

VIAN HIGH SCHOOL

2010 - 2011
STUDENT HANDBOOK



**VIAN PUBLIC SCHOOL
BOARD OF EDUCATION**

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Dr. Carla Wortman
Middle School Principal

Kathy Wingo
Elementary Principal

Susan Holder
Elementary Assistant Principal

Dean White
High School Counselor

Brenda Rouse
Special Education/Federal Programs Director

Vian High School
Phone: 918-773-5798

**Vian Public Schools
2010-2011 Calendar**

Teachers Report	August 9 th
Professional Development	August 9 th – 11 th
Classes Begin	August 12 th
Labor Day	September 6 th
Parent/Teacher Conferences	September 17 th
First Quarter Ends	October 8 th
Fall Break	October 21 st & 22 nd
Thanksgiving	November 22 nd – 26 th
First Semester Ends	December 17 th
Christmas Holidays	Dec. 20 th – Dec. 31 st
Second Semester Begins	January 3 rd
Martin Luther King Holiday (No School)	January 17 th
Parent/Teacher Conferences	February 4 th
President's Day (No School)	February 21 st
Third Quarter Ends	March 11 th
Spring Break	March 14 th – 18 th
Good Friday (No School)	April 22 nd
Last Day of School	May 20 th

**Vian High School
Bell Schedule**

8:20	Warning Bell
8:25	Tardy Bell for First Hour Class
9:15	Dismissal Bell for First Hour Class
9:20	Tardy Bell for Second Hour Class
10:10	Dismissal Bell for Second Hour Class
10:15	Tardy Bell for Third Hour Class
11:05	Dismissal Bell for Third Hour Class
11:10	Tardy Bell for Fourth Hour Class
12:00	Lunch Begins
12:25	Lunch Ends
12:30	Tardy Bell for Fifth Hour Class
1:20	Dismissal Bell for Fifth Hour Class
1:25	Tardy Bell for Sixth Hour Class
2:15	Dismissal Bell for Sixth Hour Class
2:20	Tardy Bell for Seventh Hour Class
3:10	Dismissal Bell for Seventh Hour Class

VIAN HIGH SCHOOL MISSION STATEMENT

The mission of Vian High School is to educate all students in a supportive, challenging, and disciplined environment to become lifelong learners whose performance is a credit to themselves and society.

THE AMERICAN CREED

I believe the United States of America is a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a principle of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes. I, therefore, believe it is my duty to my country, to love it; to support its constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

THE PLEDGE OF ALLEGIANCE

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

PRIDE

SHOW PRIDE IN YOURSELF AND YOUR SCHOOL

PRIDE is a tradition at Vian High School. We are proud of our students, our faculty and our facilities. We are proud of what goes on in the classroom and what goes on outside the classroom in our activities.

As a student at Vian High School, you become a part of this tradition and are expected to do only those things that will bring credit to you and your school.

Be proud of your school and do your part in keeping the campus clean and the building in excellent condition.

SCHOOL SPIRIT

SCHOOL SPIRIT is that something which crops up in our memory in later years, that prompts us to proudly say, “I WENT TO VIAN HIGH SCHOOL.”

SCHOOL SONG

NOW WHEN A WOLVERINE WALKS DOWN THE STREET,
HE LOOKS ONE HUNDRED PER FROM HEAD TO FEET.
HE HAS A WINNING SMILE AND WINNING WAY.
YOU'RE BOUND TO RECOGNIZE HIM, AND YOU'LL SURELY SAY,
"NOW THERE'S A GUY I'D REALLY LIKE TO KNOW.
HE HAS THAT V.H. SPIRIT, PEP, AND GO,
AND JUST TO LOOK AT HIM IS QUITE A TREAT.
IT'S HARD TO BEAT...A WOLVERINE."

SCHOOL COLORS

Purple & Gold

SCHOOL MASCOT

Wolverine

VIAN HIGH SCHOOL CLUBS/ORGANIZATIONS

Learn & Serve	Sponsor: Scott Galbraith Purpose: Student Volunteerism
Indian Club	Sponsor: Geneva Grass Purpose: Indian Culture
Book Club	Sponsor: Shannon Craighead Purpose: Reading for Pleasure
Poetry Club	Sponsor: Shannon Craighead Purpose: Engage Students in Poetry
Student Council	Sponsor: Teresa Stewart Purpose: Student Leadership
FFA	Sponsor: Donnie Jamison Purpose: Agriculture Education
TSA	Sponsor: Marilyn Oliver Purpose: Engage Students in Technology
FCCLA	Sponsor: Julie Wilson Purpose: Promote Consumer Education
Math Club	Sponsor: Larry Jamison Purpose: Promote Mathematics
TGIF	Sponsor: Teresa Stewart Purpose: Religious Based Character Education

VIAN HIGH SCHOOL STUDENT HANDBOOK

A Guide for Students, Faculty, and Patrons

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Vian Board of Education, State Department of Education, and the Oklahoma Secondary Schools Activities Association.

Vian High School is accredited by the Oklahoma State Department of Education.

Vian High School Handbook
Revised JULY 2010

ADMISSIONS AND WITHDRAWALS

Standards of Accreditation
State of Oklahoma 2002
210:35-25-2.

Admissions:

The local board of education shall develop local policies, procedures and requirements for the entrance and progression of students through the educational programs of the local school system. The local board of education shall also determine the local graduation requirements for students, which may exceed those of the State Department of education. Local board of education policies and procedures shall provide, as a minimum, the following provisions:

1. All Children between the ages of 5 and 21 on or before September 1 shall be entitled to attend the school free of charge in the district in which they reside or are legally transferred. Students shall be placed in an appropriate educational level based upon documentation of competency in the current Oklahoma curriculum.
2. Students entering an accredited school from a school not accredited by the State Board of Education shall be tested for placement. The receiving accredited school shall administer all student placement assessments and the results shall be kept on file for one year.
3. Students demonstrating competency in a curriculum area shall receive credit for the appropriate unit. A high school may define a unit of credit as meeting a minimum of 65 hours for ½ unit of credit or a minimum of 130 hours for 1 unit of credit. Educational options such as correspondence courses and independent study courses will be considered appropriate methods for developing mastery. However, correspondence and independent study courses shall not be included

within the minimum of 38 units of approved coursework at the comprehensive high school.

4. Students demonstrating competency in a curriculum subject shall receive credit. Credit can also be given for the successful completion of a Carnegie Unit. A Carnegie Unit is defined as a course that meets 40 minutes a day, five days per week for at least 36 weeks, or the equivalent of 120 clock hours within the school year, or the equivalent in block scheduling. Educational options such as correspondence courses, independent student and certain Internet instruction will also be considered appropriate methods for earning credit. However, correspondence, independent student courses and Internet instruction shall not be included within the minimum 38 required units of credit offered at a comprehensive high school.
5. A student must demonstrate competency in or successfully completed at least 25 units of credit, which must include the state mandated curriculum and meet all other state and local mandates to be eligible for graduation.

Senior students who have moved for out of state or from another school in Oklahoma and have become legal residents of a local school district may complete the number of graduation units required from their previous school.

***Students moving into the district with failing grades and/or excessive absences are subject to completing the semester at home. This includes those students that have had the opportunity to enroll in an educational institution.**

Withdrawal:

A student who moves or otherwise must withdraw from a school will secure a withdrawal from his/her counselor. No student will be allowed to withdraw without consent of his/her parent or guardian. All school property must be returned before final clearance will be approved.

Effective July 1, 1996

HB 2692 requires school district attendance officers to notify the Department of Public Safety when a child under 18 drops out of school or who is dropped from school rolls due to non-attendance.

This bill also requires the Department of Public Safety to deny a driver's license to any person under age 18 who is not attending school or has not completed high school. A person under 18 may receive a license if he or she is working 24 hours a week or more and shows proper verification.

A student who is absent from the classroom without excuse ten consecutive days will be recorded as absence each day. On day eleven, the pupil will be dropped from rolls.

VIAN HIGH SCHOOL ATTENDANCE POLICY

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility, and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to maintain regular attendance and to schedule non-academic activities during times which will not conflict with classroom instruction. Students are expected to be in classes on time each day of the school year.

I. Attendance – Process/Procedure

- A. Parents/Guardians are responsible for notifying the schools attendance office regarding the reason for the absence. This notification may be communicated by phone or written notice dated and signed by the parent/guardian.
- B. Any absence without notification from a parent/guardian will be considered truancy. Notifications from parents are encouraged to be made the day of the student's absence. The parent must notify the school before 9:00 am the day the student returns to school or the student will be given an unexcused absence/truancy. Verification form doctors should be brought to the attendance office the day the student returns to school from being ill. (Verification of illness should be on a Dr.'s Letterhead.)
- C. **Absences due to approved school activities or administration absences will NOT be counted toward the maximum number of absences a student may accumulate each semester before failing classes.**
- D. **Absences verified by approved doctor's verification WILL BE counted toward the maximum number of absences a student may accumulate each semester before failing classes.**

II. Truancy: includes but is not limited to the following:

- 1. Not being present for all or any part of the school day without previous knowledge or consent of a parent or guardian.
- 2. Leaving the campus during any part of a school day without receiving a written Permit-to-Leave slip from administrative personnel in advance of the departure time.
- 3. Failure to return to designated area (i.e. classroom, counselors/administrators office, library, gymnasium, etc.)
- 4. Failing to attend assigned classes or school sponsored activities whether or not the offending student is on the school campus.

Truancy Consequences:

Students who are truant may face the following consequences:

1. Saturday School
2. After School Detention
3. Intervention
4. School Service
5. Out of School Suspension

III. Early Dismissal:

If a student must leave during the school day he/she must use the following procedure:

1. Parent call or note to the attendance office.
2. Come to the office before school or during lunch time to get an early dismissal slip.
3. Show the teacher your signed dismissal slip before you are excused.
4. Sign out in the Attendance office before leaving campus.
5. **Students may not leave VHS Campus during lunch unless accompanied by parent or legal guardian.**

STUDENTS WILL NOT BE ALLOWED TO SIGN OUT WITHOUT PARENTAL CONSENT.

IV. Late Arrivals:

Any student reporting to school after the first tardy bell must report to the office to receive an admit to class. DO NOT go to class before signing in.

TARDY POLICY

Being tardy to class is a disruption of the normal operation of school and must be taken seriously.

A student is tardy if not in the classroom when the tardy bell rings. A student must be present in class a minimum of 40 minutes to be considered present. All tardies accumulate for each class collectively.

Students will sign a classroom tardy referral for documentation when they enter a classroom late.

Minimum number of tardies before office referral per semester is **FOUR**. Teacher action required in more than one of these areas before office referral for tardies:

1. Parent Phone Call
2. Letter Mailed to Parent
3. Lunch Detention

Teachers may assign disciplinary action beginning with the second tardy for their respective class.

Administration will count tardies as cumulative in all classes.

Administrative disciplinary action is determined at the discretion of the administrator and may include any alternative available.

Examples of Excused Absences

1. Personal illness or serious illness in the immediate family.
2. Doctor or dental appointments (**every effort should be made to make appointments outside of the school hours**)
3. Deaths or Funerals
4. School Activities
5. Absence of an emergency nature deemed unavoidable by the school principal.

Examples of Unexcused Absences

1. Oversleeping
2. Missing the Bus
3. Car Trouble
4. Leaving Campus without the consent of a parent/guardian and school representative.
5. Weather (unless the building principal declares an emergency)

ATTENDANCE/PASSING GRADES

A student **MUST** be in attendance ninety percent (90%) of the same semester in order to meet the minimum requirements to pass a class.

Any student that misses 10 or more days in a class during a single semester will receive a failing grade for that class and receive no credit toward graduation. Activity absences do

not count toward the 10 days. All other absences, including absences excused by doctor's note, count toward the 10 days.

ATTENDANCE EXPECTATIONS/NOTIFICATIONS

Title 70, Section 10-105 of the Oklahoma School Code states that: It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause 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 as provided in the section....It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session....It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child or other person violating any of the provisions of this section shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than \$5.00 nor more than \$25.00 for the first offense, not less than \$10.00 nor more than \$50.00 for the second offense, and not less than \$25.00 nor more than \$100.00 for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district.

The school will attempt to notify parents of unexcused absences. Parents are encouraged to meet with school officials regarding the attendance records of their student at any time during the school year.

CLOSED CAMPUS

The Vian High School campus is a closed campus. Students are not allowed to leave the campus grounds after arriving at school until 3:10 pm unless the reason for leaving is excused by an administrator. Students leaving campus without permission will be truant and will be receive disciplinary action.

STUDENT PARKING LOT

The student parking lot is located on the East side of the High School Gymnasium. After arriving at school the parking lot is off limits until 3:10 pm. Any student returning to the student parking lot during the school day without permission will be considered truant and will receive disciplinary action.

School Laws of Oklahoma allow school authorities to establish safety and parking regulations, and enforce established traffic parking regulations, to include the exclusion of any person from operating a motor vehicle while on school premises who fails to abide by the regulations set down by school authorities. In addition, City of Vian Police may issue citations for violations of parking regulations at Vian High School.

Following are the guidelines and regulations governing driving/parking at Vian High School:

1. There is a designated student parking lot.
2. Persons parking on campus are advised to obey all traffic/parking regulations in order to avoid unnecessary expenses or inconveniences such as citations and loss of parking privileges.
3. Moving violations will be sufficient cause to suspend a vehicle from campus without prior warning. Moving violations include but are not limited to reckless or careless driving, speeding and/or driving off the normal roadway. On campus speed limit is 5 MPH.
4. All persons are advised to lock their vehicles.
5. Students are not to loiter in the parking areas and are not to sit in or on parked cars on campus.
6. Any difficulties associated with motor vehicles while on campus should be immediately reported to the principal.
7. Vehicles that are parked on the campus during the period of time in which they are suspended will be towed at the owner's expense.
8. Student vehicles parked in a lot other than the designated student lot will be towed at the expense of the student.
9. If a student is involved in a non-injury accident, it must be reported to the office immediately.
10. Vian High School is not responsible for any damages.

Any student who drives a vehicle to school is subject to a vehicle search upon "reasonable suspicion" while on school property. Students who refuse to allow a search of their vehicle are subject to disciplinary action, including but not limited to, denial of the right to drive the vehicle to school, suspension and other such disciplinary action as deemed appropriate.

TELEPHONE CALLS

Please communicate and make arrangements for after school activities with your parents, guardians, friends etc. before arriving to school.

The office telephones and those in different departments are for school business and may be used by students only in cases of emergency and with permission of appropriate staff.

STUDENT CELL PHONES

The possession of a personal cell phone at school is highly discouraged. Students that must bring cell phones to school for various reasons must follow the following guidelines:

1. Upon arrival at school all cell phones must be turned **OFF** and stay **OFF** the entire school day.
2. Cell phones must remain turned **OFF** and in the student's locker during the school day.
3. Cell phones cannot be used at any time during the school day, including the lunch period.
4. Student cell phones cannot be used while being transported to and from school by Vian Public School transportation.
5. Any calls/text messages made on cell phones during the school day (even to a parent or guardian for sickness or personal reasons) is a violation of the cell phone policy.

First Offense: If any of the above rules are not followed the student's cell phone will be confiscated. The cell phone will be kept for **FIVE (5)** school days or the student will be suspended out of school for **THREE (3)** school days. At the end of the five day period the phone will be released to a parent or guardian.

Second Offense: The cell phone will be kept for **TEN (10)** school days or the student will be suspended out of school for **FIVE (5)** school days. At the end of the ten day period the phone will be released to a parent or guardian.

Third Offense: Short Term Suspension (not to exceed 5 days)

Fourth Offense: Long Term Suspension (not to exceed 45 days)

STUDENT CODE OF CONDUCT

It is the District's intent to provide an orderly school climate that will foster the maximum academic learning time possible for each student. The Student Code of Conduct is designed to maintain educational efficiency in the school setting. The district's expectations of student conduct are described in the code. The code also specifies the consequences for violations of those expectations. It is the District's intent to provide positive incentives that will promote adherence to the Student Code of Conduct.

Student Behavior

Please remember these rules:

1. Your parents must attempt to notify the school before 8:15 am on the day you are absent. The absence will be considered unexcused if contact is not made by the time you return to school.
2. When you decide to secure private transportation to school, you become responsible for getting here on time. Flat tires, trains, oversleeping, etc. are not considered excusable reasons for being tardy to first period.
3. If you are ill, report either to your classroom teacher, the principal's office, or the guidance department. Students who stay in the halls or in the rest rooms are considered to be truant.
4. If you are leaving school early, you must secure a pass from the principal's office. Parent/guardian contact is required before you can secure the necessary pass. Students leaving school without this pass will be considered truant.
5. Knives are not permitted on campus; this includes pocket knives of any length.
6. You must be academically eligible to participate in the activities sponsored by the school.
7. If you are suspended (OSS), you are not permitted to be on campus during the term of the suspension nor are you permitted to participate in, practice for, or attend any Vian High School activity.
8. Out of school suspensions do result in zero credit for classes and will hurt your chances of passing your classes.
9. Students placed in Intervention are not permitted to participate in, or practice for, or attend any school activity.
10. If you are scheduled for concurrent enrollment or Career Tech, leave the campus immediately after your last class at VHS.
11. Pass through the Hallways quietly.

12. Profanity or loud, boisterous conduct will not be tolerated in the buildings or on the grounds.
13. Profanity directed toward a staff member will result in a suspension out of school plus placement in intervention upon returning to school.
14. Obscene gestures or remarks will not be tolerated at school activities or during the school day.
15. Public display of affection is not appropriate behavior for school.
16. Students are expected to present themselves in a way that will create a positive impression s to their character. Any use of profane language, gestures and or possession of pornographic materials will result in a referral to the principal's office for disciplinary action.
17. Students are not allowed to interrupt a teacher's class to see another student.
18. Students in the hallway during class time will be considered truant unless they have a hall pass.

Use and Possession of Tobacco

Students are not allowed to use tobacco nor have it in their possession while in the school buildings, in school vehicles, or anywhere on the school campus. Any violation of this policy will result in disciplinary action as follows:

1st offense – (3) day OSS and conference with a parent

2nd offense – (5) day OSS and conference with a parent

3rd offense – Long Term suspension not to be less than 45 days or exceed 90 days.

Destruction of School Property

The cost of repairing or replacing school property damaged as a result of neglect, misuse or vandalism will be charged to the student and his/her parents/guardians. Willful damage or destruction of school property will bring disciplinary action form the administration. Legal charges may be filed at the discretion of the administration.

Extension of School Authority

The school has authority over students at all school activities (home or away) or whenever you are participating in a co-curricular or extra curricular activity. Fighting, use of alcohol or illegal substance, or other forms of misbehavior will be considered as a school problem and dealt with by the school administration. A student may be suspended (OSS) for misbehavior that occurs outside of the school day or off the school campus.

Conduct at School Activities

Students will be held accountable for their behavior at all school activities. Alcohol or drug usage will not be tolerated at school-sponsored activities. Students should never come onto the athletic field or playing surface during an athletic contest. Student who comes onto the playing surface to initiate or enter a fight may be suspended from school and/or have their opportunity to attend other school activities revoked.

Classroom Disruptions

This individual teacher will handle minor classroom disruptions when applicable. However, if the behavior continues or is of a serious nature, a student may be referred to the principal for action.

Disciplinary Action:

1st Violation: Teacher options include but are not limited to reprimand, loss of privilege, seating change, school service, conference, parent contact, class detention, or lunch detention.

2nd Violation: Teacher has the right to reassign any above consequence to student or refer to Principal.

PROPER DRESS AND GROOMING

The Vian Public School Board and Administration are aware that most of the students exhibit good taste and personal pride through good grooming and dress habits. However, it is policy that all students are to be neat, clean, and appropriately dressed to promote an educational atmosphere. Therefore, the following rules shall be followed in reference to student dress.

1. No hats, caps, bandannas, or bands around the head may be worn inside the school buildings. Teachers have been asked to take any of these items worn inside of the building and turn them into the principal's office. A parent may pick up the confiscated item at any time; a student may pick up the item at the end of the semester (minimum two week period).
2. Non-prescription sunglasses may not be worn in the building.
3. Sleeveless shirts/blouses may be worn if they have shoulder straps at least two inches wide and the armholes do not extend down the side.
4. Spaghetti straps, fish net, and halter tops are considered inappropriate and may not be worn.
5. Shorts and skirts must be long enough to come within 2 ½ inches of the top of the kneecap. (About a dollar bill width)
6. Midriff or crop tops are not allowed (a person's stomach should not show at any time between the top and pant or skirt).
7. No sagging – pants must be waist high with no part of the undergarment exposed when the shirt is lifted up to expose waistline.
8. Clothing that advertises alcoholic beverages, sex, drugs, or tobacco is prohibited.
9. Clothing that is lewd, offensive, vulgar, contains obscene language, or is distracting is prohibited.
10. Clothing that in the view of the administration promotes violence is prohibited.
11. Clothing that is associated with gangs or gang violence is prohibited.
12. Clothing that may be considered racially, religious, or gender insensitive is prohibited.
13. Clothing that may be considered as weapons including, but not limited to, studded jewelry, wallet chains, etc. is prohibited.
14. No see through clothing, clothing with holes above the knee, or tight fitting clothing shall be worn.
15. No house shoes, pajamas or clothing items designed for sleep.
16. No items or articles of clothing shall be permitted which are considered by the school administration to be disruptive to the orderly school environment. Body piercing (more than one facial piercing is excessive and will not be permitted) and hair styles/color not natural to hair may be considered a disruption to the educational environment. The principal has the authority to determine what is

- acceptable or excessive for student grooming, clothing, piercing, and hair styles/colors.
17. Shoes will be worn at all times.
 18. All clothing will be worn as intended by the design of the garment. (Examples: Arms in sleeves, and pant legs down.)

Enforcement of Dress Code

Provisions of the dress code are applicable to the school day and to school related activities. The building principal may authorize exception or modification of a provision of the dress code for a specific purpose. The following consequences will occur if the dress code is not followed:

1st Offense – The student will be required to change or cover up offensive clothing and be assigned disciplinary action.

2nd Offense – Up to three days Intervention/Suspension

3rd Offense – Five days OSS.

ZERO TOLERANCE FOR FIGHTING VIAN HIGH SCHOOL

Fighting will not be tolerated at Vian High School. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence. In a case involving excessive violence or physical damage, the suspension may be extended into the following semester or the entire school year. Any student who strikes another person on the Vian High School campus or during sanctioned school activity may be subject to suspension up to the remainder of the semester and/or the following semester except as hereinafter provided for.

Consequences for Fighting

- I. As soon as possible after any fighting incident, any student participating in the fight will meet individually with an administrator. At that time the student will be informed of the charges against him/her, the factual basis for the charges, and shall be given the opportunity to tell his/her side of the story. If the student participated in the fight, the student will be immediately suspended, unless the administrator finds that the student acted in self-defense.
- II. If it is determined either that the student was not involved in the fight, or that he student acted solely in self-defense, the student will be reinstated in school without penalty.
- III. For fighting the administrator may impose the following:

1st OFFENSE: Up to 10 day out-of-school suspension and up to 35 days Intervention

2nd OFFENSE: Up to 45 days out-of-school suspension/45 days Intervention.
- IV. The facts to be considered regarding the length of suspension are as follows:
 - a. Whether the student has previously complied with the student discipline policy.
 - b. The damage done or injuries sustained by any person as a result of the fight.

- c. The potential danger that the student poses to other persons.

Note: At the discretion of the administrator, other District disciplinary alternatives may be used in lieu of Out-of-School Suspension.
PHYSICAL ASSAULTS/VERBAL ASSAULTS ON ADULT SUPERVISORS

Any act of physical violence directed at the administration, teacher, staff member, and/or bus driver will result in the following consequences. Charges may also be filed with the police department.

First Violation: May result in suspension to the home for the remainder of the current semester and succeeding semester and may include any of the following – Recommendation for permanent exclusion, parent conference, police involvement, and recommendation for prosecution under the terms of the law. Upon his/her return to school, the student will be placed on a behavior contract which will set forth the terms and conditions for continued attendance.

Profanity/Derogatory Language/Obscene Gestures are not permitted at Vian High School or at any school activity at any time. The aforementioned in either spoken or written language directed toward an adult supervisor, teacher, administrator, staff member, or bus driver will result in a suspension of up to 45 school days.

VIAN HIGH SCHOOL DISCIPLINARY ALTERNATIVES

Lunch Detention: Students at Vian High School will receive lunch detention for minor problems that may occur. Lunch detention will be given out by the teachers of VHS. Any one assignment for lunch detention may be from one to five days in length. Students will be provided a sack lunch during lunch detention, the lunch will meet all of the nutrition guidelines set forth by the State Department of Education. No other food or drink will be allowed in lunch detention.

Corporal Punishment: Students at Vian High School may receive Corporal Punishment as a disciplinary alternative. A signed consent form must be filled out by a parent/guardian for this action to occur.

PM Detention: PM Detention is a type of disciplinary action used for minor infractions of school rules and procedures. PM Detention is from 3:15 pm – 4:30 pm on Monday, Tuesday, and Thursday.

The following guidelines are used for students assigned to PM detention:

1. Be on time; bring ample work
2. There is to be no sleeping, talking, note writing, reading magazines, or other unacceptable behavior.
3. Tardies will result in student being assigned another detention.

4. Should student not be able to attend on the assigned date he/she must be excused by the principal before the detention class begins.
5. Failure to attend on the assigned date may result in further disciplinary action.
6. Any disorder which causes the student to be removed from detention may result in a suspension from school.
7. Detention is cancelled if classes do not meet due to inclement weather.

Saturday School: A student may be assigned Saturday School in lieu of other forms of discipline. Saturday School will be served from 8:00 am to 12:00 noon.

Procedure:

1. Saturday School will begin promptly at 8:00 am in a designated room and will be dismissed at 12:00 noon sharp. (no early dismissals)
2. The following policy will be in force during the entire time that students are in the room:
 - a. NO TALKING (not even whispering) during the entire time students are in the room.
 - b. NO DISTRACTIONS of any sort (no noise making of any type, getting out of seats, passing or throwing articles to others etc.). Students may get out of their seats to get paper, sharpen pencils, or to see the supervisor. Trash will be thrown away at break time only.
 - c. NO RADIOS, CD PLAYERS, MP3 PLAYERS ETC.
 - d. NO FOOD OR DRINK
 - e. SCHOOL WORK ONLY. Student must be fully engaged with school work (no newspapers, magazines, art, crafts, or games). No sleeping, window gazing, or doodling. Students must be engaged in four hours of profitable brain activity with schoolwork. If all assignments are completed satisfactorily and time still remains, disciplinary packets will be assigned.
 - f. NO BACK TALK WHATSOEVER. Follow all directions when given.

Any violation of these rules will result in Saturday School failure and the student will be asked to leave at that time.

Students will be allowed one ten (10) minute break at 10:00 am. At 11:55 am, all students will stop work, turn in all assignments, and straighten up the room prior to being dismissed at 12:00 noon.

Students that fail to come to their assigned Saturday School will be assigned alternative discipline, and the Saturday School will be reassigned for the next scheduled Saturday.

Intervention Program: Many school behavioral problems can be eliminated by effectively intervening before suspension becomes necessary. Some students get into difficulty because schools have not provided them with the vehicle for coping with emotional pressures. The pressure can continue to build until inappropriate behavior

accumulates leading to strong disciplinary action. Vian High School has provided an additional option for our students by providing the Intervention program. Parents will be notified of this placement. It is the intent of this program to provide a short-term placement in this temporary environment. Students will not be placed in Intervention more than 3 short term placements during a semester.

The aim of this program is to deter inappropriate behavior while keeping the offenders in the school environment. Vian High School believes a program of this type is necessary if the school is going to be able to deal more effectively with students who have behavioral problems. In general terms the purpose of the program is to identify students who show signs of chronic misbehavior in class, to remove them from class to correct or modify their behavior in a positive manner, and to return the student to class as soon as possible to function in a more productive and responsible way. Program times are from 8:30 am – 3:10 pm.

School Service: The School Service Program is sometimes used to serve in lieu of other normally prescribed student disciplinary actions. The principal will have the authority to make this recommendation.

School service is a work program, which is held before or after school hours, and under the guidance of an administrator. The time of the program will be determined on an individual basis. The principal will establish the number of hours for a student to perform school service work. The service work shall include, but not be limited to parking lot clean up, grounds trash pick-up, or inside the building cleaning.

Should a student fail to perform the assigned number of hours in a reasonable number of days, the punishment will revert to an alternative disciplinary measure.

Out of School Suspension (OSS): Suspensions are designed to remove the student from the school for his benefit and/or the benefit of the general school population. Students may be excluded from school for the current semester and the succeeding semester for a violent crime, drug possession, weapons or other offenses as allowable by law.

Students who are placed in OSS are not permitted to come on campus until they are reinstated unless they have special permission from the administrator who suspended them. Students who are suspended are NOT permitted to attend, practice for, or participate in any Vian School District Activity.

Educational Plan for Long Term OSS: The school administration will provide the student with an education plan designed for the eventual reintegration of the student into school. The parent or guardian of the student shall be responsible for monitoring the student's educational progress until the student is readmitted into school. Failure of the student to comply with the educational plan will result into student being withdrawn from Vian High School. Students completing assignments at home due to a long term suspension must pick up assignments weekly. Failure to comply with the plan for two

consecutive weeks will result in the student being dropped from Vian High School enrollment.

STUDENT SUSPENSION RULES AND REGULATIONS

The principal shall have the authority to suspend any pupil who is guilty of any of the following acts while in attendance at such school or in transit (by school transportation or under school supervision) to or from school, at any school function authorized by the school district, or when present on any facility under the control of the school district.

1. Immorality or Profanity
2. Truancy
3. Violation of written school rules, regulations or policies
4. Assault upon another student or person
5. Possession, threat, or use of a dangerous weapon as defined by State Statute
6. Possession or being under the influence of any narcotic drug, stimulant, barbiturate or alcohol
7. Use and/or possession of any tobacco product
8. Conduct that disrupts the operation of school
9. Conduct that jeopardizes the safety of others
10. The willful disobedience of the request of any school official in the performance of such school official's duties
11. Failure to attend an assigned detention class or other disciplinary action without prior approval of the principal
12. Failure to comply with the State Immunization Law
13. Vandalism or Theft
14. Excessive Tardiness
15. Fighting on school premises or at school activities
16. Verbal or physical abuse
17. Illegal use of parking permits
18. Unauthorized departure from campus and/or class
19. Unauthorized entry to buildings and/or campus
20. Failure to attend assigned class while on campus without prior office approval
21. Gambling
22. Harassment
23. Disrespect to staff member

DUE PROCESS PROCEDURES

If the student, student and parents, or parents, desire to appeal a suspension, they may request an appeal by filling an appeal request form (available in principal's office) within (2) two school days after receiving the decision. Suspensions of five days or less may only be appealed to the building principal. Suspension of six to ten days may be

appealed to the committee. Suspension of eleven or more may be appealed to the Superintendent and/or Board of Education. Intervention is not considered an OSS and may not be appealed.

DRUG POLICY

Any student who possesses, sells, or uses illegal drugs or any intoxicating beverages (any controlled substance) on school property or at school sponsored activities will be subject to suspension up to the remainder of the current semester plus the entire following semester. The length of the suspension will be at the discretion of school officials. Parent conferences will be required before the student is readmitted to school. Proper authorities will be notified and school officials will make every effort to see that any student involved in the above mentioned activities is prosecuted. Drug dogs will be used to search school lockers, automobiles in the student parking lot, and other area of the campus on a random basis.

The Vian Board of Education, in June 2005, approved a policy for alcohol and drug testing of students involved in extracurricular activities. The intent of this policy is to protect the health and safety of students participating in extracurricular activities and to educate and direct students away from drug and alcohol use and abuse. All students participating in extracurricular activities will receive a copy of this policy, which shall be read, signed and dated by the students, parents, and coach or sponsor, before practice or participation in extracurricular activities may begin. A complete copy of this policy is available at the high school office.

GANG INVOLMENT POLICY

To enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others, Vian High School prohibits any gang-related involvement during activities at school, during school-related functions, or on any school district property.

The school identifies gang activity and/or involvement as:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti or other items that are evidence of membership in or affiliation with a gang or other secret society.
2. Committing any act or using any speech, either verbal or nonverbal showing membership in or affiliation with a gang or other secret society.
3. Using speech, hand gestures or committing an act which furthers any kind of interest in any gang activity.

First Violation: Parent and Police Notification.

Three days OSS plus up to 42 days Intervention

Second Violation: OSS for the remainder of the current semester, plus the succeeding semester.

SEXUAL HARRASMENT

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

A. Definition – Sexual Harassment – Any unwelcome sexual advances, requests for sexual favors, or verbal, physical or other sexually offensive conduct made by anyone on district property or during any district-sponsored event when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of an individual's education or employment.
2. Submission to or the rejection of such conduct by an individual is used as a basis for educational or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile or offensive educational or work environment.

Examples of acts of sexual harassment, which will not be tolerated include but are not limited to:

1. Written: Sexually suggestive or obscene letter, notes, invitations, and graffiti.
 2. Verbal: Sexually derogatory comments, epithets, slurs, degrading jokes, "teasing or kidding", double meanings, demeaning comments about a person of a particular sex, solicitation of sexual favors or attention.
 3. Physical: Unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against an individual's body, pulling at clothing, or blocking one's passage.
 4. Visual: Sexually oriented gestures, displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons, or posters.
 5. Any other action which emphasizes the vulnerability of the victim specifically because of gender.
- B. Prohibition: Sexual harassment will not be permitted or tolerated. This policy is applicable to all students, employees, non-employees, and volunteers on district property or serving as trip sponsors.
- C. Action to be Taken: Students who sexually harass shall be subject to any and all disciplinary action that may be imposed by the district's policy regarding student's behavior. If a member of the public is in violation of this policy, the

response may include barring the person(s) from district property, termination of business relationships with individual(s) and or prosecution of the person(s).

D. Procedure:

1. A student who feels comfortable doing so should directly inform the harasser that such conduct is unwelcome and must stop.
2. A student or parent of the student may bring a complaint to the principal or to the counselor of the school.
3. The principal will be responsible for notifying the superintendent of the complaint if the complaint involves an employee.
4. If the complaint involves an employee, the principal and superintendent will immediately investigate the complaint and shall, at the end of the investigation, recommend disciplinary action against the harasser if the complaint is substantiated. Both parties shall be notified of the results of the investigation.
5. If the complaint, does not involve an employee, the principal shall immediately investigate the complaint, and, at the end of the investigation, recommend disciplinary action to be taken against the harasser if the complaint is substantiated. Both parties shall be notified of the results of the investigation.
6. Any formal complaint investigated under this policy shall be handled pursuant to Board Policy.

E. Retaliation: Retaliation shall not be permitted against an individual who complains of sexual harassment, anyone who testifies on behalf of the complainant, or anyone who assists or participates in an investigation or proceeding conducted under this policy.

BULLYING, HARASSMENT AND HAZING

It is the policy of Vian School District that no student or employee of the district shall participate in or be members of any secret organization that is in any degree related to the school or to a school activity.

For the purposes of this policy, bullying is defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else. Bullying can be physical or mental and may be in the form of notes, remarks, gestures, emails, text messages, video, or other types of electronic interactions. Hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission in or with any organization operating subject to the sanctions of the school district. Harassment is the deliberate taunting of a student by means of language or physical contact in an attempt to degrade or humiliate. Harassment exists when an individual student or an unorganized group of individuals who use(s) rough practical jokes or cause(s) a student to perform meaningless, difficult or humiliating tasks.

No student in this district will be subject to bullying, hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities whether connected to an organization or not.

District employees shall take necessary and appropriate disciplinary action toward any student or employee who violates this policy. Disciplinary action may include expulsion for students and employment termination for employees if in compliance with state law.

References: 21 O.S. 1190 (Section 826, School Law Book, 1997)
Amended by S.B. 129, 1995 Legislative Session and S.B. 992, 2002
Legislative Session.

POLICY PROHIBITING POSSESSION OF DANGEROUS WEAPONS IN SCHOOL

1. In order to provide a safe environment for the students and staff of the Vian School District, the Board of Education adopts this policy prohibiting the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.
2. Dangerous weapons, including but is not limited to firearms, are a threat to the safety of the students and staff of the School District. 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.
3. For the foregoing reasons and except as specifically provided in paragraph 13 below, possession by any student or employee of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.
4. 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 person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity with such person’s knowledge of the weapon’s location.
5. A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, Bowie knife, dirk knife, butterfly knife, any knife having a blade of greater than three inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with blade shorter than three inches that can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, and any replica or facsimiles thereof or any item with is used to threaten harm or is used harm any person.
6. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrative staff members may seek to file criminal charges against the student.
7. Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may, pursuant to applicable board policy, be placed under immediate suspension from duties pending an

- investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to or other disciplinary action as deemed appropriate by the superintendent of schools or board of education. In addition, School District employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal, will be in accordance with any Board policy.
8. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal of the situation.
 9. If the teacher or other school employee has a reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, in violation of this policy, he shall immediately report the matter to his immediate supervisor or the superintendent of schools.
 10. If the principal learns that a student or employee is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal shall observe the following procedure:
 - a. Immediately investigate the matter and contact the police, if appropriate.
 - b. If not already confiscated by an employee of the school and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
 - c. Notify the superintendent of District.
 - d. In case of a student, notify the parents.
 - e. Cooperate fully with the police.
 - f. Transfer confiscated weapon to the police department.
 - g. Notify juvenile authorities.
 - h. SDE – Safe School Report
 11. Except as may be required by law for disabled students, any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be eligible for placement in any alternative education program, intervention program or be eligible to transfer to another school district site in lieu of suspension.
 12. A student, who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the Vian School District.
 13. An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the principal, in consultation with the superintendent of schools, is required.

14. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

RELEASING STUDENTS TO POLICE

When an officer with the police authority comes to the school for the removal of a pupil by arrests (legal warrant); the pupil will be released to the officer. The school will make every effort possible to notify the parents that the officer has removed the pupil from the school. The school will record the name and title of the arresting officer so follow-up attempts by the school or the parents may be facilitated. An officer is allowed to come to the school for the purpose of questioning a pupil. A student of Vian High School may be subject to suspension for violations of regulations covered by civil and school laws of Oklahoma.

DRUG AND ALCOHOL FREE SCHOOL

Illegal and illicit drugs and alcohol;

- a. Possession and use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful
- b. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood altering substances at school including k2 or any incense, while at school, in school vehicles, or at any school-sponsored event. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
- c. Counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.
- d. Violation of these rules will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
- e. Student violation of these rules, which also constitutes illegal conduct, will be reported to all enforcement authorities.

SEARCH AND SEIZURE

The superintendent or principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled substances, as defined in the Uniform Controlled Dangerous Substances Act, and hereinafter referred to a controlled dangerous substances, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The superintendent or principal authorizing the search shall have authority to detain the pupil or pupils to be searched and to preserve any dangerous weapons or controlled dangerous substances that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or pupils or to preserve any dangerous weapons or controlled substance.

PUPILS SHALL NOT HAVE ANY RESONABLE EXPECTATION OF PRIVACY TOWARD SCHOOL ADMINISTRATORS OR TEACHERS IN THE CONTENTS OF A SCHOOL LOCKER, DESK, OR OTHER SCHOOL PROPERTY. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

*** Any student who drives a vehicle onto the school premises is deemed to consent to a search of that vehicle at any time reasonable suspicion exists.

SCHOOL HEALTH POLICIES

The Oklahoma State Board of Health Rules and Regulations state that parents of a minor child/children and students kindergarten through grade twelve, present certification that the child is adequately immunized against diphtheria, pertussis, tetanus, rubella, and poliomyelitis before initial admission into a public school in the state of Oklahoma.

To comply with the aforementioned law, an immunization card signed by a physician or an official of the Health Department must be presented before any child is enrolled in school.

INSURANCE

Insurance for students is available through a reputable company selected by school officials. Students will have the opportunity to enroll, taking advantage of the (24) hour or school time coverage plans. Insurance or affidavits must be obtained from teachers or in the principal's office. The cost of student insurance cannot be paid by public school general funds. Therefore, the school district will provide insurance information to parents, but the cost of the student insurance policy is the parent's responsibility.

MEDICATION AT SCHOOL

Only medication prescribed by a physician should be given at school. When it is necessary to give a prescribed medication during school hours, the parents are to contact the high school office at 773-5475. Students are not allowed to carry any type of medication.

LIBRARY BOOKS AND TEXTBOOKS

Textbooks are purchased and furnished to the schools by the State of Oklahoma and, therefore, are the property of the State of Oklahoma. Large sums of money are spent each year so those Oklahoma students may have free textbooks. Therefore, pride should be taken in the care and maintenance of books. Students are not permitted to abuse these books. Students responsible for the abuse or loss will be required to pay for the text or library book before semester grades are released.

SCHOOL PICTURES

Each year pictures are taken shortly after the opening of school. All students must have pictures taken, even though they do not intend to purchase them, so that the school annual will be complete.

All seniors must have their picture taken. However, no one is obligated to order or purchase pictures. Seniors will be required to have pictures with standard poses for their senior panel (formal dress, no hats, etc.).

LOCKERS

Lockers are issued each year for the convenience of the students. All lockers in the high school are to be kept closed when not in use. Each student is responsible for maintaining his/her locker. No pictures/stickers of any kind are to be put on or inside the locker. Money should never be left in lockers at any time. **STUDENTS MAY NOT TRADE LOCKERS WITHOUT PERMISSION FROM THE PRINCIPAL.**

BACKPACKS OR BOOK BAGS

Backpacks, book bags, and large purses (Larger than 9" in length, width, depth, or height) must be kept in the student's locker during the school day.

VISITORS

Parents are invited to call or come to the office to discuss any problem or offer any suggestions they may have. However, parent conferences with teachers are best conducted during the appropriate time, the teacher's planning period. **STUDENTS ARE NOT PERMITTED TO BRING ANY VISITORS TO SCHOOL.**

CAFETERIA

Nutritious meals are served every day at Vian Public Schools. It is the responsibility of all students to throw all papers into the appropriate containers and to return trays and silverware to the places provided for them upon the completion of their meal. Due to the

large number of students served, loitering will not be permitted. You will be expected to exit the building, after you have eaten, without taking food or milk from the lunchroom. Breakfast for High School students will not be served past 8:20 am.

CARE OF PREMISES

Receptacles are placed near all entrances to campus buildings as well as at other strategic locations. Students are asked to place discarded litter in the appropriate container. The physical appearance of our building establishes an impression of us to our visitors and establishes a sense of pride in our school.

BUS REGULATIONS

All buses used by the Vian School District meet the requirements of the Oklahoma State Department of Education and operate in cooperation with their regulations.

Safety is stressed as a factor. All students are urged to regard the bus as a classroom in as much as conduct is concerned. The driver is to have absolute authority and is expected to maintain discipline in order to prevent serious accidents. The principal has the authority to suspend any student from riding the bus if the student does not abide by the rules governing student conduct on the bus.

Students who ride the school buses are urged to show care in loading and unloading. Always wait for the bus to STOP.

Buses will arrive at school by 8:00 am. School will be dismissed at 3:10 pm, and all buses will load immediately for their afternoon routes.

GUIDANCE INFORMATION

The Guidance Department of Vian High School is student oriented. The philosophy is simply to be of help to students in any way possible. This can mean helping them to select appropriate courses; helping them work through school, family, or personal problems; assisting them with career or college planning and information; or many times it simply means being someone who will listen.

The counselor will meet with students individually regarding their educational progress. The counselor will also meet with students through classroom group sessions. These sessions will be used to:

1. To orientate students to services of the Guidance Department
2. To explain courses offered in the VHS curriculum
3. To discuss educational and career opportunities
4. To explain ACT/SAT testing programs, as well as other tests that will be given during student's four years at VHS
5. To distribute scholarship, financial aid, or contest information
6. To provide information on colleges, universities, trade and technical schools
7. To explain military programs
8. To assist each student's progress toward a goal established in their 4-year plan
9. To publicize Guidance Department events such as College Days, etc.
10. To resolve scheduling problems

Booklets providing scholarship information, college requirements, financial aid, etc. will be available from the counselor. Students will receive personal and classroom guidance monthly to cover appropriate issues and concerns.

Students should not hesitate to contact the counselor for assistance with any problem. If the counselor is not available at that moment, the student should leave their name with a secretary and they will be contacted as soon as possible.

COLLEGE ENTRANCE INFORMATION

The entrance or admission standards and requirements vary from college to college. Current college catalogs are usually available in the office of the Guidance Center in the main office area or in the Career Corner of our Media Center. However, students are encouraged to write to the Dean of Admissions at the colleges of his/her choice and ask for information relative to admission. Seniors who plan a college or technical career are

encouraged to secure as much information as possible about entrance requirements and enrollment procedures early in their senior year.

TESTING FOR COLLEGE ADMISSION

The majority of colleges and universities require students to take either the ACT or the SAT exams for admission and possible scholarships. Students are urged to complete the exam at either the end of their junior year or before December of their senior year. It is strongly recommended that students take these exams on the national test dates. Residual tests (those not taken on national test dates) are not valid on many college campuses. The national testing dates and locations are available in the counselor's office.

VIAN HIGH SCHOOL ACADEMIC REGULATIONS AND GUIDELINES

The State of Oklahoma designates the minimum number of units that a student must earn to be eligible for an Oklahoma high school diploma. In addition, local school districts may establish graduation requirements appropriate for the individual districts. Listed below are the VHS graduation requirements for the standard diploma.

Class of 2011 Graduation Requirements Standard Diploma

English	4 Units
Mathematics	3 Units (Lowest is Algebra I)
Social Studies	3 Units (OK History, Government, U.S. History, Geography)
Science	3 Units
Arts	2 Units
Must have completed 24 Total Credits	

**Class of 2011
College Prep Diploma**

English	4 Units
Mathematics	3 Units (Lowest is Algebra I)
Social Studies	3 Units (OK History, Government, U.S. History, Geography)
Science	3 Units
Computer or Foreign Language 2 Units	
Art 1 Unit	

****1 Additional Unit of the Above Not Counting Art****

**Class of 2011
Graduation Requirements Diploma of Distinction**

English	4 Units
Mathematics	4 Units (Lowest is Algebra I)
Social Studies	4 Units (OK History, Government, U.S. History, World History)
Science	4 Units
Arts, Technology, or Humanities	2 Units
Foreign Language	2 Units

****Achieved a Satisfactory or Advanced on all EOI Tests.
Earned at least a 3.25 GPA on a 4.0 Scale
Must have completed 24 Total Credits**

****All Vian Seniors will be required to earn 24 units of credit to graduate. Please note: A maximum of two credits in Physical Education and/or Athletics will be counted toward the 24 credits required for graduation.**

Oklahoma's ACE Requirements

- A. Any entering Freshman that did not pass the 8th grade OCCT in reading will be placed in reading remediation.
- B. Any entering Freshman that did not pass the 8th grade OCCT in math will be placed in math remediation.
- C. Any student that did not score satisfactory on Algebra I EOI must have remediation. After school tutoring.
- D. This year's Sophomores and Freshmen classes in order to receive their high school diploma must:
 - 1. Pass four of the seven End of Instruction Tests: Algebra I, Geometry, Algebra II, English II, English III, US History, and Biology.
 - 2. Two of the four tests passed MUST be Algebra I and English II.

SCHOLARSHIPS

Institutional scholarships and grants are available at many colleges and universities. Many national organizations and firms make scholarships available to high school graduates. Information regarding all types of scholarships is available in the counselor's office. Announcements regarding scholarships are made periodically to seniors through notices in the Daily Bulletin or a special Senior Bulletin posted in the English classroom.

OKLAHOMA'S PROMISE/OHLAP

Goal: To increase the number of college graduates of Oklahoma.

*Provide an award equivalent to tuition.

*No annual limit on enrolled credit hours.

*Allows participants to collect other financial aid, as long as the sum total does not exceed cost of attendance.

*OHLAP award is calculated after all other aid is taken into account.

*Awards are available for up to five years.

*Students must enroll in the OHLAP program by the 8th, 9th, or 10th grade year of school.

- *Families with incomes below \$50,000/year may qualify.
- *2.5 GPA minimum in core and overall required.
- *Students must abide by conduct standards: No excessive absences, no delinquent acts, and no substance abuse.

CURRICULUM REQUIREMENTS FOR OHLAP

*2.5 Minimum GPA in core and overall

English	4 Units
Mathematics	3 Units
Lab Science	3 Units
Social Studies	2 Units
Citizenship Skills	1 Unit (World History, Geography, Government, Economics)
Foreign Lang/Technology	2 Units (Must be Same Foreign or Technology)
1 Additional Units from above	
Fine Arts	1 Unit

CONCURRENT ENROLLMENT COLLEGE

Concurrent college enrollment permits junior/seniors to take courses for college credit while completing high school requirements for graduation.

These guidelines, which affect the participation of students in concurrent enrollments, have been approved by the Vian Board of Education and are in accordance with existing policies of Vian Public Schools, the Oklahoma State Board of Education, and the Oklahoma Regents for Higher Education.

Steps required to establish concurrent enrollment:

1. Select two or three college course options.
2. Meet with your high school counselor to arrange a possible schedule for concurrent enrollment.
3. Obtain written permission from your counselor and parent to schedule concurrent enrollment.
4. Enroll at the college of your choice.
5. Bring proof of college enrollment to your high school counselor.
6. You must have taken the ACT exam and scored at least a 19 on the composite score.

7. You must have obtained a 3.0 cumulative GPA prior to concurrent enrollment.
8. Provide a copy of final grades/transcript to the high school counselor.

GRADE LEVEL CLASSIFICATION

To be classified as a sophomore a student must have earned at least five (5) units of credit. To advance to the 11th grade a student must have earned at least eleven (11) units, and to advance to the 12th grade a student must have earned at least seventeen (17) units.

All students will be enrolled in seven (7) credit courses, with the exception of those juniors and seniors who are given permission by the principal to be enrolled in service programs, or students attending concurrent enrollment courses.

VALEDICTORIAN AND SALUTATORIAN 2010/2011

The student with the highest and second highest grade point average respectively, will be the Valedictorian and Salutatorian.

For students to qualify for this honor they must have a minimum of two Advanced Placement classes or concurrent enrollment classes on their transcript.

ELIGIBILITY REQUIREMENTS

The same eligibility requirements which govern participation in athletic contests will also be used as a basis in determining students who may represent Vian High School in all other school activities.

The requirements are:

1. A student must have been present for at least ninety percent (90%) of the days school has been in session.
2. A student must be in attendance the day of the contest in order to participate. Any student absent during the day of an activity will not be allowed to participate in the activity unless the principal can justify waiving the rule.
3. Beginning with the fourth week of each semester a student must be passing all courses. If a student is failing a course then he/she will be placed on probation for the next week. If the student is failing a subject the following week, he/she will be ineligible the following week. The ineligibility period is from Monday through Sunday. This policy is subject to change in accordance with OSSAA policy.

ATHLETIC PARTICIPATION POLICY

When an athlete starts a particular sport, he/she will be allowed to quit and participate in another sport or classroom if this change is accomplished within the first two (2) weeks of the sport or within the first two (2) weeks of the beginning of the second semester. If he/she quits after the first two (2) weeks, the student will receive a grade of "F" for that grading period, participation in the athletic program, in any form, is prohibited until the sport in which the student was enrolled, but quit, has finished its season. At that time, the student who has quit a sport but whose season is completed is eligible to participate in any sport in season or to the off season program as agreed upon by the athletic coaches.

CLASS OFFICERS AND MEETINGS

Class officers are elected early in the school year. A student may not hold more than one elective class office at any time. A student has the option of resigning a position in order to accept another. Class officers must have and maintain a 2.5 GPA and have at least 90% attendance rate during his/her previous semester. Class meeting will be scheduled with the approval of the principal.

STUDENT COUNCIL QUALIFICATIONS

Officers are nominated by class officers and elected by the student body.

I. President:

- a. Must have been a member of student council prior to term of office.
- b. Must be a member of the senior class the year he/she presides as president with the required number of credits.
- c. Must maintain a 3.0 GPA in the preceding two semesters before the election.
- d. The candidate must have attended Vian Schools for at least one year prior to filing for an office.

II. Vice President:

- a. Must be a member of the junior class or senior class during his/her time of office.
- b. Must maintain a 3.0 GPA in the preceding two semesters before his/her election and must maintain this average.

III. Secretary/Treasurer:

- a. Must be a member of sophomore, junior, or senior class during his/her term of office.
- b. Must maintain a 3.0 GPA in the preceding two semesters before his/her election and must maintain this average.

IV. Reporter:

- a. Must be a member of sophomore, junior, or senior class during his/her term of office.
- b. Must maintain a 3.0 GPA in the preceding two semesters before his/her election and must maintain this average.

STUDENT ACTIVITY GROUPS

Vian High School offers the opportunity for students to become involved and encourages extracurricular or special interest groups. Each group has a constitution or by-laws by which it is governed. The sponsor of any group may be contacted for specifics regarding membership. The following is a list of these groups:

Athletics: Football, Basketball, Wrestling, Track, Baseball, Softball, & Cheerleading

Special Interest Groups: FHA, FFA, Spanish Club, Chorus, Band, Indian Club, FCA, Student Council, and Art Club.

Honor Groups: State and National Honor Society, Principal's and Superintendent's Honor Rolls, Valedictorian and Salutatorian.

FUNDRAISING

Fundraising plans carried on in the name of the school or any organization within the school must be approved by the principal first and then by the Superintendent and the Board of Education.

HONOR ROLLS/SOCIETIES

Superintendent's Honor Roll: Students must have no grade lower than an "A" for the entire semester.

Principal's Honor Roll: Students must have no grade lower than an "A" or "B" for the entire semester.

National Honor Society: The National Honor Society is an organization sponsored by the National Association of Secondary School Principals. Selection for membership is based upon the four qualities of scholarship, leadership, service, and character. Sophomore, junior, and senior students who have attended Vian High school for at least one semester and have a cumulative GPA of 3.6 or above at the end of the first semester are eligible scholastically for membership.

Leadership is based upon the student's participation in two or more community or school activities in which he/she has been directly responsible for directing or motivating others. To meet the service requirement the student must have been active in two or more service projects in the school or community. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Students are screened by a faculty council consisting of five members, and are reevaluated each year at the end of the first semester.

Oklahoma Honor Society: The purpose of the Oklahoma Honor Society is to promote high standards of scholarship among the students in the high schools of Oklahoma. Ten percent of the student body making the highest scholastic marks in school may be nominated. Membership in this society is available to all students in grades 9 through 12. Membership will be based upon work completed during the first semester of the current year and the second semester of the preceding year for students in grades 10, 11, and 12. The standing for the 9th grade students will be based on the work done during the first semester of the current year.

SEATING FOR HIGH SCHOOL ASSEMBLIES

Seniors: Front Half of Middle Section
Juniors: Back Half of Middle Section
Sophomores: West Section
Freshmen: East Section

**Always enter an assembly quietly and find your seat promptly upon entering the auditorium.

EMERGENCY DRILLS

Students and teachers will follow the procedures posted in classrooms and placed in strategic areas throughout the campus. Fire evacuation drills will be conducted twice per semester. Tornado Drills will be conducted once per semester. Lockdown drills will be conducted once per semester.

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING AND EVALUATION

This notice is to inform parents of the child identification, location screening and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral: Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Centers coordinate with the SoonerStart Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through two years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening: Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts:

Readiness Screening – Personally identifiable information is collected on all kindergarten and first grade students participating in school wide readiness screenings to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

Educational Screening – Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district. Educational screening is implemented for all first grade students each school year. Second through twelfth grade

students shall be screened as needed or upon request of the parent, legal guardian, or teacher. Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- To inspect the students education records;
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students privacy or other rights;
- To consent to disclose education records, except where consent is not required to authorize disclosure;
- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington D.C. 20202, concerning alleged violations of the requirements of FERPA
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

If you know of any child that may need special help, please contact the special services director of Vian Public Schools:

Mrs. Brenda Rouse
Special Services Director
Vian Public Schools
PO Box 434
Vian, OK 74962
918-773-5798

ASBESTOS STATEMENT

All of the buildings of the Vian Public Schools were inspected for asbestos containing building materials and a report of this inspection, laboratory analysis of the samples and other pertinent data are included in the AHERA management plan for each organizational unit. The master AHERA management plan is on file in the office of the Superintendent of schools.

These AHERA management plans are available for the public to review upon request to the Superintendent of schools. These documents are made available to enable the public to determine if the AHERA management plan has been satisfactorily implemented.

Vian Public Schools will annually notify all parents, teachers and other employees of the availability of the asbestos management plan by inclusion of this information in the student handbook. The Asbestos Program Manager (R.E. Phillips – OKMP-230052) will be conducting walk through observation inspections of the buildings every six months.

NONDISCRIMINATION STATEMENT

The Vian Public School District does not discriminate on the basis of race, color, national origin, sex, age, disability, or veteran status.

No student will be denied access to any program due to accessibility of facility or the need for special or modified equipment. As a person who will be working with students on original entry to school, it is necessary you notify the administration of any special needs.

Invitations to public events at the Vian Public Schools are extended to all people. If you have special needs due to a disability, please contact the Superintendent at 773-5798 at least ten days before the event.