



**BUFFALO VALLEY SCHOOL  
STUDENT HANDBOOK**

**2014-2015**

To: Parents, Students, and Employees  
From: Eddie Glenns, Superintendent  
Subj.: ADHERA Plan  
Date: August 11, 2014

The facilities of Buffalo Valley Public Schools have been inspected for Asbestos Containing Building Materials. An Oklahoma Department of Labor accredited inspector did this inspection. Based on this inspection, I am pleased to announce that our facilities are ASBESTOS FREE.

The AHERA Management Plan is available for viewing in the office of the superintendent. The document can be viewed during normal working hours.

Mr. Eddie Glenn  
Superintendent, Buffalo Valley Public Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.  
Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. *(Every effort will be made by Buffalo Valley Schools to ensure speedy access.)*
2. The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading.  
Parents or eligible students should make this request in writing to the principal.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

**BUFFALO VALLEY PUBLIC SCHOOLS HANDBOOK**  
**2014-15**  
**MISSION STATEMENT**

*Buffalo Valley School, in partnership with parents and community, is preparing students to succeed in an ever-changing society.*

**STATEMENT TO PARENTS**

In order to promote better communication and cooperation between the parent and the school, Buffalo Valley School is providing this information packet for your convenience and better understanding of the functions and activities of your school.

We, as educators and parents, must function as a team to help our students understand the importance of following the rules and regulations in this booklet.

With our combined efforts, this will be a great year at Buffalo Valley.

**GOALS**

The goals at Buffalo Valley School are to ensure success for all students, to provide students with good self-esteem, to provide a climate of mutual respect in the classroom, to have high expectations for all students, to believe in the ability of every student to learn, and to provide a well-rounded education for every student. It is our desire that:

1. Students will learn to be competent, effective communicators.
2. Students will exhibit responsibility, citizenship, leadership, and other good character traits.
3. Students will become aware of their world and discover their potential for success.
4. Students will gain esteem and confidence to become lifelong learners.
5. Students will be taught to think for themselves, sort and manage information, and develop goals and ideas.
6. Our greatest objective is to help students to believe in themselves.

## **SCHOOL DAY**

Class begins at 7:50 AM and dismisses at 3:45 PM for high school students. Class begins at 8:00 AM and dismisses at 3:040 PM for elementary students. Teachers are scheduled to arrive at 7:30 AM. Cafeteria doors open at 7:35 AM with Elementary Breakfast from 7:35 AM to 7:50 AM and JH/HS Breakfast from 8:50 AM to 9:05 AM.

## **BAD WEATHER/SCHOOL DISMISSAL**

In case of bad weather, please listen to your local radio stations or watch your local television stations to find out if school will be dismissed for the day. A decision will be reached no later than 6:30 AM. You may also call the school around 6:30 AM as a message will be on the school phone system and an update will be on the school website, [www.bvpsd.org](http://www.bvpsd.org).

## ENROLLMENT

Certain requirements for enrollment into the schools of Oklahoma are set forth by the Legislature and recorded in the “Oklahoma School Code.” Those requirements as follows:

1. A kindergarten child must have attained the age of five (5) years on or before Sept. 1.
2. A first grade child must have attained the age of six (6) years on or before Sept. 1.
3. A birth certificate must be presented at the time of enrollment for all kindergarten and first grade students.
4. A child entering Buffalo Valley School for the first time (kindergarten, first grade or transferring from another school) must present a copy of a current immunization record with all required immunizations. Those are as follows:

5 doses OF DPT/DTaP

2 doses MMR

4 doses of Polio vaccine

Varicella (Chicken Pox)

3 doses of Hepatitis B

2 doses of Hepatitis

ALL students must furnish health records that are in compliance with state law.

## SCHOOL ATTENDANCE

Punctual, daily attendance in all classes, contributes to a student’s positive self-esteem, feeling of security, and success in school and in the world of work. The Board of Education recognizes that Oklahoma School Law requires regular school attendance of a child of school age. The school is required to accurately record and report all student absences and the reasons for them and to report excessive absences to the proper authorities. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades and are much more employable after leaving high school.

The Oklahoma State School Laws, ARTICLE X SECTION 229 states:

1. Parents have the responsibility of seeing that students attend school until they are 18 years of age.
2. The County District Court can fine parents if their child does not attend school for unexcused reasons.
3. Parents must contact the school when a student is absent. (Preferably the morning of the absence)
4. School Administration is required to report students not present for instruction at least 80% of the time to the Department of Human Services.

- We ask that a parent/guardian call the school before 8:00 AM if a student is going to be absent. If there is no parent contact, the absence will result in an unexcused absence.
- Students absent for 10 days consecutively without notification to the school will be dropped from the roll.
- Ten unexcused absences in a semester will result in a grade “I” (Incomplete).
- Students will be given one day for each day missed (up to three days) to make up work missed. It is the responsibility of the student, to make arrangements for make-up work. Assignments made prior to a student’s absence, will be due on the due date or the first day the student is back in school.

(For example, a student is present on Wednesday. A test is announced for Thursday. The student is absent on Thursday. The student will take the test the day he/she returns to school whether it is Friday or Wednesday of the next week.)

- Parents will be notified when a student has three (3) absences and again after six (6) absences in any one class during a semester. The teacher will fill out a form letter and forward it to the principal, where a copy will be filed and the original mailed to the parents.
- Absences must be confirmed by parent, a doctor's note, or any other documentation within three days of absence. After 3 days, the absence will be unexcused.
- 3 tardies = 1 unexcused absence

The Attendance Committee will deal with absences in excess of Ten (10) on a case-by-case basis for each semester.

Facts to be considered by the committee:

- A. Extended illness of the student with statement from a doctor stating that the student was ill.
- B. Extended illness of the student's immediate family (parents, siblings, children, or guardian) with a verification statement.
- C. Unavoidable family emergencies (example: death in immediate family).
- D. Absences as a result of religious practices.
- E. Previous history of attendance.
- F. Student's attitude about making up missed assignments.
- G. Prearranged absences in which a student turns in his/her work prior to the absences.

### **Actions that may be taken by the committee:**

- A. Allow absences to stand as they are.
- B. Waive a specific number of days.
- C. Place student on probation for the next semester.

School sponsored or school sanctioned activities are exempt and will not count as absences. If the decision is made to "allow absences to stand as they are" the student will receive a grade of "F" for the semester.

If the student becomes a discipline problem, he/she is subject to suspension from school. A student who is suspended from school will have those days charged against the total permitted in the policy.

Tardiness to school and between classes will not be tolerated. Parents will be notified after three tardies in one class and student may attend a mandatory detention.

Students will not be allowed to return to class after being absent until they have acquired an admit from the Principal's office (located in the high school). Admits must be acquired before the beginning of the first class at 8:10 AM.

The school has the responsibility to refer chronic attendance problems to the appropriate authorities: excessive absences will be reported to the court related and community services division of the District Attorney's Office and the Department of Human Services listing all specific dates of trancies.

### **PERFECT ATTENDANCE AWARDS**

Perfect attendance awards will be presented to those students who are neither absent nor tardy for the entire year. Continual early dismissal (checking a student out before the final bell rings on a continuous basis) can count against a perfect attendance award.

## **CONTACT OR EMERGENCY NUMBERS**

Many times it is necessary for the school to contact a guardian when a student becomes ill or is injured during the school day. Please be sure the office has a current home, work, and/or cell phone number in order that we can reach someone promptly.

For your child's protection and that of the other children in the school, we request that you keep your child home if he/she is running a temperature above 100 degrees (taken orally) or has other symptoms of a communicable disease, or a severely upset stomach.

## **MEDICATION AT SCHOOL**

In order for a child to take medication in school, the following procedure must be followed:

1. Written authorization from the family doctor. (Prescription)
2. Written permission from a parent.
3. Labeled bottle of medication that must be left in the office and that includes the child's name, dosage, times to be given and any possible side effects and precautions.

School personnel *will not* give out non-prescription medication such as and including aspirin, Tylenol, etc. unless proper documentation is on file. A "Log of the Administration of medicine" shall be used to keep a record of all medicine administered during each school year.

## **EARLY DEPARTURE**

If it becomes necessary for you to pick up your student before 3:45 PM, go to the school office to "sign-out". As a protective measure for your child and school personnel, no student will be dismissed from the classroom before the teacher is notified by the office. Before any student will be allowed to leave the school he/she must SIGN-OUT in the principal's office and may do so only with the permission of the parent. Any high school student who leaves without checking out in the high school principal's office will be considered truant

## WITHDRAWAL FROM SCHOOL

A parent, who wishes to withdraw his /her child from school, should follow these steps:

1. Inform the office or teacher at least one day prior to leaving, when possible.
2. Make sure all charges are paid, such as cafeteria, fundraiser, etc.
3. Make sure all textbooks, library books, and other school property are returned.
4. Pick up withdrawal slip and report card from the office.

## GRADUATION REQUIREMENTS

For a student to graduate from Buffalo Valley High School, he/she must complete a total of twenty-four (24) units during the time enrolled in grades 9-12. These units must include:

4 units	-	English
3 units	-	Math (Algebra I and 2 math courses with content and/or rigor equal to or above Algebra I)
3 units	-	Science (1 must be Biology I)
3 units	-	Social Studies (must include 1 unit American History, 1/2 unit US Govt.1/2 unit Oklahoma History)
2 units	-	Foreign Language or Computer Applications (These must be in order, 1 and then 2 for credit)
1 unit	-	Fine Arts (Art, Music, Speech)
8 units	-	Electives

## GRADE CLASSIFICATION:

Grade classification in school is based on units of credit earned above the ninth grade as follows:

- A sophomore must have earned at least three (3) core units;
- A junior must have earned at least eleven (11) core units;
- A senior must have earned at least seventeen (17) core units.

Students must have permission from administration to receive credit for summer school and correspondence courses. Permission to take these courses will be granted only to make up a failed course or graduation deficiencies.

### **CONCURRENT ENROLLMENT**

Eligible high school juniors and seniors may be concurrently enrolled in college courses with a tuition waiver for up to 6 credit hours per semester. Students will be responsible for the cost of fees and books. Eligibility is governed by State Regents policy. The weighted grade scale of 4.0 for a grade of (A) be changed to a weighted grade scale of 5.0 for a grade of (A) and 4.0 for a grade of (B) for those students who take concurrent college course work as well as for any online college courses taken as a junior or senior. The weighted grade scale of 5.0 for all grades of (A) earned and 4.0 for all grades of (B) earned will only apply to those students who have completed or who are currently enrolled in concurrent college coursework and/or any online college courses of study during a student's junior and/or senior year. The current weighted scale of 5.0 for (A) and 4.0 for (B) also be reflected in the requirements for calculating grade point averages for any other academic honor and scholarship opportunities for graduating senior students.

### **ONLINE COURSES**

Online courses offered by Buffalo Valley Public Schools will follow the district standard for grading scale, attendance factors, and coursework required. Please see the office for a copy of the complete Internet-Based Instruction Policy.

### **HIGH SCHOOL/EIGHTH GRADE GRADUATION**

A Baccalaureate and Commencement exercise will be held at the conclusion of the school year.

### **KINDERGARTEN GRADUATION**

A graduation (promotion) ceremony is held at the end of the school year. Parents, grandparents, and friends, etc. are encouraged to attend.

## **VALEDICTORIAN AND SALUTATORIAN**

The elementary valedictorian and salutarian shall be selected on all grades earned during grades 5, 6, 7, and first semester of the 8th grade. The selection will be based on a 4 point value for each "A", 3 point value for each "B", a 2 point value for each "C", and a 1 point value for each "D". The total number of points will be divided by the total number of courses taken during grades 5 through 8 to arrive at a grade point average (GPA). The student(s) with the highest GPA will be awarded the valedictorian selection and the student(s) with the second highest GPA will be awarded the salutarian selection.

The senior high school valedictorian and salutarian shall be selected on all grades earned during grades 9, 10, 11 and first semester of grade 12. The selection will be based on a four (4) point value for an "A", three (3) point value for a "B", two (2) point value for a "C", 1 point value for a "D". Please check concurrent enrollment information for weighted grade scale for juniors and seniors.

The total number of points earned will be divided by the total number of courses taken to meet Buffalo Valley School graduation requirements for courses taken during grades 9, 10, 11 and the first semester of grade 12 to arrive at the overall G.P.A. The G.P.A. will be rounded to 2 places.

The student with the highest GPA on a scale of 4.0 will be awarded the valedictorian selection and the second highest GPA on a scale of 4.0 will be awarded the salutarian selection.

## **HONOR ROLL REQUIREMENTS**

The Superintendent's Honor Roll requires no grade lower than an "A" in all subjects. The Principal's Honor Roll requires no grade lower than a "B" in all subjects.

## **HOMEWORK**

Students are given homework to supplement class work. Most homework is for practice and to help develop responsibility. Parents are asked to encourage their child to complete homework assignments.

## **KIAMICHI TECHNOLOGY CENTER (KTC)**

Buffalo Valley Public Schools has a cooperative agreement with KTC. Any student enrolled into their program will be under their guidance, rules, and academic standards.

## **ALTERNATIVE SCHOOL**

Students who have fallen behind in their course work or have some other hardship that will cause them not to graduate on schedule may qualify to attend alternative school, with our Co-op School Campus in **Clayton**, to meet their graduation requirements. Permission to attend will be granted by a committee made up of Buffalo Valley School administrators and **Clayton** School administrators.

## **PROMOTION AND RETENTION OF STUDENTS**

Retention of a student in grades K-6 must be an agreement between the school's professional staff and the student's parents or guardians. When retention is recommended, supportive evidence must be presented to the parents. This evidence must be based on the following:

1. Assessments of Priority Academic Student Skills.
2. Maturity of student (physical, mental, emotional, and social).
2. Attendance.

If the parents or guardian wish to promote a student after the professional staff has made recommendation for retention, they may do so by signing an affidavit specifying this request. Their request then becomes part of the student's permanent record.

## **PROFICIENCY TESTING AND PLACEMENT**

Standard IV of House Bill 1017 Section 4.10 states: The school shall provide an organization structure and instructional program, which allows each student to progress in accordance with his/her individual growth and development.

The Buffalo Valley School District has tests available for students who request to test out of a subject at their grade level and move to the next level.

A student must score 90% on the test. The district will schedule tests at the beginning of each semester. Students may take the test only one time per school year.

### **TESTING POLICY**

#### **REGULAR TESTS**

Teachers will give tests during the course of instruction to provide information for teacher monitoring of student progress and grading.

#### **9-WEEK & SEMESTER TESTS**

The principal shall set test days for the end of each nine weeks period and each semester. Nine weeks and semester tests will be given in all high school academic courses. Semester tests will count at least  $\frac{1}{7}$  but not more than  $\frac{1}{5}$  of the semester grade. Since the purpose of assessment is to provide proper instruction for students, all students will take 9-week and semester tests. There will be no exemptions for students taking 9-Week and Semester tests.

#### **ACHIEVEMENT TESTS**

Buffalo Valley Schools will administer state and district mandated achievement tests. These tests are given in an effort to ascertain the academic progress of each student in different areas. State mandated tests for 3rd through 8th grade are the OCCT tests and 9th through 12th grade are EOI tests. 1st and 2nd grade students will be tested with DIBELS for reading and STAR Math for math.

## **PROGRESS REPORTS**

Progress reports will be sent home weekly with students who are struggling and/or failing any class. If parents do not get a report from their student each week, they should contact the principal's office. Otherwise, progress reports will be sent home every fourth week of a 9-week quarter.

## **PARENT CONFERENCES**

Parent conferences are held two times a year - one during the fall semester and one during the spring semester. Parents may however, request a conference with their child's teacher at any time during the school year. Parents should call the school office to make an appointment.

Teachers send out notices to parents when grades are failing and request the parents to set a conference time to discuss what the student needs to do to improve their grades.

## **BUS TRANSPORTATION**

Free bus transportation is provided to Buffalo Valley students

### **BUS REGULATIONS FOR STUDENTS**

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules shall include, but not be limited to the following:

1. The bus driver is in charge of students on the bus. Students shall follow the drivers directions at all times.
2. Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus. Students must have permission from the principal in order to ride on an alternate bus.
3. Buses will stop at established bus stops only.

4. Students must wait at designated bus stops in an orderly fashion. Be on time at the bus stop. Stay off the road at all times while waiting for the bus.
5. Students must wait until the bus comes to a full stop before boarding or leaving the bus, and if you must cross a road, wait for the driver to signal you across with his/her hand. Do not cross just because the red lights are flashing. Always cross at least 10 feet in front of the bus.
5. Students will remain properly seated at all times and not block the center aisle. Drivers may assign seats to students.
6. Students must keep hands, head, feet, and personal objects inside the bus at all times.
7. Scuffling, shoving, or fighting is prohibited on the bus and at bus stops.
8. Littering or throwing items inside or from the bus is prohibited.
9. Students are not allowed to sell or consume food or drinks on the bus, unless specific permission is given by the driver. The use of all tobacco products is prohibited.
10. Students shall not deface or vandalize the bus or related equipment. Students who violate this rule will be required to pay for damages.
11. Students are not to engage in loud talking, yelling, the use of profanity, inappropriate language or gestures on the bus.
12. Students are not allowed to bring animals or harmful objects on the bus.
13. Students are not to engage in any other conduct that disrupts the safe operation of the bus.
14. Students are not allowed to have cell phones out on the bus.

## **BUS DISCIPLINE PROCEDURES**

Riding a school bus that serves this district is a privilege. The driver is recognized as the authority on the bus and has control over daily operations. The following procedures shall be followed when inappropriate behavior occurs on a bus serving a regular route or an extracurricular activity.

1. Misconduct will be reported to the principal, using a Bus Safety Report. Copies of this report will be sent to the parent and placed in the students file.
2. The principal will contact parents by phone or letter if their child is involved in inappropriate behavior. If the consequences dictate a suspension, dates will be set for suspension, and parents will be notified.
3. Students who violate bus safety rules will receive the following consequences:
  - A. First offense – A verbal warning is issued to the student.
  - B. Second offense – A written warning is issued to the student.
  - C. Third offense – A one-day suspension from the bus is issued to the student.
  - D. Fourth offense – A three-day suspension from the bus is issued to the student.
  - E. Fifth offense – A ten-day suspension from the bus is issued to the student.
  - F. Sixth offense – Student will be suspended from the bus for the remainder of the year
  - G. Severe Clause – If a student’s conduct seriously jeopardizes the safety of other students and/or the driver, any of the above consequences may be immediately placed into effect.

Buffalo Valley Schools considers student management an important part of the safe transportation of all students.

### **ACTIVITY TRIPS**

When field trips or activity trips are planned, all students must go and return in school transportation, unless prior arrangements have been made by the student's parent or guardian with the sponsor and approved by the principal. Students will not be released to any person(s) except the student's parent or guardian. Personal contact by the parent or guardian is required. Students bringing notes will not meet this requirement.

Only students participating in the activity/game shall ride the bus unless permission is granted from the sponsor/faculty of said activity and approved by the Principal or Superintendent.

Permission slips will be sent home to parents telling them the departure time and arrival time, so that they will be able to pick up their child upon arrival back at school.

### **ACTIVITIES/ATTENDANCE POLICY (EXTRA-CURRICULAR)**

Student participation in school programs is encouraged at Buffalo Valley School. Participation in school programs affords the students the opportunity for creativity and expression, builds self-confidence, and promotes a sense of accomplishment.

In compliance with the decision of the State Board of Education to limit the number of times a student may miss a particular class due to activities, the following policy is adopted by Buffalo Valley School:

#### Definition of an Activity

An activity will be defined as any type of absence resulting from an absence resulting from an activity initiated by any group, organization, team, club, or person/persons that causes a student to miss any class for a period of 15 minutes or longer in any one (1) class period.

## Policy

A student shall not be permitted to miss any one (1) class period more than ten (10) times per school year due to participation in extra-curricular activities. Any exception to this number, not covered by this policy must be submitted, in writing, to the Board of Education through the superintendent and he or his designated representative will make the decision to permit or refuse the request.

## Rules Governing Activities

Exemptions to the Absence Limitations:

FFA – National Convention (5 days) (every even year) earned at state level.

FFA – State Convention (2 days); elected delegates and program participants.

All State and National contests which are earned at previous contests.

Before a student is allowed to exceed the ten (10) day limitation, he/she must have a 2.0 GPA with no grade less than a “D” in any class and, in addition, receive approval from the Internal Activities Committee.

## **ELIGIBILITY**

All students who participate in interscholastic activities must meet eligibility requirements as set forth in the Oklahoma Secondary Schools Activities Association Handbook. A student must have received a passing grade in all subjects. Eligibility will be checked after three weeks of a semester and each succeeding week thereafter. The period of eligibility will begin the Monday following the day eligibility is checked. A student who is under discipline or who is suspended from school or an activity shall be ineligible until reinstated by the school principal

## **SCHOOL PARTIES**

Elementary students will have four class parties per year, Halloween, Christmas, Valentine, and Easter. Parties will not begin before 2:00 p.m. Other classes will be at the discretion of individual teachers.

## **DRESS CODE**

To maintain a setting that is most conducive to the educational process, it is necessary to establish minimal standards for dress. Students are expected to dress in a manner that is appropriate for school and school activities.

The following are not appropriate attire:

- a. Sunglasses in the building, unless prescription; Caps, hats, or other head gear are not allowed from 7:30 a.m. to 3:30 p.m. in any building on campus.
- b. Shoes are required at all times. House shoes are not permitted.
- c. Clothing designed to be worn as undergarments, such as undershirts, may not be worn as outer clothing.
- d. Clothing with graphics or expressions not in good taste, that are sexually suggestive, promote immoral activity, or are disruptive to the effective normal educational setting;
- e. Clothing that advertises alcoholic beverages, and /or delineates the name or place of use or such;
- f. Clothing, jewelry, or accessories that pertain to the use or approval of illegal drugs or tobacco;
- g. Bare midriff, strapless, or see-thru garments;
- h. Shirts must that do not reach the top of the students' jeans, shorts, or skirt; Tank tops, muscle shirts, or biker shorts as the primary garment; Modified shirts;
- i. Clothing with holes by design or accident that would draw

undue attention, be considered inappropriate or interfere with the educational process;

- j. Skirts, dresses, shorts, etc that are shorts to the point of being inappropriately revealing.
- k. All clothing will be worn in an appropriate manner at a level that does not expose undergarments;
- l. “Sagging” is inappropriate and will not be permitted at school.
- m. Lounge pants/pajamas will not be permitted at school.
- n. Any other attire or personal appearance that draws undue attention to the student or in any way interferes with the educational process or is considered inappropriate.

Any student who violates this policy will be sent home to change, or parents will be called to bring suitable clothing.

## **VISITORS AT SCHOOL**

Parents are encouraged to visit the school. **ALL VISITORS** are asked to check in at the principal’s office upon arrival at the school.

Students will not be allowed to bring guests (younger siblings or friends) to the school.

Parents are asked to make an appointment to visit with your child’s teacher either through the office or with the teacher. This should be done in advance of the visit. Our students deserve the full attention of the teacher during the time allotted for class. Each teacher has a planning period, at which time he/she is available to meet with parents.

## **PERSONAL ARTICLES OR TOYS AT SCHOOL**

Students shall not bring to school, any object that could in any way cause harm to the student or others. Toys are to be left at home unless the Teacher specifically asks for an item to be brought to school. Please label students personal items, such as coats, backpacks, lunchboxes, etc. In case of loss, students should check the lost and found area. Heelie shoes, skateboards, or in-line boards on school grounds are prohibited.

## **DISTRACTING DEVICES**

Wireless Telecommunications Devices (radios, tape players, CD players, MP3 players, I-Pods, pagers, and cell phones) are not allowed to be used at school any time during the school hours (7:30 AM – 3:00 PM) or on bus routes for those students who ride to and from school each day. Students are not to have cell phones or any kind of WTD in the classroom at all. Texting and face-booking have become a constant distraction and also a source of abuse and bullying. When a student brings a WTD or cell phone to school, they are to keep them in their locker. They are not to use them between classes. If they need to call a parent/guardian, they may use the office phone. Parents may call the office to get messages to their child. We will be happy to relay the message in a manner that will not disrupt the education process of the entire class.

Phones will be taken from students any time sight, sound, and/or action reveals the phone. If a student refuses to submit the phone when requested, they will be sent home and return to school facing punishment according to discipline policy.

Students requiring the use of their Wireless Telecommunications Devices after school hours for school-sponsored activities and/or personal use may bring the phone to the principal or assistant principal prior to the beginning of classes. Those students will be allowed to pick up their phones at the end of the school day.

Any student caught cheating by the use of a Wireless Telecommunications Devices or with vulgarity, bullying, or threats involving such devices will receive punishment one accelerated step of the discipline policy. This also includes the loaning of such devices to other students.

If a student's cell phone is found in class, their cell phone will be confiscated until the end of the day. On the 2<sup>nd</sup> offense, the student will have 2 days of ISD. A third offense will be a 3 day suspension and a conference with parents.

### **CLOSED CAMPUS**

Buffalo Valley School will be a closed campus. Students will not be permitted to leave the school grounds from the time of their arrival until dismissed for the day, without written authorization from parent.

### **CAFETERIA GUIDELINES**

A hot lunch and breakfast program is provided in the school cafeteria for the benefit and convenience of both the student and parent.

In accordance with Federal law, students are not to take food or drink from the cafeteria. Ignoring this directive could result in loss of state aid to the district.

**In accordance with federal and state guidelines, Buffalo Valley School will offer healthy meals. No soft drinks, candy or other snack items will be sold any place on campus during the school day.**

Students are expected to practice courtesy and good manners while eating meals in the cafeteria. Students are also expected to clean up after themselves and place empty trays and trash in the proper place.

### **LOCKERS**

Lockers are property of Buffalo Valley School District. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other 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.

Students will be expected to maintain neat lockers and to close locker doors after use. All bags that will not fit inside the locker must be kept on top of the lockers. Gym clothes, shoes, and other P.E. items should be kept in gym lockers, not hallway lockers. Any books, bags, jackets, etc., left on the hallway floor, will be confiscated. Any student, who intentionally damages his /her locker by jamming the lock, will be held responsible for damage. Students, who habitually misuse lockers, leave doors open, have items protruding from lockers, etc; will lose the use of a school locker. No graffiti, stickers, etc. are allowed on or in lockers.

## **CARE OF BUILDING, FACILITIES AND EQUIPMENT**

Students are expected to help take care of our building, facilities, and equipment. If a student knows equipment is out of order, he/she should report it to a teacher or principal. Students shall not write on walls, desks, or other school property. Food and drink are not allowed in classrooms, lockers, or hallways.

## **TEXTBOOKS**

Students are issued textbooks and workbooks without charge. If the books are damaged, destroyed or lost, students are expected to pay a prorated cost for the replacement.

## **STUDENT COMPUTER AND INTERNET USE**

Computers are used in many classes. Many classes require typed papers. The Internet is used in a variety of ways to supplement and enhance the educational opportunities of Buffalo Valley students. Students will NOT be able to use computers or the Internet without a signed Internet use policy.

Buffalo Valley Independent School District is using Sonic Wall for our technology protection measure (Internet filtering software). Sonic Wall protects against access by adults and minors to visual depictions that are obscene, child pornography, or-with respect to use of computers with Internet access by minors-harmful to minors. It

may be disabled for adults engaged in bona fide research or other lawful purposes. Our district policy includes monitoring the online activity of minors.

## **FOOD AND DRINK**

Students may have food or drinks only during designated lunch periods that are brought from home in a proper container. Food and/or drinks on campus, outside the cafeteria, are prohibited with the exception of food or drink brought for class parties.

## **DRIVING ON SCHOOL PROPERTY**

Driving to school is a privilege and the privilege may be removed for not abiding by the following rules:

1. The school property speed limit is 10 MPH. Students should always drive in a safe and prudent manner.
2. Speeding, spinning tires, racking pipes, etc. are not allowed.
3. Vehicles are to remain parked during the school day.
4. Students are NOT to visit their vehicles during the school day.
5. For these purposes, the school day is defined as, time of student's arrival at school until the school buses have departed at end of school day.
6. All student-parking will be located near the front of the school.

## **STUDENT DRIVER POLICY**

**Here at buffalo Valley Public school, we have a closed campus policy. Once a student has arrived at school, they are not to leave campus until school is dismissed or they are signed out by a parent or guardian and leave with that person.**

**In regard to student drivers: Students enrolled at Buffalo Valley School who drive will provide driver's license information, tag number, make, model, and color of vehicle on the form provided along with a copy of insurance verification. When a student parks their vehicle, it is mandatory that they turn their keys in at the principal's office and that vehicle shall remain parked until the student is dismissed from school.**

**Our students' safety is of utmost priority. If a student leaves campus in their vehicle before school is dismissed, they are truant. This is an extremely serious matter. Students are not to drive on campus once that vehicle is parked. They are not to drive with another student/s other than with parental/guardian written permission. This is a safety and a liability issue. Driving a vehicle after school has commenced will be punished by 3 days ISD, 2<sup>nd</sup> offense will result in 3 days suspension. A 3<sup>rd</sup> offense will result in a conference between administration and parents to discuss suspension of driving privileges.**

### **USE OF TOBACCO, DRUGS, OR ALCOHOL**

In recognition of the schools obligation to our students and community, we stand ready to assist with drug or alcohol related problems.

Any student found possessing, using, or under the influence of drugs; or possessing drug paraphernalia, may be suspended for the current semester and possibly the next semester.

The door of the principal's office and the counselor's office is open to anyone wishing to seek help. Every effort will be made to keep this information confidential.

**WARNING!!!  
DRUGS AND ALCOHOL ARE HAZARDOUS TO YOUR  
HEALTH!  
PROCEDURE FOR OBTAINING HELP IN COPING  
WITH POTENTIAL DRUG PROBLEMS**

If any student has a drug related problem or any problem that needs to be addressed contact your school counselors. They will help you find some answers, and will direct you to other agencies that will help. You may, if you wish, contact these agencies independently.

Department of Human  
Services ..... 1-800-270-0792  
Carl Albert Mental  
Health Center ..... 1-918-426-1000

Family Counseling Center..... 1-918-423-1953  
McAlester Counseling Center ..... 1-918-426-2888

## **GENERAL STUDENT BEHAVIOR**

Buffalo Valley School shares with parents, the role of education and training young people in those citizenship skills needed throughout life. By providing an atmosphere free from disruptions and distractions, which might interfere with a child's education, schools can encourage positive student behaviors, which in turn will foster self-discipline. To maintain order, rules are necessary. All students while in attendance at school will follow these rules, school sponsored events, or being transported to or from school or school sponsored events.

### **Types of Unacceptable Behavior**

Disciplinary action may be taken for any of the following reasons:

1. Disobeying school rules.
2. Showing disrespect to any teacher, student, or other person.
3. Damaging property other than his/her own.

### **Student Responsibilities**

School Wide Rules:

1. Students will respect themselves.
2. Students will respect others.
3. Students will respect property.

### **Classroom Rules:**

Each teacher will have a set of classroom rules, which conform to school rules, and a discipline plan. This plan will be:

1. Approved by the building principal.
2. Sent home to every parent.
3. Posted in the classroom.

### **Hall and Restrooms:**

1. Students will walk quietly in hallways at all times.
2. Restrooms are to be used for their intended purposes only.

### **Playground:**

One of the most important reasons for playground rules is student

safety. With that purpose in mind, the following rules must be observed:

1. Students will play in designated areas only.
2. Respect and obedience must be given to duty teacher.
3. Playground equipment will be used for its intended purpose and in the way for which it was designed.
4. Students are expected to seek non-aggressive methods to solve differences with other students. Fighting will not be tolerated.

### **Cafeteria:**

1. Good manners are important and shall be used when eating.
2. Speak softly in cafeteria.
3. Pick up all trash and dispose of properly, when leaving the table.
4. In compliance with Oklahoma Health laws, No unauthorized personnel (Students, faculty, or others) shall be allowed in food preparation area.

## **DISCIPLINE POLICY**

The faculty, administration and board of education of Buffalo Valley School will make every effort to hold in high esteem the dignity of the child, the dignity of the teacher, and the dignity of the school. We believe that schools are for children, not some children, not only “good” children, but all children. The professionals come to school for the children, not them for us.

While technological advances continue to revolutionize our world and transform our educational methods, it is human choice that largely determines those students who are successful from those who are not. It is self-discipline and the capacity to relate effectively with others that determines the winners. Technology changes in an eye-blink whereas being able to effectively communicate, make decisions, solve problems, follow rules that make sense, and respectfully challenge those that do not are the sustaining qualities needed in all situations.

The teaching and reinforcing of responsible human behavior is the core of the discipline policy at Buffalo Valley School.

We know that we must have safe schools that promote dignity for all. When misbehavior occurs it must be confronted with firmness and clarity coupled with respect and dignity. More important, we must understand the needs that lead students to harm themselves and others then develop and implement strategies that work to prevent these problem

- I. Each generation of young people is expected to mature in the ability to be responsible individuals, capable of making worthy contributions to society. Buffalo Valley School shares with parents, the role of education and training young people in those citizenship skills needed throughout life. By providing an atmosphere free from disruptions and distractions, which might interfere with a child's education, schools can encourage good student behavior, which in turn fosters self-discipline. To maintain order, rules are necessary. These rules are expected to be followed by all students while in attendance at school, school sponsored activities, or being transported to or from school or school sponsored activities.
- II. In accordance with HB 1816 and in keeping with our established policy, the Board of Education hereby submits an adopted policy of disciplinary measures to be utilized within the Buffalo Valley School System.
- III. Behavioral Expectations  
\_Disciplinary action may be taken for any of the following reasons:
  1. Disobeying the rules.
  2. Showing disrespect to any teacher, pupil, or other person.
  3. Damaging property other than his/her own.
- IV. Student Responsibilities  
School Wide Rules:
  - A. Students will respect themselves.
  - B. Students will respect others.
  - C. Students will respect property.
- V. Classroom:  
Each teacher will have a set of classroom rules and a

discipline plan which conform to school rules. These will be:

- A. Approved by the building principal.
- B. Sent home with every student.
- C. Posted in the classroom.
- D. Hats or caps will not be worn in the classroom.

#### VI. Halls and Restrooms:

- A. Students will maintain orderly conduct in the hallways at all times.
- B. Restrooms are to be used for their intended purposes only.
- C. Hats and caps will not be worn in the buildings.

#### VII. Playground:

One of the most important reasons for playground rules in student safety. With that purpose in mind, the following rules must be observed:

- A. Students will be in designated areas only.
- B. Respect and obedience must be given to duty teacher.
- C. Equipment is to be used for its intended purpose.
- D. Students are expected to seek non-aggressive methods to solve differences with other students.

#### VIII. Cafeteria:

- A. Good manners are important. Use them while eating.
- B. Speak softly.
- C. Clean your area before leaving the table.
- D. Trays and trash will be put in proper place.
- E. Hats or caps will not be worn in cafeteria

#### Optional means of Punishment and Definitions

- a. Corporal Punishment. As used in the school setting, is limited to spanking on the buttocks.
- b. Restraint. Is the act of controlling the actions of pupil(s) when such actions may inflict harm to others or to himself. Teachers and administrators must feel free to use whatever reasonable means are appropriate at the moment if it is necessary to prevent a pupil from harming others or himself.
- c. Short-term Suspension. Is a period of time a pupil is removed from school not to exceed ten (10) days.
- d. Extended-term Suspension: Is a period of time a pupil is removed from school for more than ten (10) days but

does not extend beyond the current semester.

- e. Expulsion: Is when a pupil is removed from school for the balance of the current semester and possibly the next semester.
- f. Detention: Is a means whereby a student may be required to spend time in a study hall or a punitive work situation during or other than school hours.  
School Detention/Saturday School: (Refer to appendix information end of the Handbook which outlines After School Detention and Saturday School.)

**NOTE: PARENTS OR STUDENTS ARE RESPONSIBLE FOR TRANSPORTATION TO AND/OR FROM AFTER SCHOOL & SATURDAY DETENTION ASSIGNMENTS AS WELL.**

### **DISCIPLINARY ACTION**

The disciplinary action to be taken will depend upon the severity of the violation and/or the number of times the student has broken the regulations.

Each classroom teacher has a set of classroom rules and disciplinary actions to be taken, which will be sent home with each student.

#### **Administrative discipline:**

1. Conference between administrator and student
2. Loss of privileges
3. Conference with parent/guardian
4. After school detention
5. In-school suspension
6. Out of school suspension (short term)
7. Long-term suspension
8. Behavioral contract
9. Financial restitution

Corporal punishment will be used only after other methods of discipline have been exhausted. All corporal punishment shall be administered according to the Buffalo Valley School Board Policies.

### **SEVERE INFRACTIONS**

Any of the following, may result in immediate suspension, corporal

punishment, and/or intervention by police personnel:  
Fighting, Disrespect, defiance, and/or threats to students or staff;  
Possession of knives, lighters, or other items that may be used as weapons;  
Possession of or use of tobacco or tobacco products (Unlawful to possess or use on school grounds at any time. **Buffalo Valley School has a 24/7 Tobacco Free Environment Policy in effect, beginning July 1, 2014;**  
Possession or use of drugs, alcohol (automatic 10 day suspension, which will be reduced to 5 days if student provides proof of entering a treatment plan or program)

## **SUSPENSION**

A student may be suspended from school by the principal when he/she feels the student's behavior warrants it. To be reinstated the parent must accompany the suspended student back to school on the next day following the last day of suspension. Students who are suspended will not be allowed to attend school activities or be on school grounds.

## **SUSPENSION POLICY**

It is the policy of the Board of Education that the superintendent or the principal may suspend from school a student whose conduct disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property of another. Any student who violates the policies or regulations of the school may be suspended up to the remainder of the current semester and the succeeding semester or for one (1) calendar year for the possession of a gun in violation of the Gun-Free Schools Policy. Students and parents have the right to appeal suspensions to the superintendent. A committee composed of the Principal, Superintendent, and a board member will hear the appeal. A suspended student will be responsible to make up all of their work during their suspension. The make-up work will be due the day the student returns to school and will be worth half (50%) credit. Any work not turned in the day the student returns will be given a zero.

## **PUBLIC DISPLAY OF AFFECTION**

Kissing, caressing, or holding hands, etc. is not appropriate conduct

at school and should not take place in the school environment. Students who are caught in such practice will be referred to the principal and if necessary, the parents will be called in for a conference. Repeated or severe offenders will be subject to discipline action. Punishment may range from verbal reprimand to suspension.

### **REPORTING STUDENTS UNDER INFLUENCE OF CERTAIN SUBSTANCES**

It is the policy of the Buffalo Valley Board of Education that whenever it appears to any teacher that a student may be under the influence of low-point beer, alcoholic beverages, non-intoxicating beverages, or a controlled dangerous substance, the teacher shall report the matter, upon recognition, to the school principal or his or her designee and a parent or legal guardian of the student of the matter.

No officer or employee of the school district or member of the school board shall be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance to any medical treatment, social service agency or facility or any substance abuse prevention and treatment program any student reasonably believed to be abusing or incapacitated by the use of low-point beer, alcoholic beverages, non-intoxicating beverages, or a controlled dangerous substance unless such assistance or referral was made in bad faith or with malicious purpose. No such officer or employee of the school district, or member of the school board, school, or school district shall be responsible for any treatment cost incurred by a student as a result of any such assistance or referral to any medical treatment, social services agency or facility, or substance abuse prevention and treatment program.

## **ITEMS NOT COVERED IN THIS BOOKLET**

We realize that many things not mentioned in this booklet could happen at school. Whenever this happens, action will be taken on information available. Administration will make a firm but fair decision in all other occurrences.

## **CIVIL RIGHTS STATEMENT**

It is the policy of Buffalo Valley School to provide equal opportunities without regard to race, color, national origin, sex, age or handicaps, in its educational programs and activities

## **BOARD OF EDUCATION**

The Buffalo Valley Board of Education will supersede and take precedence over any policy listed in this booklet. Any person disagreeing with any policy in this booklet may request through the superintendent, an opportunity to state their objections to the Board of Education.

## **NOTIFICATION TO BUFFALO VALLEY SCHOOL ADMINISTRATION & BOARD OF EDUCATION**

I have received a copy of the Buffalo Valley Student Handbook of Guidelines and Policies for Students and Parents, including the Drug-Free Policy, adopted by the Buffalo Valley Board of Education.

I have reviewed and will comply with, and expect my child(ren) to comply with the policies set forth.

Date: \_\_\_\_\_

Parent Signature:

\_\_\_\_\_

Student Signature:

\_\_\_\_\_