

Table of Contents

KJH Faculty and Staff	2
Introduction and Welcome	3
Policy Notification	3
Mission Statement	3
Daily Schedule	3
WIN Time	3
Daily Work/Tests	3
Grading Policy	3-4
Promotion	4
Counselor	4
Lockers	4
Telephone	4
Transportation	4
FERPA	4-5
Internet User Agreement	5-6
Title I Parent Involvement	6-7
Transfer Policy	7
Attendance	7-8
Absences/Tardies	8
Exemption Policy	8-9
Dress Code	8-9
School Closing	9
Student Behavior	9-11
Fighting	11
Behavior Consequences	12-13
Suspension	13
Bullying/Harassment	13-14
Hazing	14
Sexual Harassment	14
Personal Electronic Devices	14
Extra-Curricular Activities	15

KJH Faculty and Staff

Administration

Stuart PurintonPrincipal
 Mellissa Slezcickey.....Counselor
 Jeremy Young.....Athletic Director

Support Staff

Michelle Conner.....Administrative Assistant
 Patricia Celiz.....Custodial Engineer
 Yolanda Padilla.....Custodial Engineer
 Rita Buckner.....Aide
 Erica Long.....Aide
 Shondra Hoffman.....Library Aide

Staff

Stephanie Bieren.....STUCO
 Bridgett Birdwell.....7 Science
 Dylan Blundell.....Athletics
 Stan Blundell.....Athletics
 Nikki Buck.....8 Science
 Keaton Callins.....8 History/Athletics
 Carrol Craven.....Athletics
 Riley Dacus.....Yearbook
 Micah Daugherty.....7 Math
 Morgan Finley.....Art
 Tyler Gradert.....Agriculture Education
 Melissa Hardeson.....FACS
 Jill Haub.....7 ELA
 Dakota Horn.....Band
 Mandy Horn.....SPED
 Doug Jech.....Health
 Dr. Johnson.....Photography
 Kurt Kaya.....Technology Education
 Nicole Kippenberger.....Leadership/Athletics
 Kerri Lafferty.....8 Reading/Athletics
 Diann Magnus.....Vocal Music
 Stacy McDowell.....Spanish
 Santi Mejia.....ELL
 Lainey Mueggenborg.....SPED
 Jeff Myers.....Athletics
 Jill Myers.....8 Math
 Mandy Owens.....Band
 Derek Patterson.....Athletics
 Mark Redwine.....7 Geography
 Jared Reese.....Athletics
 Lindsey Reese.....7 Reading/Athletics
 Megan Thormodsgard.....Agriculture Education
 Isaac Waltman.....Athletics
 Steven Wilson.....ISS/Athletics
 Timothy Winans.....8 ELA/Athletics
 Taylor Young.....Athletics

Introduction and Welcome

Welcome to Kingfisher Schools. The policies within this book are based on Kingfisher School Board Policy, Oklahoma Educational Statutes, Oklahoma School Law, Federal Case Law, and Federal Statutes. These sets of policies are the adopted policies of the Kingfisher School Board. These policies are applied equally to each student.

Policy Notification

It is the policy of the Kingfisher Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to David Glover, Superintendent, Kingfisher Public Schools, 11th and Chisholm, Kingfisher, OK 73750, phone 405-375-4194.

District Mission Statement

The Kingfisher Public School System is established for and committed to providing all children and youth an education which encourages them to enter, engage, express, explore academic and social experiences from which they shall be empowered to experience a fulfilling, satisfying, and successful life and be prepared to enter their life's vocation and/or pursue post high school educational opportunities.

Daily Schedule

The school day will consist of seven scheduled periods of classroom work of 45 minutes each with five minutes allowed for class changes and a 25-minute WIN time. School will assemble at 8:10 am. The 7th grade students report to the 7th grade hallway and 8th grade students report to the 8th grade hallway upon arrival. Students are not allowed to go to their lockers until the bell rings. Students may start eating breakfast at 7:30 a.m. each morning at the designated breakfast tables. Announcements will be made each morning to be followed by a moment of silence and then the Pledge of Allegiance.

WIN Time

Each day before 6th hour will be a 25-minute WIN period. During WIN, students will receive remediation, reinforcement, re-teaching, character education enrichment, and receive extra instruction for their core classes.

Daily Work and Tests

Students are expected to have their work turned in on time. Students that are absent will receive a “day for a day” to get their work turned in. This means that for each day the student is absent they will receive one day to turn in their late work. The work may not be piled up and turned in all at once.

Students that are attending a school function may be required to have their work completed upon their return to the class if the sponsors and teachers deem it necessary. Students that miss a test are required to take the test at the first available opportunity. This also follows the “day for a day” rule.

Daily work is defined as work that is done during the normal school day or sent home as home work. Tests are categorized as any learning activity that the student was told to study for prior to the event. Book reports, extended projects, etc... may be counted as tests. Completing school work is not optional for students. Students may lose privileges for not completing work in a timely manner or refusing to do their work.

Grades and Grading Scale

Students meeting the following criteria will be placed on the Superintendent’s and/or the Principal’s Honor Roll each grading period:

Superintendent’s Honor Roll	No grade less than “A”
Principal’s Honor Roll	No grade less than “B”

Kingfisher Schools uses the following grading scale to award letter grades:

A: 100-90	C: 79-70	F: 59-Below
B: 89-80	D: 69-60	I: Incomplete

Students will receive a minimum of an average of two grades per week. A student receiving an “T” will have one week after the posting of grades to rectify the situation. Grading percentages are as follows for all grades:

Homework 35%, Tests 55%, Semester Test 10%

Promotion to the Next Grade

In order for a student to be promoted to the next grade the student must be passing the majority of their classes. If the student is failing three or more core classes the student may not promote. If the student is over the maximum number of absences for a year they may also be held back.

Guidance and Counseling

The guidance and counseling program is designed to help students achieve success, solve problems, gain an awareness of career opportunities, master skills and communicate effectively with others. Guidance and counseling services are available for every student in the district. These services include assistance with educational planning and career development, career and educational opportunities information, interpretation of test scores, study helps, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Students wishing to visit with the counselor should contact the secretary in the counselor’s office to arrange an appointment.

Lockers

Lockers are assigned during enrollment. All lockers are equipped with combination locks, which are changed yearly to insure security for student property. Lockers are to be kept locked at all times. There will be no locker changes during the school year without special permission by the principal or counselor. Any changes made without permission will result in Level 1 discipline. Students are prohibited from storing gum, candy, or drinks in their locker due to ants.

School lockers are the property of the school and are loaned without charge to the students. These lockers are subject to inspection at any time (70 O.S. 24-102; S.L.O. 489). Any item that is kept in a locker, or should be kept in a locker is subject to a search by an administrator or certified teacher.

Telephone

No student will be called from class for a phone call unless it is an emergency. Phone messages are given to students during 7th period only. Students are not allowed to use the phone to make plans for after school activities, these plans need to be taken care of prior to the student coming to school. The school phones are used for school business and are not present for social planning on the part of the student. The phone will be used if the student is determined to be ill. Please remember that Tutoring and After School Detention both end at 4:00 p.m., students are not allowed to call daily to get a ride.

Transportation

The Kingfisher District encompasses 189 square miles located entirely within Kingfisher County. Bus transportation is available to all rural students. Seven rural bus routes carry about 525 students per day. Special services are provided for handicapped students. **Items left on buses will be removed the bus for safety reasons. Students will not be allowed to transport balloons on school buses at any time for any reason.** No student enrolled in the Kingfisher Public Schools, below the high school grades of 9-12, will be allowed to drive a motor vehicle to and from school for any and all school days and or school events. No student will be allowed to drive within walking distance of a school and park a vehicle off campus as a means of transportation to and from school. This includes motorcycles, scooters, and automobiles.

Annual Notice for Compliance with Family Educational Rights and Privacy Act and Oklahoma Open Records Act (FERPA)

This notice is given to inform student’s parents and eligible students their rights under the above regulation. An eligible student is defined as a student who is at least eighteen years of age.

1. A student’s parents or eligible student may inspect and view that student’s educational records.
2. The intent of this school district is to limit the disclosure of information contained in a student’s educational records, except: (1) by the prior written consent of the student’s parents or eligible

- student, (2) as directory information, or, (3) under certain limited circumstances as permitted by the FERPA.
3. A student's parents or an eligible student has the right to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. A student's parents or an eligible student has the right to a hearing to present evidence that the records should be changed, if the district decides not to alter it according to the parent's or eligible student's request.
 4. The student's parents or an eligible student has the right to file a complaint with Department of Health, Education, and Welfare, if the school district violates FERPA. The address and/or telephone number of the proper department for receiving a complaint may be obtained from any administrative office of the school.
 5. A student's parents or an eligible student may obtain a copy of the regulations concerning this board policy at the office of any principal of the school district or at the superintendent's office.

Directory Information

The school district proposes to designate the following personally identifiable information contained in a student's record as directory information and it will be discloses that information without prior written consent.

1. The student's name.
2. The names of the student's parents.
3. The student's date of birth.
4. The student's class designation.
5. The student's extra-curricular participation.
6. The student's achievement awards or honors.
7. The student's weight and height if a member of an athletic team.
8. The student's photograph.
9. The school or school district the student has attended before he/she enrolled in this school district.

After the parents or eligible students have been notified, they will have two weeks to advise the school district, in writing,, (a letter to the school superintendent's office), of any or all of the items they refuse to permit the district to designate as directory information about the student. The school will provide translation if needed.

POLICY, TERMS AND CONDITIONS FOR USE OF INTERNET

User Agreement

The following is a legal binding document. Please read carefully before signing.

Acceptable Use

The use of your Internet access must be in support of education and research and consistent with the educational objectives of the Kingfisher Public School System.

It is not acceptable to use the Internet for any reason other than educational objectives.

It is not acceptable to use the Internet to transit or receive threatening, obscene, or harassing materials.

It is not acceptable to use vulgarities or any other inappropriate language. Illegal activities are strictly prohibited.

It is not acceptable to use the network in such a way that you disrupt the use of the network for other users.

It is not acceptable to use another user's account without written permission from that individual.

It is not acceptable to harm or destroy data of another user, internet, or any other networks that are connected to the connections.

It is not acceptable to change the settings of a computer.

Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will deem what is appropriate use and their decision is final. The administration, faculty, and staff of Kingfisher Public School may request the system administrator deny, revoke, or suspend specific user accounts.

Warranties

The Kingfisher Public School system makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Kingfisher Public School System will not be responsible for any damages you suffer. This includes loss of data resulting from delays, no deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Kingfisher Public Schools is at your own risk. The Kingfisher Public School System specifically denies any responsibility for the accuracy or quality of information obtained through this service.

Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to the Kingfisher Public School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

Title I Parent Involvement

The Kingfisher Board of Education endorses the parent involvement goals of Title I and encourages participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, schools and community. In this policy, the word parent also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy. A meeting of parents of participating Title I students will be held annually to explain the goals and purposes of Title I programs. Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in Title programs. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

Each school in the district receiving Title I funds shall jointly develop with parents of the children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibilities to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standard;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework, completion, monitoring television watching, volunteering in the

classroom, and participating, as appropriate, in decisions related to their children's education and positive use of extracurricular time; and

3. Address the importance of parent-teacher communication on an on-going basis, with at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

In order to achieve the level of Title I parent involvement desired by the board of education policy on this topic, these regulations guide the development of each school's annual plan designed to foster a cooperative effort among the parents, school and community.

Transfer Policy

Kingfisher High School will follow the policy of the Kingfisher Board of Education in accordance with any and all state and federal legislation.

Attendance

Schools are required by state law to keep accurate records of attendance and the reasons for absences. Students should not miss school except for illness, doctor or dental appointment, funeral, court, or an emergency. By state law, students must be counted absent for any reason other than missing for school activities. At the both the third and the fifth absence parent/legal guardian will be notified by mail. The tenth absence (in a semester) will be reported to the Assistant District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (S.L.O. 237:70-10-106)

It is unlawful for a parent or guardian not to compel their child to attend school. Any parent/student violating this provision of the law shall be guilty of a misdemeanor and upon conviction will receive a fine for non-attendance.

***Important: Once a student reaches or exceeds ten (10) unexcused absences per semester, the Assistant District Attorney of Kingfisher County will be notified.**

Local board attendance policies have the force and effect of law. The attendance officer makes the determination of an excused or unexcused absence. (S.L.O. 233:70-10-1089)

Absence reporting procedure:

1. At the third and fifth absence, parent/legal guardian will be notified by certified mail to the last known address of parent/legal guardian.
2. If compliance does not occur, at the tenth absence a report will be sent to the Assistant District Attorney. (Misdemeanor)

Absences

1. A parent calling a student in sick does not excuse an absence.
2. If the parent/legal guardian knows ahead of time that their student will be absent, they should call the school and report the absence.
3. The parent/legal guardian must call and clear a student who comes to school but needs to leave during the school day. Students must check out through the office prior to leaving for the day.
4. A student returning to school during the day must be cleared through the principal's office.
5. If the parent does not contact the school within 1 week of an absence the student will be classified as truant.
6. Attendance reports will be run every day. The student and parents will have until the end of the semester to rectify the documentation. At that time the record of the school will become permanent.

Tardies

Tardies are accumulated per semester/per class. Tardy reports will run each week. At the Junior High three tardies in a class equals an absence. Each student that has 3 tardies in a class may receive a phone call home notifying parent/legal guardian of the situation. Principals may enforce some type of discipline measures on the 4th tardy. Continuing tardy offenses will result in higher levels of discipline.

Kingfisher Junior High School Exemption Policy (This Policy Only Applies to the Spring Semester)

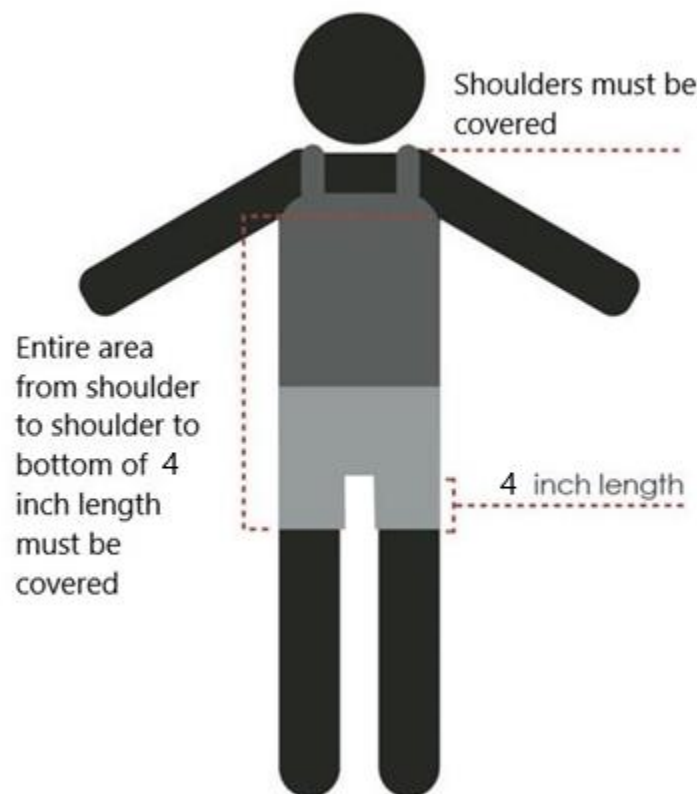
The teachers at Kingfisher Junior High have developed a plan that they feel will help deter students from being absent. The following is a design of exemption as a reward for those students who strive to keep their attendance in good order. This applies to only grades 7/8.

1. Each student will be exempt from semester tests for any class in which that student has earned a grade of "C" or above and has not missed more than four days (excluding school activities).

2. Three tardies in any class equal one unexcused absence in that class. Teachers are responsible during the semester for keeping individual records and entering data into grading program appropriately when students are tardy. Teacher-created tardies will not count.
3. Exemptions are calculated for each class individually, (i.e. a student may be exempt from some classes and not from others).
4. The necessary "C" or above grade is an average of the two nine weeks grades that semester.
5. A student may elect to take a semester test even if they are exempt.
6. Each teacher will give a comprehensive Mid-Term test.
7. Any ISD assignment or Out-of-School Suspension will require a student to take all semester tests.

Dress Code

The general atmosphere of a school must be conducive to learning. A student's general attire or appearance must not present a danger to their health, welfare, or attract undue attention to the extent it disrupts the school. In all matters relating to individual dress and grooming students should use good judgment. The school shares with parents the responsibility for student's appropriateness of dress and grooming. In the interest of health, safety, decency and decorum among students the following regulations have been adopted by the board of education (S.L.O. 154; 70-6-114(c)):



1. Any piercing that distracts from instruction will be removed.
2. There will be no tolerance of clothing and/or accessories with suggestive, vulgar, or offensive patches, badges, or printing. The following are unacceptable to be worn.
 - a) Written slogans or profanity.

- b) Advertisements of tobacco, drugs, or alcohol. This would extend to events sponsored by tobacco or alcohol companies.
 - c) Depictions of torture or violent death.
 - d) Any symbol or language that symbolizes fighting. (U.S. Supreme Court Ruling)
 - e) Clothing or accessories that are racially sensitive or a symbolism of racism will not be tolerated. This includes the rebel flag in any form. This does include any item that is rebel flag related or is racially sensitive.
3. All students must wear shoes to and from school. House shoes are not acceptable footwear.
 4. Hats and caps will not be worn in the building.
 5. Any loose clothing or accessories that are “gang related”, or deemed so will not be tolerated. An example would be extremely baggy jeans. Jeans that are defined as being habitually “baggy” may have the added requirement of wearing the shirt tucked in the waist of the pants.
 6. Bandannas will not be worn or displayed in school, at activities, or on school property.
 7. The dress code will apply to students wearing athletic gear during the day. Football jerseys will only be worn on game days, in the case of 5th and 6th grade football players the day before a game day. Students wearing jerseys or cheer uniforms need to wear the appropriate undershirt to make top match the school dress code.
 8. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.
 9. Chains of any type that have the capacity to be used as a weapon will not be allowed. This includes chain necklaces, bracelets, and pocket book chains. Fourteen gauge or thicker gauges may not be worn.
 10. Kingfisher athletic bags and backpacks will be stored in the student lockers. Backpacks and athletic bags will not be allowed into the classrooms. **Bags that are left on buses, in hallways, or any other areas will be picked up and removed from the building area for safety reasons.**
 11. Pajamas, house shoes, or nontraditional clothing options are not acceptable forms of clothing for the school day.
 12. Students will not write on their clothes at school or wear clothes that are signed by their classmates. Any item that was autographed should be brought to the principal for approval before being worn.
 13. The principal, for special occasions may adjust this dress code.

Students who come to school inappropriately dressed and/or not following the dress code will be subject to being held out of class until the dress code is complied with. Absences from class as a result of dress code violation will be deemed unexcused. Repeat offenders will be subject to Level 2 and Level 3 disciplinary measures. This will occur on the second instance of dress code violation.

School Closing

Listen to Oklahoma City television stations for information regarding weather related school closings. Parents may also call the superintendent’s office at 375-4194 for information. The district will use School Messenger, Remind101, and Facebook to notify parents of school closings. Students who ride the bus should be especially mindful of the weather.

Behavior Code

All student behaviors in the Kingfisher Schools are based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner consistent with good citizenship everywhere.

It is our belief that the home along with school must encourage young people to be law-abiding, productive citizens. Where students fail in behavior, we attempt to ensure that the problems are handled efficiently, sensibly, and in a just manner.

We have one basic rule of conduct. **We desire that all students accept the responsibility of self-discipline.** Students are to conduct themselves as young ladies and gentlemen at all times.

When a student demonstrates that they can't conduct themselves in a positive manner and infringes upon the rights of other to enjoy the freedom of self-discipline, the student must face the consequences of disciplinary action. Such alternatives as detention, corporal punishment, the alternate classroom and suspension are available for those students who find it difficult to conform to school policies

Student Behavior

Level 1 Behaviors

1. Students are expected to follow the posted rules in each classroom. This shows respect to both the teacher and fellow classmates. We expect that each day will be a positive learning experience for our students. A well-disciplined, well ordered classroom is essential for a good learning environment.
2. Gum or candies are prohibited in the Middle School.
3. Failure to turn in assignments at the time they are due is essential for academic progress. Failure to do this on a consistent basis will be treated as a Level 2 offense.
4. Public displays of affection are not acceptable at school.
5. Tardies are accumulative per 9 weeks/per class. Tardy reports will run each week and will be administered by the attendance officer and the assistant principal. Each student that has 3 tardies in a class will receive a phone call home by the attendance officer notifying parents of the situation. On the 4th Tardy students will serve afterschool detention. Continuing tardy offenses will result in higher levels of discipline.
6. Failure to clean lunch room tables or leaving behind trash is considered a Level 1 behavior. Continuing this behavior will move the action up to a Level 2 behavior.
7. Continuing a Level 1 behavior will move that behavior into higher levels with failure of the student to correct their behavior.

Level 2 Behaviors

1. Disrespect or failure to follow the direction of any staff member is not acceptable behavior. This would include arguing with staff, failure to follow the directive of staff, or walking away from a staff member during discipline. This may be moved immediately to a Level 3 behavior if the behavior intensifies in any way. Staff does include teacher aides, cafeteria workers, secretaries and custodians.
2. Failure to report to a class without a valid excuse is not appropriate behavior. According to state law failure to appear for four nonconsecutive periods within a month (4 weeks) can result in a letter to the District Attorney's Office. This would include arriving to school late daily.
3. The use of any language that is intended to demean (put down) or insult someone or to taunt another person is unacceptable.
4. Deliberate misinformation or refusal to provide information to a staff member may result in a Level 2 Behavior.
5. Failure to adjust clothing to the dress code will result in a Level 2 offense. This includes pants that are sagging, shirts that are inappropriate, writing on clothing, etc.....
6. Cheating on assignments or exams may be treated as a Level 2 offense. Teachers may have the option to give additional work or no credit for the assignment or exam.
7. Repeated disruption of the classroom environment. This would be a disruption more than once during a period or continuing a behavior that is distracting to the education of other students.
8. The use of vulgarity in any written, pictorial or verbal form is strictly prohibited.
9. Leaving the school premises, leaving a classroom, or a consistent pattern of tardiness (over 6 tardies) is a Level 2 infraction.
10. Misbehavior on buses will be treated as a Level 2 offense.
11. Failure to serve an assigned discipline
12. Possession of an electronic device. [Please see the Cell Phone Contract]
13. Buying vending machine items during unauthorized times is a Level 2 offense.
14. Continuing a Level 2 Behavior will move that behavior into a higher Level of behavior.

Level 3 Behaviors

1. Harassment of a verbal, physically threatening, or actual physical violence against either the school or another person will be taken seriously and dealt with accordingly. Harassment may include sexual harassment, racial harassment, intimidation, verbal harassment or actual physical intimidation.
2. Truancy (absence without a parent's knowledge) will be treated as a Level 3 Behavior. This follows state law as well as Kingfisher School Board Policy.

3. Disruption of a public area such as the cafeteria, the playground, or any gathering of students. This does include athletic events.
4. Cheating on assignments, exams, or plagiarism is all considered to be Level 3 Behaviors. This does include not doing one's own work on the computer or texting answers to other students.
5. Striking or threatening to strike another student.
6. Changing another student's assignment, falsifying assignments on the computer, or turning off the computer filters are all Level 3 Behaviors.
7. Continual failure to serve a discipline, report to tutoring, etc... may be placed as a Level 3 infraction.
8. Hazing or initiation rituals are strictly forbidden according to Oklahoma Statutes.
9. Any form of physical contact between individuals such as wrestling, shoving, pushing, or physically intimidating another student is not acceptable. Pulling on another's clothing to cause pain or injury is also not acceptable.
10. Any action aimed at embarrassing another student in a manner that is degrading or humiliating and that involves any form of physical contact. This could include words, drawings, or actions.
11. Injuring another's property is not acceptable.
12. Stealing, breaking into lockers, or any other such action to try and get someone else's property will not be tolerated.*
13. Continuing a Level 3 Behavior will move it into a Level 4 Behavior.

Level 4 Behaviors

1. Lewd and lascivious behavior or sexual harassment will result in quick and decisive action to stop any such behavior.*
2. Assault and battery of any type will not be tolerated. The use of a weapon in this type of act will aggravate the conditions of the assault.
3. The bringing of any form of weapon to school will be evaluated by the administration. There are certain categories of weapons that require immediate suspension for two semesters.
4. Threats of death or any other type of harm must be considered serious. As a school, it is important that we not put the interests of one student above the safety of our school population. The threatening student will, at the least, be removed from the normal school environment.*
5. Gang behavior will not be tolerated in any form. Group harassment, intimidation, threats, or assaults of individuals will be dealt with harshly.*
6. A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used tobacco, any narcotic drug, hallucinogenic, drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or any drug paraphernalia of any kind while in anyway connected with the school during regular hours, school activities or going to and from school.
7. Harassment or threatening physical violence will be considered as automatic Level 4 Behavior. (S.L.O. 826;21-1190)
8. Fighting in any shape or fashion is not acceptable. *

Fighting

Fighting is defined as striking another in any manner. Consideration may be given if a student was attacked. This does not mean that there will be no discipline administered. Students that strike another student, no matter what the cause of the confrontation, are guilty of fighting. Striking someone else because the student was hit first is not sufficient grounds to constitute self-defense. The following actions, not necessarily in this order, will be taken after an exchange of blows:

- a) The students will be taken to the principal's office.
- b) The principal will interview each student and record a verbal account of the actions of each student.
- c) A written account of the actions of each person involved will be compiled by a discussion with the teacher (s) that witnessed the incident. The teacher will write up an incident report and turn it in to the principal. The teacher's account will weigh most heavily in handing out discipline.
- d) The students will write out, in their own handwriting and away from other students, their account of what happened. This, along with the account given by the teacher, will be the account used by the principal. Due to problems in the past with students changing their story by the time they get home this will be the official story that is used for discipline.
- e) The parents of each student involved will be contacted. The parents will be contacted after sufficient information is gathered to relate the incident to the parent in an accurate manner.

- f) Discipline measures will be given to the student(s) once the administrator has determined enough investigation has been done to have an understanding of the situation and actions of students involved in the fight.
- g) If a student is guilty of fighting that student may be turned over to the police due to disturbance of the peace.

*The school may report such incidences to the proper authorities. This includes law enforcement, Juvenile Services, Department of Human Services, and any other appropriate agency.

Consequences for Behaviors (These are placed in no particular order)

Level 1 Discipline Steps: Lunch detention (which may include Lunchroom cleanup or Grounds cleanup), Morning detention (which includes Grounds cleanup), After School detention (which includes Grounds cleanup or Flower Bed Duty), or Saturday School.

Level 2 Discipline Steps: Saturday School (for one or more Saturdays), Prolonged 7:00 a.m. Grounds Duty or Flower Bed Duty, In School Detention, or Corporal Punishment, and/or Loss of Special Privilege.

Level 3 Discipline Steps: In School Detention, Saturday School, Corporal Punishment, or Suspension, and/or Loss of Special Privilege.

Level 4 Discipline Steps: Prolonged In School Detention, Suspension, and/or Loss of Special Privilege.

Explanation of Behavior Consequences

1. **Detention** is held after school. Students that are assigned to detention have the responsibility of informing their parent of the discipline and bringing the appropriate discipline form back to the detention room for the school's records. A student's discipline will not be rescheduled due to a ballgame or a practice.
2. **Grounds Duty** is held after school. Students are required to police the school grounds and clean desks. This discipline is served for 85 minutes after school.
3. **Morning Grounds Duty** begins at 7:20 a.m. Students that fail to appear will be disciplined for failure to appear. If there is a problem with a student not being able to make it the parent must contact the administration.
4. **Saturday School** may be held every other Saturday morning. Saturday School runs from 8:00 a.m. until 12:00 p.m. Students are required to be on time, if a student is over 10 minutes late the discipline will be altered due to failure to appear.
5. **In School Detention (ISD)** is held in a room on the Junior High campus. Students are required to appear for ISD at 8:00 a.m. The students are then released at 3:10 p.m. Students eat lunch in the ISD room. Students are given two bathroom breaks during the day. Students are expected to work during their time in ISD; students completing their assignments will be given alternate work which they will do. Student work is returned to the school by the ISD supervisor. Students are required to sign a contract along with their parents, if the contract is not returned the student may have another day added to their ISD stay. Students that are in ISD are not eligible to participate in any extracurricular activity or attend any after school function. ISD can't be appealed.
6. **Corporal Punishment** is administered by the school's principal. Corporal punishment is given for continued behaviors and as a last means of discipline prior to suspension. Parents will be contacted by phone prior to this and a signed permission will also be required. Students that are assigned corporal punishment and choose not to accept it will be suspended or assigned ISD for a minimum of two days. This suspension can be lifted if the student will receive the corporal punishment. The teacher that sent the student to the principal will witness the corporal punishment.
7. **Loss of Special Privilege** is reserved for several different items. If the student has failed to behave according to policy the student may forfeit the right to go on a field trip, athletic event, or other activities. This may include Camp Goddard and the 8th Grade Social.
8. **Suspension** is the removal of the student from school. This falls into two categories, Long-term and Short-term suspension.
 - a) **Short-term Suspensions:** A student receiving a short term suspension (less than 10 days) will not be eligible for extracurricular activities or any after school activity. A student may appeal a short-term suspension to the Kingfisher Junior High Suspension Hearing Committee. The parents of the student will have two days from the receipt of notification of suspension to appeal the suspension. Decisions of the Appeals Committee will be final.
 - a. Students suspended for four days or less will not be given grades on their work, but they will be required to turn in their work.

- b. Accommodations may be made for students to take nine weeks tests and semester tests due to the high percentage of their grade from these tests.
 - i. The tests will be given in ISD.
 - ii. The student will only be allowed to come to ISD for a time adequate to finish the nine weeks or semester tests if the student is already suspended.
 - iii. It is the responsibility of the parent to provide transportation and to acquire the review materials from the school.
 - c. Students will have to have their work completed, turned into the office, and approved by their teachers prior to returning to class.
- b) Long-term Suspensions:** A student receiving a long-term suspension (over 10 days) will be eligible for a modified education plan to ensure the students ability to progress in their studies. Students will be allowed to do work for their core classes and return it for grades. **A student must appeal the Long-term Suspension to a hearing officer appointed by the Kingfisher Board of Education.*** This appeal must be made two days after receipt of a certified letter notifying the parents of the Long-term suspension. During the appeal process the student will be placed in either ISD or on short-term suspension. The student must appear before the **hearing officer** to appeal a suspension. Decision of the Board of Education's hearing officer is final. Students are guaranteed Due Process Rights in all suspension cases. (S.L.O. 488.2; 70-24-101.3) (S.B. 0495) It is board policy that students that are under long term suspension may not participate in any extra-curricular activities or any activities associated with the school. Students are not allowed on school property once a long term suspension is given.

***In the event of a conflict of interest on the part of the board appointed hearing officer the Superintendent of Schools shall have the ability to appoint an alternate hearing officer to hear the due process appeal. All discipline is totally at the option of the administrator. An administrator may place any unaddressed problems that arise during the school year on the appropriate level of discipline.**

Suspendable Offenses

A. Disruption of School

A student may not by the use of violence, force, noise, threat, fear, passive resistance, or any other means, intentionally cause the substantial and/or material obstruction of any function of the school.

B. Damage or Destruction of School or Private Property.

C. Assault or Causing Personal Injury

A student shall not intentionally cause injury or behave in such a way as could reasonably cause physical injury to any person during school, or while engaged in school activities, or while going to and from school.

D. Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit any object that can be reasonably considered a weapon, at any time during school hours, school activities, or while going to or from school.

E. Narcotics, Alcoholic Beverages, Stimulant Drugs, and Tobacco

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or any drug paraphernalia of any kind while in any way connected with the school during regular hours, school activities, or going to and from school.

F. Repeated School Violations

A student shall not repeatedly fail to comply with school district policies, or school rules, or with the directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

There are times when some eventualities are not specifically covered under the handbook. At that time it is the responsibility of the administrator in charge to interpret school policy and apply discipline when it is necessary. These policies are designed to give a fair and impartial discipline policy, attendance policy, and grading policy to each student. This ensures a fair and equal education under the law.

Bullying and Harassment Policy

It is the policy of the Kingfisher Board of Education that bullying and harassment are not allowed in the school. The Supreme Court has upheld this and the Oklahoma Legislature has voted on a law to prohibit such acts. The following acts will be considered, but not limited to, bullying:

- 1) Mentally tormenting another student(s).
- 2) Physically threatening another student(s).
- 3) Ridiculing another student(s).
- 4) Subjecting another student(s) to continual negative comments and pressures.
- 5) Behaving in such a manner that is not aimed at positive interaction with another student.

The penalties for this kind of behavior are:

- 1st Offense-counseling by the principal if no physical contact is involved and assignment as a Level 2 infraction. This will be assigned by the administrator at their discretion.
- 2nd Offense-treated as a Level 2 or 3 infractions
- 3rd Offense-treated as a Level 3 or 4 infractions
- 4th Offense-treated as a Level 4 infraction

It is the responsibility of students to inform the school if this is occurring. If this is seen by teachers or administrators actions will be taken to stop the bullying or harassment. It should be noted here that if physical contact occurs not all parties will be treated the same. A student guilty of bullying is in Violation of an Oklahoma Statute and repeated action of this type will result in the student's removal from the regular school environment.

Hazing

Hazing Prohibition: The Kingfisher Board of Education prohibits hazing activities within any organization or activity within its control and supervision. When planning activities for initiation or membership into any organization, activity, or school group, the sponsor shall obtain advance approval from the principal. Oklahoma State Law 21-1190 defines hazing as:

1. An activity which recklessly or intentionally the mental health or physical health or safety of a student for purposes of initiation or admission in to or affiliation with any organization subject to the sanction of the public or private school or of any institution of higher education in this state.
2. "Endanger the physical health" shall include but not limited to brutality of physical nature, such as whipping, beating, branding, force calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs or any other forced physical activity or safety of the individual.
3. "Endanger the mental health" shall include any activity which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced contact which could result in embarrassment.
4. Any student found involved in hazing will forfeit the remainder of the season in which they are involved in hazing activity.

Sexual Harassment Policy

The Kingfisher Board of Education and Kingfisher Junior High School disapproves of and does not tolerate sexual harassment of any kind! Any student or faculty member who feels he/she has been sexually harassed should report the incident to the counselor or principal.

District policy prohibits sexual harassment such as, but not limited to: unwanted sexual advances or threats, unwanted verbal or physical conduct of sexual nature; suggestive comments or off color language, humor, drawings, photo, etc...

Personal Electronic Devices

Personal mobile devices, including but not limited to, mobile phones, smart watches and bluetooth headphones are not to be seen or heard during class time. Any student whose device is in violation of this policy will be given one warning by the teacher, a second violation in the same class period will escalate to a Level 1 Behavior and appropriate disciplinary action, as outlined in this handbook, will be taken.

Personal laptops and tablets are not allowed to be used during any on campus class. Every student is issued a district chromebook, and it is the expectation of Kingfisher Junior High that these be used for any class work or activity completed at school. Personal laptops should remain at home, or securely locked in the student's locker, if brought to school for purposes outside of KJH classes. Violation of this policy will result in a Level 1 Behavior consequence.

Extra-Curricular Activities

Kingfisher Junior High provides 7/8 grade students the opportunity to participate in organized school sports/activities. These include: Football, Softball, Cheer, Cross Country, Basketball, Wrestling, Baseball, Track, AG, Vocal, and Band. Oklahoma Secondary Schools Activities Association rules will apply to all extra-curricular activities. The basic participation rules are:

1. Any student reaching their 16th birthday prior to September 1 of the current school year is ineligible to compete in the Middle School or Junior High events.
2. A student who has not attended classes 90% of the time for a semester is ineligible. A student enrolling late that fails to meet the 90% rule must attend the number of days late to gain eligibility.
3. A student must have passed five of seven classes and/or four out of five core classes the previous semester or year, to participate in activities or the student will be ineligible for the first six weeks of the next semester.
4. Students failing a course will be placed on probation the week following the notification of failure. If the grade is not brought up during the probation week, the student will be ineligible for participation. A student may not be on probation for two consecutive weeks. Eligibility is based on cumulative grade average for the semester, not weekly grades.
5. A student whose conduct of character outside school is under discipline or whose conduct of character outside the school is such as to reflect discredit upon the school shall be declared ineligible until reinstated by the principal.
6. A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the principal.
7. A student must be present at school ½ of the day they participate in an event. The only time this may be waived is if there is a preset doctors' appointment, a funeral, an extenuating circumstance or another school event. Waving this requirement is at the option and judgment of the school administrator.
8. Students may not be taken home from an event until after they are checked out by their parent.
9. If a parent desires for the child to ride with another family member, over the age of 18, this must be approved through the Junior High office prior to the event. Students will not be released to anyone other than their parent, custodial parent, or guardian.
10. Notes asking for a student to ride home with another parent are not acceptable. This rule will be relaxed only in extreme circumstances. Students will not be released to anyone other than their parent, custodial parent, or guardian.

Please note that rules 7 through 10 are for the safety of the students. It is the responsibility of the parent to provide the school with the appropriate documentation on who is allowed to pick a student up from school. The coaches at an activity will only release a student after the student is properly signed out to the appropriate parent, custodial parent, or guardian that is listed on the emergency procedure cards. Any notes or other arrangements must be made through the KJH Office prior to the event. A student that is in violation of rules 7 through 10 will be suspended from the activity. Students that are habitually late or that are habitually absent the day after a game may be sat for this infraction.

AHERA STATEMENT

June 3, 2020

In order to comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) of 1987, 40 CFR Part 763 – Asbestos Containing Material in Schools, Kingfisher Public Schools has been inspected and an asbestos management plan was developed outlining sampling analysis and response actions if necessary. The Management Plan is available for viewing at 602 W. Chisholm during normal business hours, Monday-Friday.

