principal” means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

- a) Violation of a school regulation;
- b) Immorality;
- c) Adjudication as a delinquent for an offense that is not a violent offense: For the purposes of this section, “violent offense” shall include those offenses listed as the exceptions to the term “nonviolent offenses” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
- d) Possession of an intoxicating beverage, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the stolen property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
- e) Possession of a dangerous weapon or a controlled substance, as defined in the Uniform Controlled Substance Act. Possession of a firearm shall result in out-of-school suspension as provided in the District’s policy related to Firearms.
- f) Use of cell phones During School Hours.
- g) Repeated insubordination or disrespect.

In the event of a suspension for any the reasons listed above, an education plan as discussed in part 5 (Out-of-School Suspension Requirements), below shall be applicable for acts which fall with in part “e” above. Students suspended of a violation offense directed toward a classroom teacher should not be allowed to return to the classroom without the teacher’s prior approval. Whether an offense is considered a violent offense, requiring an affected teacher’s approval as a condition of return to a particular classroom shall be based on applicable Oklahoma criminal law distinguishing between violent and nonviolent offense.

PRE-OUT-OF-SCHOOL SUSPENSION CONFERENCES

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set in Okla. State. Title 57, Section 571), the principal shall conduct an informal conference with the student.
2. At the conference with the student the principal shall read the policy, rule, or regulation, which the student is charged with having violated, and shall discuss the conduct of the student, which is a violation of the policy, rule, or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, that student should be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that the alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advanced notice to the parent.

IMMEDIATE OUT-OF-SCHOOL SUSPENSION WITHOUT A PRE-OUT-OF-SCHOOL SUSPENSION CONFERENCE

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in

situations where the conduct of the student reasonably indicates to the tardy principal that the continued presence of the student in the building will constitute immediate danger to the health and safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.

2. In such case, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

OUT-OF-SCHOOL SUSPENSION REQUIREMENTS

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free School Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended for a few days another student suspended out-of-school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.
5. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe whether a home-based school work assignment setting or other appropriate work setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted

by the circumstances of the out-of-school suspension. The plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies, and Art units by the Oklahoma State Department of Education for grade completion grades kindergarten through eighth and for high school graduation in grades nine through twelve. A copy of the Plan shall be provided to the student and parent or guardian.

6. The parent or guardian shall be responsible for a provision of a supervised structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is remitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

RIGHT-OF-APPEAL FOR ALL OUT-OF-SCHOOL SUSPENSION

A parent or the student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education.

METHOD OF APPEAL TO THE SUPERINTENDENT OF SCHOOLS OR HIS/HER DESIGNEE

1. An appeal can be presented by letter to the Superintendent of Schools.
2. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final.
3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after the receipt of appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule, or regulation which the student is charged with having violated and will briefly outline the conduct of the part of the student. The parents should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.
5. At the conclusion of the conference, the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases, the parent shall be advised

of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

METHOD OF APPEAL TO THE BOARD OF EDUCATION

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Education Board.
2. If no appeal is received within five (5) days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final. A direct to the Board requires the student, parent, or guardian to file the written request for appeal within five (5) days of receipt of the principal's decision.

HEARING THE APPEAL

1. The Board will hear the appeal as soon as possible. The Board's decision is final and nonappealable.
2. The parent and student will be notified in writing of the date, time, and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

PROCEDURE FOR STUDENT OUT-OF-SCHOOL SUSPENSION APPEALING HEARING BEFORE THE BOARD OF EDUCATION

1. The Board President should:
 - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student stating his/her name.
 - b. Ask whether the parents/child wish the hearing to be open or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a

- motion to go into executive session per their request should be made and voted on.
2. The Board President should advise the parents/child:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parents or legal counsel will be given an opportunity to cross-examine.
 - c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
 - d. The Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
 - e. That the parents/child may ask any questions about the procedure. The parents/child may call witnesses and present any documents subject to cross-examination.
 3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
 4. Parents/child may call witnesses and present any documents subject to cross-examination.
 5. After each witness is presented, School Board members may ask the witness any questions.
 6. Parent's/child's closing statement.
 7. Administration's closing statement.
 8. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)
 9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease the severity of the out-of-school suspension);

ATTENDING SCHOOL PENDING APPEAL HEARING

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

- a) The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members, or school property:
- b) The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

STUDENT PRIVILEGES WHILE UNDER OUT-OF SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

“Extracurricular activities” include, but not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics, and all other school sponsored activities and organizations.

TARDY TO CLASS

Tardiness is defined as the late arrival of a student after the scheduled time that a class begins. Students should be in their chairs and prepared to begin class when the second bell rings. The principal will decide if a tardy is excused or unexcused. Teachers should not cause students to miss or be tardy to another class. If an unavoidable situation warrants a teacher to detain a student, the teacher must give the student a written pass to the principal's office before the student may enter the next class. A student who is twenty (20) minutes tardy will be counted absent. Excessive tardiness will be referred to the principal for disciplinary action. Each individual tardy will result in noon detention, and every third tardy will result in all day in school detention and an absence.

TEXTBOOKS

District owned textbooks will be checked out to all students for each class. The student is responsible for the care of his/her books. They must be turned in at the close of each year. If damaged or lost, the student must pay for the books before his/her grades will be recorded on his/her permanent record. If books are found later, a refund of the charge will be made to the student. Book payment will be determined by the cost of the replacement book.

TOBACCO FREE ENVIRONMENT POLICY

The district prohibits tobacco in any form including e-cigs and vapor products. Tobacco 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. Our goal is to provide a safe and healthy environment for our students, staff and community and set the proper example for our students.

TORNADO ALERT

Tornadoes are apt to appear at any time of the year. Each teacher will instruct students of the proper procedure to follow during a tornado alert.

TRANSPORTATION

All buses used by Crowder School meet State Department of Education requirements and operate in cooperation with their regulations. Safety is of first importance. All students are urged to use care in loading and unloading, always use the handrail and always remained seated as long as the bus is in motion. Students should regard the bus as a classroom as far as conduct is concerned. The bus driver is a school employ and has a similar authority over students as a teacher. Remember, from the time you leave home until you return you are subject to school regulation. Riding a bus is a privilege that a student can lose if proper conduct is not observed.

TRUANCY

A student is considered truant when he or she leaves school without the permission of the principal or if he or she is absent from school without the knowledge and consent of his or her parents or guardian. Skipping a class is also considered truancy. The student will be given an unexcused admit, and class work or tests missed as a result of truancy will be recorded as an "F." Truancy may result in suspension out of school.

USE OF MEDICATION

Crowder School does not supply any medicine. Medicine for medical emergencies has to be supplied by the parents. Keep in mind that Crowder is 15 miles away from the hospital facilities. It will take approximately 20 minutes to reach the school from McAlester. The only medication the school gives is what parents bring to the school. Antibiotics ordered three times a day can be given before and after school and at bedtime.

If medicine has to be given at school, please follow these requirements:

1. Bring the medicine in the ORIGINAL CONTAINER. (No pills in plastic bags or single dose packets).
2. If it is a prescription, then ask the pharmacist to label two bottles (one for school and one for home).
3. If the prescription label is on the box, you must send the box.
4. Send the original container on non-prescription medicines. It lists the ingredients and strength of each ingredient.
5. Medicine will be given as the prescription states or according to the directions for an over-the-counter medicine.
6. Parents requesting different directions (than what is stated on the container) will have to be cleared through the child's physician. The school will need a written or faxed statement from the physician.
7. Narcotic drugs and medication for ADHD will have to be hand delivered by the parent.
8. No student is allowed to keep medicine with them except for students with diabetes, asthma or severe allergies who have to carry emergency medicine. The school will need a copy of the pharmacy label for the asthma inhaler for those students who will be carrying them also, students who are allowed to self-administer anaphylaxis medication shall be permitted to possess and use anaphylaxis medication at all times for the school year in which permission for self medication is effective. Students carrying emergency medicine for severe allergies of diabetes will have to give the school instructions signed by a physician.

9. Students who have legitimate health need for over-the-counter or prescription medication at school shall deliver such medication to the principal with parental authorization, in compliance with Oklahoma law school policy and procedures regarding administering medicines to students.

If you have any questions you can call the school at 334-3204/3205 or toll free number 1-888-774-7470 or fax to 334-3295.

Please include the following information when you do send medicine to be given at school:

Student Name: _____ *Age:* _____

Grade: _____ *Medicine:* _____

Amount to give: _____ *How often to give:* _____

Medicine is to remain at school or return at end of day or end of week.

Parent Signature _____ *Date* _____

In Oklahoma, the Attorney General has ruled that it is the duty of school officials, i.e., principals, to refuse admission to any school in the State of Oklahoma to any child who does not have the required certificate of immunization or exemption. Children following a medically approved schedule for completion of adequate immunization may be allowed to attend school. That schedule must be followed or the child will be excluded from school.

USE OF TELEPHONES

Telephone calls may be made to the school office between the hours of 8:00 a.m. and 4:00 p.m. Students will be called to the phone only in extreme emergencies. Only messages of an urgent nature will be delivered to students. Forgotten books, assignments, supplies, etc. do not constitute an emergency. Other than that, students will only be allowed to return calls between classes.

VISITORS

We encourage visits from parents to discuss the schoolwork of their child. Such visits promote a better understanding of the efforts of the school; however, all visitors must first report to the principal's office before going to any other part of the building. Parents desiring a conference with

their child's teacher will be required to schedule an appointment with the teacher in advance in order to avoid disruption of the classroom schedule. All conferences must be cleared through the principal. During times of a Pandemic outside visitors will not be allowed. Please call the office.

WIRELESS COMMUNICATION DEVICES

Any electronic wireless communication device (cell phone, I-watch, walkie-talkie, pager, or ect.) while on school property or during a school sponsored activity during school hours are required to be turned off. Any student using their phone for any reason or receiving a call will face disciplinary actions. This includes calling or texting parents due to illness.

First offense: Parent or legal guardian must retrieve the communication device from the school and 1 day of Suspension.

Second Offense: Parent or legal guardian must retrieve the communication device from the school and 2 days of Out of school suspension.

Third Offense: Parent or legal guardian must retrieve the device from the school; 3 days of out of school suspension; and student must bring phone in office every morning following this offense.

WITHDRAWAL FROM SCHOOL

When a student finds it necessary to withdraw from school, a parent or guardian should contact the principal. The student must pick up a form from the principal's office, which is to be signed by his/her individual teachers, indicating that books and materials are returned to the proper location. All fines must be paid and all property belonging to the school returned before transcripts will be forwarded.

*It shall be unlawful for a parent, guardian, or other person having custody of a child to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused for mental or physical disability to be determined by the board of education upon certificate of medical professional. Violation is a misdemeanor and shall be punished by a fine of not less than five dollars (\$5.00) nor more than one hundred dollars (\$100.00) for each subsequent offense. (70-10-105)

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