

2019-2020

# VARNUM PUBLIC SCHOOLS HANDBOOK



**“Dedicated to Excellence”**

WHIPPETS  
2019-2020

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Varnum Public Schools. The faculty and staff join me in saying we are happy to have you as part of the Varnum school system. We hope that this will be a successful and satisfying year for you.

The pages of the handbook are filled with important information regarding policy and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between the school and home is important to the success of our educational program.

We welcome your participation and support during the school year. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

David Brewer  
Superintendent

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VARNUM HIGH SCHOOL  
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**Amy Williams – JH/HS PRINCIPAL**  
**Jon Hadley – ATHLETIC DIRECTOR**

**GENERAL NOTE**

This handbook is maintained so that all students and their parents may become acquainted with general information concerning Varnum Schools as well as to familiarize themselves with Board of Education and administrative policies, rules, and regulations.

Varnum Public Schools are in conformity with the Civil Rights Act of 1964 and Title IX Educational Amendments Act of 1972.

All class offerings, courses, clubs, and extracurricular activities offered at Varnum Public Schools are open to all students regardless of race, creed, national origin, or sex. The student must meet the necessary prerequisites of grade level and grade point average for admittance to any given course, club or activity.

**PUBLIC NOTICE FAMILY EDUCATION RIGHTS & PRIVACY ACT**

The Varnum Public School District has developed policies and procedures designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). Copies of district policies are available for review in the office of the superintendent, each principal's office, and high school counselor's office. This policy provides the right for a parent/eligible student to:

1. Inspect and review the student records.
2. Request to amend records.
3. Consent to disclosure of identifiable information.
4. File with the U.S. Department of Education a complaint.
5. Obtain a copy of the policy from the building principal upon personal or written request.
6. Be provided translation if primary or home language is other than English.

{Ref. FL, FL-R, FLE in Varnum School Policy Manual)

**AHERA NOTICE TO PUBLIC**

Varnum Public School has been inspected for asbestos using the Asbestos Hazard Response Act (AHERA) guidelines. At this time, we are able to report to you that asbestos has been found, in only slight amounts, in several areas of the school district facilities. The asbestos, its location, and the approved handling techniques are discussed in the management plan that has been written for this district. A copy of the entire Management Plan, as submitted to the Department of Health, is on file and is open for inspection in the Superintendent's Office.

(Ref. CKE in Varnum School Policy Manual)

## **GUIDANCE AND COUNSELING SERVICES**

The purpose of the Varnum School guidance program is to assist individuals to make appropriate decisions and adjustments in the light of their own interests, abilities, and levels of aspiration. Counselors will assist students in understanding themselves and their opportunities, in accepting the responsibility for choices they make, and in following a course of action in harmony with their choices.

One of the goals of the guidance department is to see every student through group guidance sessions. During these sessions, the counselor will talk about educational plans, vocational plans, and/or school problems of any nature. The counselor is available for private individual conferences to answer any questions students may have.

## **ACTIVITIES**

Activities at Varnum School include, but are not limited to: Freshman, Sophomore, Junior, and Senior Class, Honor Society, Student Council, Student Publications and 4-H Club.

## **ACTIVITY TRIPS**

Students will go and return in the school bus or transportation provided by the school. Parents must make special arrangements with the sponsor for the students to return from the activity in any way other than transportation provided by the school. Students will only be released to the parent/guardian at the activity.

## **ACTIVITY ABSENCES**

The regulations of the Oklahoma Activities Association, which requires a student to be in attendance in every class a minimum of 90 percent of the time in order to be eligible for school activities, will be enforced. The principal of the high school will set up appropriate procedures to be assured that the eligibility of the student pertaining to attendance in class, as well as of making passing grades, is enforced.

The principal will have the right to use his discretion on any problem that might arise.

In keeping with this policy, the following procedures will also be adhered to in order that absences will be kept to a minimum.

1. Since spring activities contribute heavily to the number of days students miss class, the principal will meet with the directors and staff and review the schedule for each activity and will approve the schedule, with a minimum of games or activities on each schedule. Every effort will be made to hold these events after school and on Saturdays.
2. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten for any one-class period of each school year. Excluded from this number are state and national levels of school-sponsored contest. State and national contests are those for which a student must earn the right to compete.
3. Students who miss class in order to participate in a school-sponsored activity should pick up assignment sheets prior to missing class and be ready to turn in work upon returning to class. Students who fail to adhere to the make-up assignment policy shall be in violation of school rules and regulations.

## HOW TO BE AN ELIGIBLE ATHLETE

The Oklahoma High School Activity Association rule governing scholastic eligibility requires that a student maintain passing grades in all subjects up to the end of the week preceding the event.

A passing grade is considered to mean work of such quality that credit would be granted if the semester were to close at that time. Eligibility is therefore determined not necessarily on the basis of one week's work, but on the cumulative period through the week preceding the activity. Students determined to be ineligible on Friday of reporting week will begin ineligibility on Monday and remain so through the following Sunday. If an ineligible student participates in an event, forfeiture of any individual or team awards or prizes may be deemed warranted when a written protest is filed and upheld within five days of participation. Any additional OSSAA eligibility requirements will be enforced. (six weeks hardship, etc...)

Above rules apply to all extracurricular activities.

(Ref. FMA-R1 in Varnum School Policy Manual)

## ENTRANCE REQUIREMENTS

For admission to Varnum High School, a student must be a resident of this school district or a legal transfer, must be living with parents or legal guardian as defined by the Oklahoma State Statutes, and must willingly abide by the rules and guidelines set for our school.

## STUDENT CLASS LOAD

All freshman, sophomores and juniors shall be enrolled in eight classes unless a hardship case can be established. A junior or senior may be granted the privilege of enrolling in fewer than eight classes in order to be concurrently enrolled, provided he or she is enrolled in a sufficient number of courses to complete all requirements for graduation.

## GRADUATION REQUIREMENTS

### College Preparatory/Work Ready Curriculum for High School Graduation

*(Title 70 O.S. § 11-103.6)*

In order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

**4 Units English-** to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

**3 Units Mathematics-** limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

**3 Units Laboratory Science** -limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

**3 Units History and Citizenship Skills** -including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements;

**2 Units of the same Foreign or non-English language, or 2 Units Computer Technology**- approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

**1 Additional Unit**-selected from the courses listed above or career and technology education courses approved for college admission requirements; and

**1 Unit or Set of Competencies of Fine Arts: Music, art, or drama, or 1 Unit or Set of Competencies of Speech.**

**The local school board's graduation requirements may exceed the state graduation requirements of 23 units.**

To meet the graduation requirements, local school district options may include courses taken by concurrent enrollment, Advanced Placement or correspondence, or courses bearing different titles. School districts shall strongly encourage students to complete two units or sets of competencies of foreign languages as part of the core curriculum for high school graduation. Local school district requirements may exceed state graduation requirements. Career and Technology Education also offers academic credit options, such as: Computer Science allowed for high school math credit qualified Agriculture Education courses for high school science, math and science, and Anatomy and Physiology (science) credit allowed for certain health science courses. For more information, contact your school counselor or your local Career Technology Center.

Credit may be given for the above referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained. Varnum High School students who attend Gordon Cooper Technology Center will be allowed to obtain all graduation credits allowed per approval of the Oklahoma State Department of Education.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. The district may not offer all of the above referenced classes. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the state Department of Education. All exceptions and the reason therefore shall be reported to the State Department of Education on or before July 1 of each year.

(Ref. EIED in Varnum School Policy Manual)



## **GRADES**

The following grading scale will be used in the Varnum School System:

Grade Equivalent	Meaning	Numerical
A	Excellent Progress	90-100
B	Good Progress	80-89
C	Average Progress	70-79
D	Passing	60-69
F	Failure, no credit earned	Below 60
I	Incomplete, makeup required	

## **ACADEMIC RETENTION/MATRICULATION**

Students below the high school level who fail to pass three or more academic subjects shall be candidates for retention. A faculty committee on retention and promotion shall make the final determination regarding promotions and retention. The principal shall appoint the committee. Academic subjects shall be defined as history, math, English, science, and literature.

Promotion – Promotion of a high school student shall be based on earned units. Assignment to high school grades shall be made in accordance with the following classification schedule:

1. Ninth grade-completion .....0- 6 units
2. Tenth grade-completion. ....6-12 units
3. Eleventh grade-completion .....12-18 units
4. Twelfth grade-completion .....18-23 units
5. Graduation upon completion of 23 units.

Promotion and Retention for Special Education Students – Students enrolled in special education shall be promoted and retained according to the student’s IEP and the IEP committee’s decision.

A student in special education can receive a failing grade. He/She cannot fail because the academic level is too high (that is, not an appropriate program), but failing grades may be given because of refusal to do work within capability and poor attendance. However, when the prospect of failure appears, consideration should be given to addressing the problem on the IEP with the idea of alleviating it. Failure cannot be caused as a result of the handicapping condition.

(Ref. EIE-R in Varnum School Policy Manual)

## **WITHDRAWAL FROM SCHOOL**

In order to insure proper handling of school records and to facilitate entrance to another school, a student wishing to withdraw from school should:

1. Have a parent call, come into the office, or write a note explaining the reason for withdrawal.
2. Obtain a withdrawal notice from the principal’s office as early as possible on the day he/she intends to check out of school.
3. Have the withdrawal notice properly endorsed by all subject teachers, the librarian, the nutrition clerk and the principal.
4. Bring completed withdrawal notice to the office by 2:40 p.m.
5. A student should have in his/her possession the following items before leaving school:

- a. withdrawal notice
- b. physical education equipment and other personal belongings, and
- c. final clearance and all bills paid from the principal's office.

**CLASS CHANGES**

Students cannot change classes after the first week of each semester in most cases. The building principal or high school counselor must approve all schedule changes.

**TRANSCRIPTS**

Transcripts needed for transfer, military use, scholarship consideration, and college applications or prospective employer information may be requested from the office. A fee may be charged for additional copies.

**ACADEMIC EXCELLENCE**

Students at Varnum High School are eligible for various activities and academic awards based on scholarship, leadership, sportsmanship, and improvement in class work.

**HONOR ROLL**

When computing grade point averages for the semester honor roll, students who have a “B” average will be named to the school honor roll.

Honor Roll will be based on semester grades only. Those students who have an “A” in all subjects will be named to the Superintendent’s Honor Roll. (Ref. EIDA in Varnum School Policy Manual)

**ACADEMIC HONORS**

The student(s) with the highest grade point average figured to the 1/100ths value will be selected as class valedictorian(s). The next highest will be selected as class salutatorian. Grade point average of grades earned in the 9th, 10th, 11th, and first semester of the 12th grades will constitute the composite score. Class ranks will be figured according to these averages, then a final grade point and class rank will be figured at the end of the semester when all grades are recorded on the permanent record. To be eligible for consideration, students must be enrolled in a minimum of four units during their senior year and have been enrolled at Varnum their final 4 semesters before graduation.

**GRADE POINT SYSTEM**

In order to compute averages for the awarding of honors and to determine class rank, letter grades will be assigned these number values:

	A	B	C	D	F
AP Course	5.0	4.0	3.0	2.0	0
Concurrent Enrollment Course	5.0	4.0	3.0	2.0	0
Honors Course	4.5	3.25	2.25	1.25	0
Other Course	4.0	3.0	2.0	1.0	0

(Ref. EIC-R in Varnum School Policy Manual)

## **STUDENT COUNCIL**

The Student Council was formed to give the student body, through its elected representatives, a voice in school affairs. In many areas, the Council is very effective in making a better school. The projects it sponsors are for helping the faculty and administration to enhance the social, spiritual, and character development of the student body.

## **SCHOOL BREAKFAST AND LUNCH**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced **breakfast and lunch is offered.** The cafeteria management and your fellow students will appreciate your cooperation in:

1. depositing all lunch litter in wastebasket,
2. returning all trays and utensils to the dishwashing area, and
3. Leaving the table and the floor around our place in a clean condition for others.

## **FIRE, LOCKDOWN, INTRUDER AND TORNADO DRILLS**

Four kinds of drills are required by law and are important safety precautions. All drills will be conducted at regular intervals throughout the year. Instructions for drills have been carefully planned, and the student will find a copy of these on the bulletin board of each classroom. Also, each teacher will go over these instructions with each class during the first week of school.

## **MEDICAL RELEASE FORM**

All students who participate in athletic activities at Varnum High School and Junior High must have a signed medical release form on file.

## **INSURANCE**

In conjunction with an insurance company, Varnum Schools offer its students an opportunity to participate in a school group accident policy. Each student will have an opportunity to purchase this insurance through the principal's office.

## **LIBRARY**

Varnum School provides and maintains a library/media center of outstanding quality for its students. A librarian is employed to care for this facility and to assist students in finding what they need. The student must pay for loss or damaged books and materials in the center. The library will be open each morning at 8:00 a.m. only for the purpose of study and checking in and out books. The library will remain open until 2:30 p.m. each school day.

## **MY STUFF/LOCKERS**

Lockers are assigned early in the year. Students should not exchange lockers without clearance from the building principal. Keep lockers neat and clean at all times, and close locker doors quietly. Hall and PE lockers are the property of the school and may be checked.

## **STUDENT FEES**

Student fees may be charged in some classes and activities. These fees must be paid by the end of the third week. Students who have past due accounts on fees and fund-raising accounts will not be eligible to participate in activities. (Ref. FP-R in Varnum School Policy Manual)

## **TEXTBOOKS**

When books are issued, the teacher will write the student's name in ink on the label in the books issued to the student and the logbook number in the teacher's grade book. The student in whose name the book is issued must pay for books lost or damaged. Books should not be left lying about the school grounds. The way you care for your books will reflect your appreciation of the free textbook plan.

## **SCHOOL SPIRIT**

School spirit may be divided into three categories:

1. Courtesy toward teachers, fellow students, guests, and the officials of the school athletic events.
2. Pride in everything our school endeavors to accomplish and has accomplished
3. Sportsmanship and the ability to win and lose gracefully. School spirit means loyalty to all functions of the school.

## **HOMEWORK**

Homework by the student is encouraged when it is necessary to supplement or strengthen regular class work. All students profit from a certain amount of systematic home study. Homework will be graded and returned by the instructor within one calendar week. If not the student will receive 100% credit for that work not returned.

## **ATTENDANCE**

It is expected that all students will be in class as much as absolutely possible. Grade cards sent to parents at the end of each nine weeks period will show the number of days missed and tardy in each class. Absences are to be recorded by the teacher if the student is not present, no matter what the reason and these reports are to be kept up-to-date.

1. A student, grades 5-12, attending Varnum Public Schools will be allowed 10 absences for any reason (except truancy) during a semester. On the 11<sup>th</sup> absence of any class period during a semester the student will fail that class.
2. The Principal and/or the office will notify parents of students who have excessive absences. In case of absences during school that are of catastrophic nature or an emergency which causes the student to exceed their allotted absences, the Principal has the right to waive absences, if he/she so chooses.
2. On any absence, all students are required to make up their schoolwork. All work that was missed must be completed within three days of return of student to school. If work is not completed within three days, the grade will be recorded as a zero.

3. Students may make up absences by attending Saturday School (see Saturday School Policy). Students will only be allowed to make up 3 absences per class per 9 weeks. After a quarter (9 weeks period) is passed the absences for the student will remain as is. One Saturday School will make up ½ day missed. For a full day of absences a student would need to attend 2 Saturday Schools.
4. Suspension Absences: Students who miss school because of a suspension will be allowed to make up any and all schoolwork. Students will be given a zero only if they fail to turn in required work. Students must have all work completed and ready to turn into his/her instructors when he/she returns to school unless arrangements have been made otherwise.

### **SEMESTER EXAMINATIONS**

Teachers at all grade levels must stress study techniques (how to outline, scan, etc...) as well as test-taking techniques in order for students to be adequately prepared for post-secondary education. Nine weeks and Semester tests shall not count more than ONE regular test grade.

Students at Varnum High School, 9<sup>th</sup>-12<sup>th</sup> grade, may be exempt from taking semester tests for their respective classes if they have:

1. Not been truant, unexcused, or involved in disciplinary action during the semester. Disciplinary action is defined as suspension for any reason. (Students not checking out properly from school are considered truant.)
2. A grade of A, B or C and no more than 3 excused absences.
3. For test exemption purposes, 3 unexcused tardies are equal to 1 excused absence. (Teacher grade book is authority for determining absences and tardies for test exemption purposes.)

### **TARDY TO CLASS**

Varnum Public School attendance will be taken during the first part of each class period. Students more than 20 minutes late for a class will be considered absent. Also 3 tardies will result in an absence and that absence will be counted toward the ten absences allowed in a semester.

### **HALL PASSING PERIOD**

Five minutes are allowed between classes generally. Pass directly from one class to the next; avoid all unnecessary confusion.

### **LEAVING SCHOOL**

Passes for leaving School: A Student is not permitted to leave the school grounds at any time during the school day without permission from the principal. If he/she must leave the campus because of illness or another emergency, he/she must sign out in the attendance office.

Failure to follow proper procedure will cause the student to be considered truant.

### **HALL PASSES**

Hall Passes: A student is not permitted in the halls during class periods unless he/she is accompanied by a teacher or has permission from an authorized staff member. Students leaving class for any reason other than teacher or office request will be considered tardy.

### **ENTERING OR LEAVING SCHOOL**

1. If it becomes necessary for a student to remain at home due to illness or because of an appointment with a physician and returns to school during the school day, it will be necessary for the student to report to the principal's office with a doctor's or dentist's note in order to clear his/her record. If a student stayed home because of illness but did not see a physician, a parent or guardian needs to notify the office of the illness. All appointments should be made before school, after school, or on weekends whenever possible.
2. No student may leave school for any reason unless he/she has permission from the principal's office before he/she leaves. If the student is a driver, a phone call by the parent is the best way to ensure that a student is checked out properly and may be excused. If the student is not a driver, the parents or guardians must pick up the student at the school or notify the office of who will be picking up the student. The student, upon return from his/her appointment, clears through the principal's office before returning to class, again the student should return with proper documentation from the appointment.
3. All students are encouraged to be in every class period. There is no way that a school can be expected to teach students as much as necessary if the student is not in class. Any student who has more than 10 absences (other than school activity absences) in a class will not receive credit for that class. This record shall be kept on a semester basis, and students who have more than 10 absences will be given a failing grade in the class for that reporting period. Parents should contact the Principal or Superintendent and make provisions for a homebound tutor if the student will be out of school for an extended period of time. The principal retains the right to rule on any special problem that might arise due to unscheduled activities and/or illness.

### **STUDENT BEHAVIOR**

PDA: Boys and girls will naturally form friendships in school, but displays of being overly affectionate are not acceptable at school or at school-sponsored activities. Violation of this policy will result in disciplinary action.

### **FOOD, CANDY AND DRINKS**

The eating of food, candy or drinks in the halls or classrooms of Varnum Schools will not be allowed except in designated areas and at designated times.

### **RESTROOMS**

The restrooms are yours. You should take pride in keeping markings and disfigurations of any kind from the walls. The condition of the restrooms and halls of our buildings sometimes judge us as a school. Dispose of towels in the baskets provided for them. Your help in proper use of the restrooms is appreciated.

## **ITEMS PROHIBITED AT SCHOOL**

Some electronic devices are prohibited in Varnum Public Schools because of the noise and confusion. Many problems arise because of the theft of such equipment. Refer to wireless telecommunication devices rules concerning cell phones.

## **DIPPING, CHEWING, SPITTING, AND SMOKING**

The possession or use of tobacco (smoking, chewing, dipping, etc...) is prohibited. Violation of this policy will result in disciplinary action.

## **VISITORS**

A student is not to bring pre-school children, friends, or relatives to visit school without prior administrative approval. Parents are encouraged to visit the school and all guests should report to the school office on arrival. Visitation and conferences should be arranged in advance through the administrative office.

## **STUDENT CONDUCT AND DRESS CODE**

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system.

1. Dress regulations for students of Varnum Public Schools shall be based on personal cleanliness and respect for each other. Clothes and grooming should be neat and should reflect pride in one's self and one's school. Students should remember at all times that they represent their school to the community, therefore, ordinary community standards of good taste and modesty should be observed.
2. If a student's dress is thought to be inappropriate by a member of the faculty or the administration, the principal will bring it to the student's attention. If the student's dress continues to be indecent or distracting, disciplinary action will be taken.
3. Students should always appear neat, clean, and tastefully dressed. Any unusual manner of dress or appearance that might tend to create a disturbance is prohibited.
4. Extremes in dress and/or grooming which may be a health or safety hazard or which may detract from a desirable educational setting are not appropriate for school. The principal is responsible for determining that student dress and/or grooming does not distract from the educational program.
5. The following forms of dress are specifically prohibited during the normal school day:
  - A. Bare midriff garments
  - B. Tank tops and/or muscle shirts
  - C. Strapless garments
  - D. See-through (transparent) garments worn without a regulation top.
  - E. Bare feet.
  - F. Clothing portraying obscene writing, advertisements or alcohol, tobacco, drugs, violence, and/or sex
  - G. Jewelry or accessories pertaining to alcohol, drugs, violence, and/or sex
  - H. Hats, caps, or head covering in the building
  - I. Pants or shorts which sag below the normal belt line
  - J. Shorts which are too short (recommended length is not higher than 4" above the top of the knee)

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student make appropriate corrections. If the student declines, the principal shall notify the student's parent or legal guardian and request that the person make a necessary correction. If both the student and parent or legal guardian refuses, the principal shall take appropriate disciplinary action.  
(Ref. FNCA-R in Varnum School Policy Manual)

## STUDENT DRIVERS

The expressed wish of the staff of Varnum High School and the board of education is that each student and parent read carefully all regulation of the Varnum High School Vehicle Code so that there will be no misunderstanding. REMEMBER: "THE LIFE WE SAVE COULD BE YOURS." If a student violates the vehicle code driving privileges will be taken away.

**THE PARKING LOT IS OFF LIMITS AFTER THE STUDENT HAS PARKED HIS/HER CAR UPON ARRIVAL.**

1. A student, who drives a car to school, whether it is for one day or every day, is to park it in the student parking area. **A STUDENT MUST BE A LICENSED DRIVER.**
2. The student agrees to observe the following rules:
  - a. Speed limit of five miles per hour in the parking area and observe all traffic regulations in all school areas.
  - b. No parking in designated faculty or visiting parking spaces.
  - c. No parking in the driveway area.
  - d. No vehicle to be overloaded.
3. The student agrees to cooperate with the professional staff of the school and to observe traffic regulations in all school areas.
4. The student agrees to lock his/her vehicle as soon as he/she arrives on the parking lot and agrees not to loaf in his/her vehicle or in the parking lot.
5. The student agrees not to sit in or on parked vehicle leaving parking lot as soon as the car is parked.
6. A student who violates any of the above provisions may have his/her permit revoked. Continual violations of the traffic code necessitate disciplinary action.
7. The student agrees to sign the registration card and adhere to all provisions mentioned heretofore.

Varnum Schools has a **closed campus for lunchtime**. Students may not leave school in their vehicle for the purpose of going to lunch off-campus. **Students may only leave school grounds during lunch-time if a parent signs them out, picks them up, and returns them to school in a timely fashion. Phone calls from parents are unacceptable. Other students may not ride with another parent for the purpose of going to lunch. Students returning late to their next class period will be counted as an unexcused absence depending on the time they arrive to class.**

## SCHOOL BUSING

Varnum Public Schools provide modern safe transportation for its students. Students should be careful about boarding and getting off the bus. Always wait for the bus to come to a complete stop before leaving your seat. Students should never be moving around in the bus or have arms and heads outside windows while the bus is in motion. The driver of the bus is a school official and has the same control over students as the teacher in the classroom. Misconduct will be immediately reported to the principal. Persistent improper conduct or vulgar language may cause the student to be deprived of the privilege of riding the bus. (Ref. EFFF-R1 in Varnum School Policy Manual)



## **DISCIPLINARY RULES FOR STUDENTS RIDING BUSES**

1. First Offense: Upon the first offense of unacceptable conduct, the principal in charge of that student's grade will notify the student and parent. Proper conduct and procedures for riding the bus will be discussed. The student may be suspended from riding privileges for one day.
2. Second Offense: Upon the second offense of unacceptable conduct, the principal will notify the student and parent that the student is suspended from the school bus riding privileges for five school days. The student will be transported home the last time he/she rides the bus.
3. Third Offense: Upon the third offense of unacceptable conduct, the principal will notify the student and parent that the student is suspended from bus riding privileges for the equivalent of one semester.  
(Ref. EFFF-R1 in Varnum School Policy Manual)

## **STUDENT PICK-UP AFTER SCHOOL**

Parents are asked to obey the laws of the state of Oklahoma. Before and after school while students are boarding buses, the "STOP" sign will be extended and flashing. Oklahoma law requires all vehicles to stop and wait for the flashing stop sign to be discontinued. We want to provide the safest environment for our students to load and unload these buses. Please stop and keep away for the buses as long as the "STOP" sign is flashing. **DO NOT PASS A BUS WITH A FLASHING STOP SIGN.** Any parent that can pick up your student(s) on the east side of the school would help keep traffic at a minimum in the area students are loading.

## **SCHOOL LAW OF OKLAHOMA-SECTION 98**

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

(Ref. FO-R1 in Varnum School Policy Manual)

## **PHILOSOPHY OF DISCIPLINE**

Discipline is broad in nature and can be viewed from many perspectives. Unfortunately, discipline is frequently misunderstood and the source of much disagreement. We think it will be beneficial to students, parents and school staff to identify the basic components of our approach to discipline at Varnum School.

1. We regard discipline as training intended to produce a pattern of behavior that promotes a learning environment and ensures the wellbeing and safety of students and staff.
2. School rules and procedures are designed to effect a learning environment and ensure safety.
3. Rules are communicated to all students. We encourage parents to review the school handbook so that there is mutual understanding of both the rules and the consequences for not complying with the rules.
4. It is our hope that the consequences of breaking rules will foster student responsibility and motivates students to display behavior that offers them opportunities for positive reinforcement rather than negative consequences.

We solicit your support in addressing these school rules and administering our discipline policy. Students are always the beneficiaries when parents and educators work together. Please contact us at any time if you have any questions regarding our school's rules and discipline policies.

### **GENERAL CLASSROOM RULES BASED ON ASSERTIVE DISCIPLINE**

In order to guarantee all students in the classroom the excellent educational climate they deserve, we at Varnum School have developed a Discipline Plan that will be in effect at all time.

When in the classroom, students must comply with the following rules:

1. Be in assigned seat or location ready to work when the tardy bell finishes ringing.
2. Have paper, pencil, books, assignments, and other materials daily
3. Keep hands, feet, books, and objects to yourself.
4. No swearing, rude gestures, cruel teasing, or putdowns.
5. Follow all teachers' directions. (This includes teacher's individual classroom rules.)

### **SCHOOL CODE PROHIBITING SERIOUS MISCONDUCT**

The following code sets forth school guidelines prohibiting certain types of student conduct that constitute major offenses. A student found to be in violation of the code is subject to disciplinary action and/or expulsion from school.

#### Guideline 1. Disruption of School

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial material disruption or obstruction of any lawful mission, process or function of the school.

#### Guideline 2. Damage or Destruction of School Property

A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property. Repeated damage or theft involving school property shall be a basis for long-term suspension or expulsion from school.

#### Guideline 3. Damage or Destruction of Private Property

A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds.

#### Guideline 4. Assault on a School Employee

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause injury to a school employee;

1. on the school grounds,
2. off the school grounds at a school activity, function, or event, or
3. To any person in transit to and from school.

The police will be involved in any of the above-mentioned violations. The student shall be arrested for assault and battery and shall be prosecuted. A recommendation of suspension for up to two semesters shall occur.

Guideline 5. Physical Abuse of Another Student or Any Person Not Employed by the School.

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way that could reasonably cause physical injury to another person;

1. on the school grounds,
2. off the school grounds at a school activity, function, or event,
3. To any person in transit to and from school.

Punishment may be a long-term suspension.

Guideline 6. Fighting

Any person fighting may be punished by suspension.

Guideline 7. Weapons and Dangerous Instruments

A student shall not possess, handle, or conceal any object that can be considered a weapon. This includes:

1. on the school grounds or within vehicles, or
2. off the school grounds at any school activity, function, or event, or in transit to and from school.

A violation of this policy could result in a recommendation of suspension for up to two semesters.

Guideline 8. Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

1. on school grounds, or
2. off the school grounds at any school activity, function, or event,
3. All medication shall be dispensed through the office.
4. Reporting students under the influence of or possessing non-intoxicating beverages, alcoholic beverages, or

controlled dangerous substances: It shall be the policy of the Varnum Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession:

- a. Non-intoxicating beverages,
- b. Alcoholic beverages, or a
- c. Controlled dangerous substance,

as state law now defines the above, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of schools, and a parent of legal guardian of said student shall be subject to any applicable school policy, state law or student handbook regulation. Every teacher employed by the Varnum Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school officials, shall be immune from all civil liability: O.S. Title 70 Section 24-132.

Actions to be taken: Suspension for the first offense plus two parental conferences with the counselor during a four-week period. The second offense may result in a recommendation of suspension from school for the remainder of the school year.

#### Guideline 9. General School Violations

A student who fails to comply with directions of a teacher, student teacher, substitute teacher, teacher aide, principal, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel shall be in violation of school rules and regulations.

Guideline 10. The principal will have the right to use his/her discretion on any problem that might arise.

#### Guideline 11. Threatening behavior of a student

Threatening behavior is defined as an activity that portrays that another person, persons, or property may or will be harmed or killed. As used in the School bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the student’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited by board policy. (Ref. FO in Varnum School Policy Manual)

### **DISCIPLINARY ACTIONS**

If at any time it is concluded that the nature of the offense or accumulation of offenses warrants disciplinary action, one of the following will be used:

1. Saturday School
2. Short-Term Suspension
3. Long-Term Suspension

If at any time it is concluded that the nature of the offense or accumulation of offenses warrants a suspension, one of the following will occur:

#### **Saturday School**

Saturday School will be held on Saturdays (or Fridays that are scheduled off at the discretion of the teacher hosting Saturday School) from 8:00 a.m. to 12:00 p.m. A student must attend the entire four (4) hours for it to count as a day served.

Saturday school will be used for students to make up excessive absences, classroom work that has resulted in a failed grade, and as a form of discipline.

Excessive Absences: A student cannot have more than ten (10) absences per semester to receive credit for a class. A student missing more than ten class periods will receive a failing grade for that class. Students missing more than a four (4) days in a row for illness can appeal with administration. School activities do not count towards the ten-day rule.

If a student has excessive absences they may use Saturday School to make up absences.

1. One Saturday School will equal four (4) class periods (1/2 a day).
2. A student may not make up more than three (3) absences per nine (9) weeks. Absences cannot be made up for a 9 weeks once the 9 weeks has passed.
3. Students wanting to attend Saturday School for absences must sign up in the office by 8:00 a.m. on the day preceding Saturday School.
4. Administration will not make Saturday School mandatory for a student to make up absences. Students with excessive absences will be notified and it will be recommended that they attend. Parents will also be notified and reminded of the Saturday School option.

**Failed Work:** A teacher may, at their discretion, use Saturday School for students to make up missing assignments or failed assignments. This will be up to each teacher and their classroom policies. However, if a student comes to Saturday School for any reason, they are still required to stay the entire four hours.

**Discipline:** A student may receive Saturday School as a form of discipline (see Discipline Policy). The principal also may use Saturday School for a single discipline that is considered a serious offense. If Saturday School is assigned by administration the student will be required to attend the next available Saturday School. If a student does not show up for their assigned Saturday School, an additional Saturday School will be added. If the student does not show for the next Saturday School, they will be suspended for the three (3) days or the number of Saturday Schools assigned, whichever is greater.

**Saturday School Rules:**

1. The student must attend from 8:00 a.m. to 12:00 p.m. regardless of the reason he/she is attending.
2. Saturday School that is assigned for discipline will **not** count towards absences.
3. All cell phones will be turned in to the teacher hosting Saturday School. No earphones or ear buds allowed.
4. NO SLEEPING or laying your head down.
5. Make sure you have plenty of work to keep you busy. If you do not have any work, bring a BOOK or you will be given an assignment.
6. Computer time will be limited to assignments only and closely monitored.
7. Anyone caught playing games, watching Netflix or other abuses of computer time will be assigned another Saturday School regardless of the reason they are attending.

### **SHORT-TERM SUSPENSION**

1. Brief the student on the offense, giving the nature of the offense and the intended punishment
2. Give the student the right to present his/her defense and tell his/her side of the story
3. Notify the parent or guardian by mail or telephone that the student is to be suspended, giving definite commencement and ending date.
4. If the student denies the violation, an explanation of the evidence should be given.

The principal may, within the law, immediately remove the student from school whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, officials, or damages to property. Except in case of disruption where circumstances make it vital that one or several pupils be removed from the school property immediately, no pupils shall be released by the school without notifying the parents or guardian in person or by telephone.

(Ref. FOD-R in Varnum School Policy Manual)

### **LONG-TERM STUDENT SUSPENSION (Applies to suspension of more than ten (10) days)**

1. Brief the student on the offense, giving the nature of the offense and the intended punishment
2. Give the student the right to present his/her defense and tell his/her side of the story
3. Notify the parent or guardian by mail or telephone that the student is to be suspended, giving definite commencement and ending dates.
4. If the student denies the violation, an explanation of the evidence should be given.
5. Inform student and parents of their due process rights to appeal the suspension to the Varnum Board of Education. The "Procedural Steps to Suspension" from the Varnum Board of Education Policy Manual will be conveyed to the student and followed by the administration.

The principal may, within the law, immediately remove the student from school whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, officials, or damages to property. Except in case of disruption where circumstances make it vital that one or several pupils be removed from the school property immediately, no pupils shall be released by the school without notifying the parents or guardian in person or by telephone.

(Ref. FOD-R in Varnum School Policy Manual)

### **FLAG SALUTE**

All students attending Varnum Public Schools will be authorized to recite, at the beginning of each school day, the pledge of allegiance to the flag of the United States of America. Each student shall be informed by posting a notice in a conspicuous place that students not wishing to participate in the pledge shall not be required to do so.

The language of the notice shall be written as follows:

"Varnum School students will begin each day with a salute to the flag of the United States. Those students who do not wish to participate are not required to do so."

(Ref. 36 U.S.C., 172)

### **TELEPHONES (REGULATIONS)**

In accordance with the telephone policy of the board of education, the following regulation shall govern the use of telephones by student and staff.

1. Students or staff may be called from the classroom only for urgent or emergency telephone calls.

2. Personal telephone calls are discouraged; however, students may obtain permission from office personnel to use the office telephones for business use only during class breaks.
3. Incoming messages will be accepted and delivered during class breaks, if time permits.
4. Teaching staff may use office telephones if necessary. Long distance calls will not be made; arrangements must be made to reimburse the district for the cost.

(Ref. CPAC-R in Varnum School Policy)

## **COPY MACHINES AND PRINTERS**

Personal copy machine and printer usage is prohibited; however students or staff may obtain permission from office personnel to use the copy machine or printer, if related to a school function.

## **WIRELESS TELECOMMUNICATIONS DEVICES RULES (REGULATION)**

It is the policy of the Varnum Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted. (Ref. FNG-R in Varnum School Policy Manual)

## **SENIOR NIGHT ACTIVITIES**

In accordance with the policy of the board of education, the following regulation shall govern senior night activities:

1. Senior night is defined as a small ceremony to honor all seniors who are attending Varnum Public Schools.
2. The ceremony will be held prior to the last home high school basketball game.
3. The principal will have senior students fill out a biographical sheet that wish to be recognized.
4. Students will be able to present a flower to their parents/guardians at the ceremony.

## **BASKETBALL HOMECOMING HOMECOMEING QUEEN, KING, ATTENDANTS AND ESCORTS SELECTION PROCESS**

Qualifications to be a King, Queen, Attendant or Escort are:

1. Be a Varnum Public School student with at least a 2.0 grade point average.
2. Only Senior or Junior may be a Homecoming Queen or King.
3. Seniors select theme and walk-in music for homecoming.
4. Senior class will elect the following:
  - a) Senior Queen candidate
  - b) Senior King Candidate
  - c) Senior class attendant
  - d) Senior class escort
5. Junior class will elect the following:
  - a) Junior Queen candidate
  - b) Junior King candidate
  - c) Junior class Attendant
  - d) Junior class escort
6. Sophomore and Freshmen class elects the following:
  - a) Class attendant
  - b) Class escort
7. All classes are to nominate their candidates and then vote by secret ballot.
8. There will be a school-wide election for King and Queen Candidates and all voting will be done by secret ballot. Ballots will be made up for the election.
9. Results of the election will be announced at the time of the Homecoming event.
10. The Winning Queen will be escorted by the winning King Candidate, regardless of Class.
11. If an individual student has been elected King or Queen during their Junior year, then they are not eligible to repeat in this position their Senior year.
12. Senior class will select Kindergarten students for crown bearer and flower girl.