Depew Public Schools

 Parent-Student

Information Handbook

6th-12th Grades

Depew, OK

**2018-2019**

Leon Hiett

*Superintendent*

Tony Martin

*Principal*

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*Assistant Principal*

Board of Education

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**DEPEW 6TH -12TH**

**STUDENT HANDBOOK**

**2018-2019**

**ACKNOWLEDGEMENT**

Dear Student and Parent:

The Depew School District provides this Student Handbook to parents and students to provide you with information about the general rules and guidelines for attending and receiving an education in our school. This handbook in no way contains all the rules that students must adhere to be good citizens while at school. This handbook is also posted on the District’s web site (depew.k12.ok.us). A copy is also available for review in the principal’s office. If you do not have access to a computer, the high school office will print an additional copy for you, upon request.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the information here, we encourage you to ask for an explanation from the student’s teacher, the school counselor, or the site administrator.

**Table of Contents**

 Acknowledgement 2

Table of Contents 3-4

Faculty and Staff 5

Educational Philosophy of Depew Public Schools 6

Absences 7

Accreditation 7

Admissions 7

Asbestos Notification 8

Assemblies 8

Athletics 9

Attendance 10

Auditor 10

Authority of Teachers 10

Bells 10

Bullying Prevention 11

Buses 11

Bus Tardies and Bus Absences 11

Cell Phone 12

Class Load 12

Class Organization 12

Class Projects 12

Computers 12

Concerns: Chain of Command 13

Concurrent Enrollment 13

Defacing of School Property 13

Detention Rules 13

Diseases 14

Dress and Grooming Code 14

Dropping a Subject 15

Drug Testing Policy / Statement 15-17

Eligibility 18

Family Education Rights and Privacy Act 19

General Questions 20

Grading Scale 20

Graduation Requirements from HS 21

Homecoming Regulations 22

Internet Safety Policy and Acceptable Use 23-27

Library 28

Lunch Conduct 28

Permanent Records 28

Permission to Leave School 28

Prom Date Requirements 29

Reports to Parents 29

Rules of Conduct 29

Sales in School 30

School Activities 30

School Calendar 30

School Day 30

School Insurance 30

Senior Class Ring 31

Students Legal Name 31

Student Directory 31-32

Suspension from School Regulations 32

Suspension Form 33

Tardies 34

Telephone 34

Tobacco Policy & Drugs in School 34

Traffic Safety and Automobiles 35

Truancy 35

Valedictorian & Salutatorian Regulations 36

Who May or May Not Represent DHS 36

Withdrawal from School 37

Work Permits 37

**ADMINISTRATION**

Superintendent of Schools. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Mr. Hiett

Superintendent’s Office . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Mrs. Campbell

High School Principal . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Mr. Martin

High School Asst. Principal . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Mr. Hoover

Athletic Director. . . . . . . . . . . . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . . . .Mr. Watts

High School Secretary. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Mrs. Stinnett

**6th – 12th GRADE FACULTY / STAFF**

Mr. Campbell Vo-Ag

Mrs. Dry Counselor

Mr. Hoover Sciences, Athletics

Mrs. Howell Spanish, Art

Mrs. Johnson 6th/7th/8th Math, 6th/7th Social Studies

Mr. Kader Social Studies, Athletics

Mrs. Kreps Special Education

Mrs. Parrick Math

Mr. Shinnerer Social Studies, Athletics

Mrs. Schinnerer 6th/7th Language Arts/Reading 6th Science

Mr. Shockley 8th/Sophomore/Junior Language Arts

Mr. Shoate Social Studies, Athletics

Mr. Smith Health, Athletics

Mrs. Smith Science

Mrs. Vandecar Freshman/Senior English, Yearbook

Mr. Watts Computers, Athletics, Athletic Director

Mrs. Pulley Classroom aide

Mrs. Welch Classroom aide

Mrs. Montgomery Library aide

Mrs. Craig Custodial

Mr. Hall Maintenance

Mr. Holbrook Maintenance

**EDUCATIONAL PHILOSOPHY OF**

**DEPEW PUBLIC SCHOOLS**

*The educational philosophy of Depew High School evolves from a careful study of the needs of the youth of this community by school board members, administrative officers and faculty. Our primary goal is the training of young people for successful citizenship in our American Democracy.*

The Specific Objectives of Depew High School Are:

* To give the students a comprehensive understanding of the organization, and functioning of society with reference to its physical setting and its local, national, and international interests.
* To develop ideals, attitudes, appreciations, and loyalties that will assist the students in determining their responsibilities to society.
* To encourage the love of literature and the ability to recognize its value.
* To encourage correctness in oral and written English.
* To cultivate useful work habits and study skills.
* To instill character traits of honesty, dependability, loyalty and trustworthiness.
* To develop within the students new interests, aspirations, and the ability to sense new individual and social values.
* To develop certain skills that will enable each one to be a happier individual.
* To encourage the practice of self-discipline.
* To promote health and safety for every student.
* To create a desire for the finer things of life.
* To guide students to develop the proper use of their leisure time
* To train students in the qualities that will make them worthy members of a family.
* To build the foundation and give an image into various vocations in which students are interested.

**ABSENCES**

**Absences: Will be Excused:**

* While representing the school at a school – sponsored activity.
* Due to illness; however, a written Doctor’s statement is required to verify illness.
* Due to death or serious illness in the immediate family, and with a written statement from the parent is necessary in this case also.
* Due to unusual, extraordinary or unavoidable circumstances over which the student has little, if any, control. The case or situation may be explained to the principal, preferably before the absence occurs and the principal shall be the judge of whether the absence would be “excused” or “unexcused”.
* No penalty will be assessed for excused absences; however, the student shall:
	+ - Be responsible for making up the work.
		- Be responsible for getting work in on time.
		- Make up the work within the time limit specified by the teacher.
		- Receive a “0” in case the work is not made up within the time limit specified by the teacher.
		- Receive full credit for make-up work provided the student takes the responsibility and turns in make-up work within the time limit specified by the teacher.
		- Absentee slips are to be turned into the registrar’s office at the end of the school day.

 **Absences: Unexcused**

* Any absence in which, in the opinion of the principal could have been avoided, will constitute an unexcused absence.

**ACCREDITATION**

Depew High School is fully accredited by the State Department of Education. This means that credits earned in this high school will be accepted, without loss, in any college in the state of Oklahoma and most out of state colleges.

**ADMISSIONS**

How to enroll: Go to the registrar’s office and fill out the enrollment forms and have a copy of: student’s birth certificate, valid shot record and verification of residence within the school district or acceptance by district of legal membership. After all proper documentation is received the principal or his designee will inform the parent/guardian when their student may start school.

**ASBESTOS NOTIFICATION**

**DEPEW SCHOOL PATRONS**

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed a three year re-inspection of our buildings that contained asbestos building material.

As a result of our re-inspection, we are pleased to announce that areas that contain asbestos pose no health problems.

The management plan and the results of the re-inspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.

RE: Notification of Rights under FERPA for Elementary and secondary Schools

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

(1) The right to inspect and review the student’s education record within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the District principal a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or the eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

 Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or the eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to extent that the FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

**ASSEMBLIES**

Assemblies are presented at various times during the school year. These programs are for your benefit and entertainment. Treat those in the program as courteously as you would like to be treated. We have always been proud of our assembly conduct.

**ATHLETICS**

Regulations of Off-Season and Practice:

It is the belief of Depew Public Schools that the sport in-season takes precedent over all other sports. The off-season sports will consist of weights, agilities, and running. At no time during the school day will off-season sports bring out any equipment that pertains to the sport that is in off-season. When the season ends all equipment will be put up and stored until that season is officially opened by OSSAA rules or the time given by the school administrators. If the season is regulated by OSSAA, then we will obey that ruling. No athlete will practice an off-season sport while they are participating in an in-season sport. The dates set for starting formal practices are as follows:

Spring Football After baseball and track meet season is over

Fast Pitch Softball July 17, 2018

Football August 6, 2018

HS Boys/Girls Basketball October 1, 2018

Baseball January 2, 2019

Track January 2. 2019

Slow Pitch Softball January 2, 2019

We want to make sure we are balanced and that equality is given to all sports, practice time, and sharing of athletes. This will help students not have to make a choice between two sports and give all sports a chance to be successful. We want to make sure that we keep all our programs functioning at a level that we can be proud of.

Rules for Athletes that quit or are removed from a team:

If an athlete quits a sport within the first month of the season they will be allowed to go to off season. The reasoning that they quit has to be that of a hardship or just not seeing a future in it. If they quit after the first month for any reason they will not go to off-season until the sport they exited is over. If they are removed from the team for disciplinary reasons at any time they will not be allowed to go to off-season until that sport has finished.

Depew High School is a member of the OSSAA, and you can go to ossaa.com for more details and other rules governing our athletes.

**ATHLETICS - SUMMER PRIDE**

We believe in order to be competitive we must be committed to working out during the summer months. We have developed a Summer Pride Program to help maintain our mental sharpness and physical conditioning. Due to the internal competitiveness of some sports these summer workout sessions may be used in the aid of selecting students to participate on organized teams to represent our school. All sports related teams are extra-curricular and not required.

**ATTENDANCE**

The only legitimate reason for school absences is sickness or serious emergency. Regular attendance is of tremendous value to the pupil as well as to the school. Irregular attendance, regardless of the cause, will not produce satisfactory results. Regular attendance stimulates interest in work and prevents discouragement that comes from being behind the class work. A pupil out of school one day really loses two days of work because he comes to school unprepared for the day following the absence. Habits of regularity and punctuality are good habits to form. When a student knows that he/she will have to be absent, he should ask his parents to confer with the principal or the high school secretary. Anytime a student is absent he/she must have a written excuse from their parent or guardian for the school files.

**STUDENTS MUST NOT BE ABSENT MORE THAN 10 CLASS PERIODS PER CLASS TAUGHT DURING EACH SEMESTER IN ORDER TO RECEIVE A PASSING GRADE FOR THAT CLASS (S) FOR THE SEMESTER. Example: student misses first hour 11 times and never misses any other class MORE THAN 10 times they will have failed the first hour class by the attendance rule, not any of their other classes.**

NOTE: All admit slips must be secured before 8:00 a.m.. A tardy will be given to anyone who must obtain an absentee slip after 8:05 a.m. 3 tardies equals one absence.

**AUDITOR**

The superintendent’s secretary is the school auditor. The treasurer of each organization deposits all funds with the auditor and receives a receipt for the amount deposited and detailed records are kept of receipts and expenditures of all student organizations and activities. These records are always open for examination.

**AUTHORITY OF TEACHERS**

Teachers and administrators in the school are vested with public authority. Refusal on the part of the student to respect this authority shall be considered insubordination and will result in severe penalty and possible suspension. Pupils shall not have reasonable expectation of privacy from school administrators or teachers in the contents of a school locker, desk, or other school property. 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.

**BELLS**

The bell is a signal that the class is over, but the TEACHER WILL DISMISS THE CLASS. All activities should cease and students should leave immediately for the next class when dismissed by the teacher. A bell schedule is located in the back of this handbook.

**BULLYING PREVENTION**

Bullying may be defined as: “the willful, conscious desire to hurt, threaten, upset, or frighten someone.” With this in mind we are being watchful for students who are being bullied or bullying. Because we can’t see and hear everything it is imperative for a student to report any incidences where they believe they have been bullied. Students that do not report these incidences are allowing themselves to be (Victims). Parents it is really frustrating when we receive calls that say this has been going on for a long time. Our procedures for dealing with bullying incidents are:

1. First incident, the teacher, counselor, or Principal should counsel the bully and victim.
2. Second incident, parents are contacted and further discipline.
3. As a last resort suspensions will be implemented.

All bullying is wrong and each incident needs to be discussed and carefully considered to do what is best for both parties involved. Each situation has its own nuances which call for a human touch to resolve each issue. There is no one size fits all when disciplining students for bullying. We will do our best to do the right thing and inform parents of any action taken. Parents: Due to confidentially laws we are not able to disclose any action taken with other students. We can only give you information about your own student.

**BUSES**

1. Buses will start at such a time that they will arrive at school at approximately 7:45.

2. Buses will leave the high school 5 minutes after the last bell.

3. Food or drink is to be consumed on the bus only with driver permission.

4. Nothing shall be thrown in the bus or out of the windows.

5. Pupils shall not extend arms or other parts of the body out of the windows.

6. Remember that loud talking or unnecessary confusion can momentarily divert the bus

 driver’s attention and may result in a serious accident.

7. Any damage to a bus by a student will have punishment and retribution assigned.

8. **NOTE**: Buses will only let students on or off at school and at their homes or bus stops.

 Authorities may suspend the student from the privilege of riding on the bus because of

disorderly conduct. In that event, it becomes the responsibility of the parent to see that the child gets to and from school.

**BUS TARDIES AND BUS ABSENCES**

* No penalty will be assessed against a pupil’s record:
	1. The school bus is tardy in arriving at school.
* In case a student fails to catch the school bus, or in case a pupil does not ride the bus when the bus makes its regular trip, then the conditions governing regular “excused” or “unexcused” absence will apply.
* When the bus is tardy in arriving at school, an announcement will be made over the intercom advising teachers that your bus was late and you will be admitted to class without a tardy slip.

**CELL PHONES**

Students are allowed to use their cell phones:

 Before School

 During lunch break

 After school ONLY

All electronic devices must be turned off during class time! No texting, taking pictures, checking messages or video recording during class time.

Each Time a student violates the cell phone policy they will be required to check the electronic device into the front office for the remainder of the day. Electronic devices will be returned to the student at the end of the day.

Chronic violations Principal will contact the parent and require the student to leave their cell phone at home or check it into the front office daily.

Defiance Should a student refuse to check their cell phone into the office he or she will be suspended.

**Parents are asked to not contact their student during school hours on their student’s cell phone.**  Parents need to contact the main office (918-324-5466) if you need a message relayed to your student. **Student phones are expected to be turned off at all the times listed above.**

The school will not take responsibility for lost, stolen, or damaged personal electronic devices.

**CLASS LOAD**

Seniors will enroll in six periods per day. All other students will be enrolled in seven.

**CLASS ORGANIZATION**

The classes in the high school will organize as early in the school year as is feasible. Each class will elect a president, vice president, secretary and treasurer. A sponsor will be appointed in the fall. Also, the student council representatives shall be chosen. All Student Officers and Student Council representatives must have attained no grade lower than a C during the previous school year.

**CLASS PROJECTS**

 All class projects, or activities, before going into effect, must have approval from the principal’s office. Such projects, in order to receive consideration by the office, shall be written in orderly form with complete details. They must have class sponsor’s approval as indicated by his/her signature. This information will be held strictly confidential by the office.

**COMPUTER**

Only computers being utilized for concurrent enrollment can be brought from home. All other computer needs will be addressed by the school.

**CONCERN’S--CHAIN OF COMMAND**

1. Meet with the teacher.
2. Meet with the principal.
3. Meet with the principal and teacher.
4. Meet with the superintendent

**CONCURRENT ENROLLMENT**

Qualified juniors and seniors who are regularly enrolled, who meet the standards set forth by the Oklahoma State Regents for Higher Education, and who are able to meet the Depew High School graduation requirements, may be authorized to take courses for college credit while completing high school requirements for graduation. Mrs. Dry must receive a copy of your college class schedule to make any adjustments to your high school schedule, along with a signed Concurrent Enrollment Agreement. It is the student’s responsibility to furnish this information within the first seven (7) school days. Concurrently enrolled students are responsible for their own transportation to and from college courses, as well as, any examinations that require on campus testing. Students are responsible for any tuition and other expenses involved in concurrent enrollment. To qualify for high school credit, a student must present to Mrs. Dry, within ten (10) days upon completion of the college course, an official transcript from the college or university where the course was successfully completed.

**DEFACING SCHOOL PROPERTY**

 Any student who defaces any school building, property, or bus, or writes anything profane or obscene, or draws lewd pictures or graffiti on school premises shall be liable to suspension, expulsion, or other punishment befitting the offense. They shall also be liable for repairs.

**DETENTION RULES (AM)**

* Detention runs from **7:30-8:00 or 3:15-3:45**, Monday thru Friday in the

teacher’s room in which the detention was given.

* The teacher assigning D-Hall will have a signed Detention Form.
* Detention will be given in 30 minute increments.
* If detention is missed First time: 30 minutes will be added

Second time: alternative discipline will be administered by the building principal.

If absent, extra discipline will be added unless absence is excused.

* There is no getting out of seat, talking, listening to music, or using cell phones.

**DISEASES**

**Diseases –** Students suspected of having any communicable disease, or of living with persons thus affected, shall not be permitted to remain in the public school unless specially authorized by the local department of health, or a local doctor. In all cases the school officials shall be governed by the orders of the local health officer or doctor, or by the County Nurse or the State Board of Health.

**DRESS / GROOMING CODE**

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. We do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The principal makes decisions about dress and grooming violations.

* There shall be no obscene writing on clothing worn to school.
* Hats are not to be worn inside the school buildings unless there is a special occasion.
* Hair shall be kept neatly combed while the student is under the supervision of the school. Hair color cannot be so crazy that it distracts from the school setting.
* There shall be no alcohol, drugs, or tobacco writing on clothing worn to school
* There will be no see- thru- tops and no tank tops worn to school unless with a shirt conforming to the dress code.
* Girls are expected to dress appropriately. Appropriate school dress excludes the wearing of halters, extremely short skirts, dresses, shorts, or shirts or blouses that reveal undergarments or cleavage, shirts or blouses that expose the midriff when arms are extended shoulder height, sleeveless shirts, spaghetti straps must go to the shoulder and fit closely around the arm. **The appropriateness of all** **clothing will be left to the building principal**. Any student in violation of this dress and grooming code will not be allowed to attend classes until they conform to dress code and will receive an unexcused absence from all classes missed.
* Holes in clothing revealing undergarments are not permissible.
* No pajama bottoms are to be worn to school, unless there is a special occasion.
* Any clothing made of Spandex or similar body-hugging fabric or material must be accompanied by a top that covers entirely the fronts and bottoms, when the students arms are to their sides.
* Sagging pants will not be allowed.
* Simply put, students are expected to be neat, clean, and orderly in their dress and appearance.

**DROPPING A SUBJECT**

Subjects should be dropped only through the counselor. Students will be allowed one week at the beginning of each semester to make necessary changes in the schedule of classes. Changes in schedule after the first week are made by a request from the principal. (continued next pg.)

Parents or guardians will be notified. OSSAA rules state any student who drops a class after 3 weeks will be ineligible for 6 weeks unless it is a similar change, example – math for math.

**DRUG TESTING POLICY**

The Depew Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal and/or performance - enhancing drug use and abuse, thereby setting an example for all other students of the Depew Public School District, proposes to adopt the following policy for drug testing of activity students.

Drug Testing ---- Any Depew student wishing to participate in an extracurricular activity at Depew Schools in grades 7 through 12 must adhere to a Drug Urinalysis Test at the beginning of the school year and remain on the random selection list for periodic checks throughout the school year. An $11.00 fee shall be paid by each student, with the additional fee of $2.00 for verification lab test if a student receives a positive result. Failure to comply, shall result in forfeiture of participation.

**DRUG TESTING STATEMENT OF PURPOSE AND INTENT**

Although the Board of Education, administration, and staff desire that every student in the Depew Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student’s privilege to participate in extra-curricular activities. No suspensions from school or academic sanctions will be imposed for other policies, rules, and regulations of the Depew Public School District regarding possession or use of illegal drugs. Participation in school-sponsored interscholastic extra-curricular activities at the Depew Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental, and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drug use.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.
5. To offer students practices, competition, and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the Depew Public School District. For the safety, health and well-being of students in extra-curricular activities the Depew Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 7 – 12.

The administration may adopt regulations to implement this policy.

**Definitions:**

 *“Activity student”* means a member of any middle school or high school Depew Public School District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student that represents Depew Schools in any extra-curricular activity in interscholastic competition, such as FFA, Academic Team, Cheerleader, Athletics.

*“Drug use test”* means a scientifically sustained method to test for the presence of illegal or performance-enhancing drugs or metabolites thereof in a person’s urine.

*“Random Selection Basis”* means a mechanism for selecting activity students for drug testing that:

A. Results in and equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and

B. Does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

*“Illegal drugs”* means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. *“illegal drugs”* includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter transactions.

*“Performance-enhancing drugs”* include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplement purchased in over-the-counter transactions.

*“Positive”* when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

*“Reasonable suspicion”* means that a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observances; and/or information of illegal performance-enhancing drug use by an activity student supplied to school officials by other students, staff members, or patrons.

Violation or failure to pass the drug test:

1. First failed test
2. Conference with student, parent/guardian, coach/sponsor, and Athletic Director
3. Referral to counseling program (at the expense of the parent/guardian)
4. Mandatory follow up drug test within two weeks
5. Participation in interscholastic athletics/events after first offence will require a medical release signed by a physician with full knowledge of test results, at students expense
6. Student must pay for the initial testing and all further testing until student tests negative
7. Second failed test
8. Complete suspension from participation in interscholastic events for a period of (14) consecutive school days, including all practices and competitions. The suspension will start from the date of the initial report of the offense. Such suspension will extend into the succeeding school year, if necessary, to fulfill the suspension. Medical clearance by a physician will be required after the second offence. Students, who fail to be retested within two weeks will be considered as refusing to submit drug testing and will fall under the Refusal to Submit to Drug Testing section of this policy.
9. Third failed test
10. Complete suspension from extracurricular activities for a period of eighty-eight (88) consecutive school days, including all practices and competitions. The suspension will start from the date of the initial report of the offence. Such suspension will extend into a succeeding school year, if necessary, to fulfill the suspension. Medical clearance by a physician will be required after the third offence.

Refusal to Submit to Drug Test

1. If a participating student refuses to submit to a drug use test authorized under this policy, such student will not be eligible to participate in any extracurricular activities including all meetings, practices, and competitions, for a period of eighty-five (85) consecutive school days. This suspension will extend into the succeeding school year, if necessary. The student must also take and pass a drug use test before the student will be cleared to participate.

**ELIGIBILITY**

A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes authorized school activities include, but are not limited to: competitive events against other schools, field trips, student activities outside the normal school day; and, non-classroom activities. A student who is ineligible will not suit up, travel with the team, organization, nor sit on the bench or stand on the sidelines of the event.

**Academic Eligibility:**

 The student must be passing all courses in which the student is enrolled following the week of academic probation or the student will be academically ineligible to participate in any authorized school activity. The student remains ineligible until the student receives a passing grade in all courses. A student regains academic eligibility on the Monday following the

week in which the student receives a passing grade in all courses. Eligibility will begin the fifth week of each semester and conclude with the end of the semester. Eligibility reports will be ran by the office on Fridays. Any work to be included in the computation of a student’s grade must be turned in to the teacher prior to the eligibility reports being ran. Any work turned in after that time will not be counted for eligibility for the following week. No exceptions will be allowed regarding this policy.

**Probation:**

A student must receive a cumulative passing semester grade in all courses at the end of the fourth week of each semester, and each week thereafter, or the student will be placed on Academic Probation for the following week. A student may participate in authorized school activities during the week the student is on academic probation.

Academic Probation & Ineligibility

1. Failing any course(s) after 4th week of semester = Probation.
2. Failing any course(s) 2 consecutive weeks = Ineligible.
3. Student remains ineligible until the student is passing all subjects for 1

week.

(When the student is again eligible, steps 1 and 2 are repeated when necessary.)

(Attendance Eligibility) – Students must attend classes 90% of the time to remain eligible.

\*\*Students will be made aware of eligibility status by written notice on Mondays of each week after the Eligibility window opens.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

**Annual Notification**

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

 The right to inspect and review the student’s education record within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriateschool official) a written request that identifies the record (s) they wish to inspect.The School official will make arrangements for access and notify the parent oreligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the appropriate School principal (or school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel).; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing in his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the school discloses education records without consent to officials of another school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

 Family Policy Compliance Office

 U.S. Department of Education

 400 Maryland Avenue, SW

 Washington, DC 20202-4605

The right to be informed under FERPA. A copy of this policy is on file in the Superintendent’s Office. A copy of this policy may be requested by contacting the Superintendent’s Office. The district will take whatever action is necessary to ensure parents understand this notice (interpreters, native language, mode of communication.)

**GENERAL QUESTIONS**

*Superintendent:*

Questions concerning school in general.

Daily Schedule of School Activities (Use of Gym, Auditorium, etc.).

Transfers to our school district from another district.

 Letters of recommendation.

*Principals:*

Suspensions.

Graduation requirements.

Work Permits.

Arranging and Changing Courses.

Questions concerning school in general.

Transcripts.

Verification of age from school records.

Withdrawal slips (When leaving school permanently for any reason).

Admittance Slips (after every absence or tardy).

Grades.

Locker Assignments or permission to change lockers.

College Requirements.

Correspondence Courses

Letters of recommendations ( Scholarships, Colleges)

Miscellaneous Concerns

*Class Room Teacher:*

Assignments

Make-up work

Subject Matter Questions

Conference

**GRADING SCALE**

The following grade marks are given in Depew High School and Junior High.

100 – 90 = A 89 – 80= B 79 – 70= C 69 – 60= D Below 60= F No- E’s

All term papers, book reports, collateral reading, work books, etc., must be turned in before credit can be allowed, regardless of the grade. An “I” will be given for all incomplete work. A two week period is considered adequate time for making up incomplete work.

**DEPEW HIGH SCHOOL GRADUATION REQUIREMENTS**

Students must complete the college preparatory/work ready curriculum outlined in the state statute, unless the student’s parent or legal guardian approves the student to enroll in the core curriculum. The college preparatory/work ready curriculum and the core curriculum requirements are outlined below. Successful completion of either curriculum will result in a student receiving a standard diploma. Choosing the courses a student takes in high school is an important decision.

College Preparatory/Work Ready Curriculum

|  |  |
| --- | --- |
| Curriculum Requirements | Units |
| Language Arts | 4 |
| Mathematics | 3 (Alg. 1 or above taken in grades 9-12) |
| Laboratory Science | 3 (1 Life Science, 1 Physical Science, 1 with rigor above Bio I or Physical Science) |
| History and Citizenship Skills | 3 |
| World Language | 2 of same language or 2 computer technologies |
| Additional Unit | 1 (from above OR CTE, concurrent enrollment, AP, IB approved for college entrance) |
| Fine Arts/Speech | 1 |
| Additional Core Curriculum or Electives | 7 |

Core Curriculum

|  |  |
| --- | --- |
| Curriculum Requirements | Units |
| Language Arts | 4 |
| Mathematics | 3 (Alg.1 or above taken in grades 9-12 |
| Laboratory Science | 3 (can include qualified ag classes) |
| History and Citizenship Skills | 3 |
| Computer Technology | 1 |
| Fine Arts/Speech | 1  |
| Additional Core Curriculum or Electives | 9 |

**HOMECOMING REGULATIONS**

1. All candidates shall be a student in the Depew Public School system.
2. All candidates must be in good standing, not under disciplinary action, and must have a “C” average or above.
3. A girl may represent her class as an attendant only once per year.
4. A girl may only be Queen once from the 9th through 12th grade.
5. A girl may represent her class as attendant in one event and Queen in another in the same year.
6. According to School Board Policy, the Queen will not be crowned with a kiss or embrace. (Disciplinary action will be taken if this rule is not followed)
7. Eligibility guidelines for Queen selection at Depew:
	1. Football queen may be any girl 9th thru 12th.
	2. Basketball queen must be a member of the girls’ basketball team.
8. Grades 9th thru 12th are eligible to participate in the Queen coronation. The football team shall elect the Queen and attendants for football.
9. Boys and girls basketball teams in grades 9th – 12th shall elect the Queen and attendants for basketball. Voting shall be done by secret ballot.
10. Person to crown the queen shall be elected in the same manner as the Queen in basketball. In football, the team captain crowns the Queen.
11. The attendant shall represent each class, 9th thru 12th, providing someone is available.
12. Attendants shall select their escorts from the same class they represent providing someone is available.
13. The Queen shall choose the flower girl and crown bearer. The participant must be a Depew Elementary student in Pre-K, K, 1st or 2nd Grade. Each child can be a participant only once.
14. The Board of Education and/or the Administration shall reserve the power to make necessary changes as situations or time might require.

**INTERNET SAFETY POLICY**

**AND**

**INTERNET AND OTHER COMPUTER NETWORKS ACCEPTIBLE USE**

The Depew Public School district makes it possible for students and staff to access computer systems within the district to the Internet, the worldwide network provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one person’s misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school’s teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Internet Safety Policy and Acceptable Use Policy, which is the (“policy”) of the school district that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18 does not return the policy as directed with the signatures of the student and his or her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user’s access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

**Personal Responsibility:**

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

**Term of the Permitted Use:**

A student who submits to the school, as directed a properly signed policy and follows the policy to which he or she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

**Acceptable Uses:**

1. Educational Purposes Only – The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. Unacceptable Uses of Network – Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
3. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district’s student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the network or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials in the network are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
4. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another’s reputation by lies); employ another’s password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, “Trojan Horse,” “time bomb” or other harmful form of programming or vandalism; participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.
5. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
6. Uses that are commercial transactions. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
7. **Netiquette** – All users must abide by rules of network etiquette, which include the

following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient’s system and is in a format that the recipient can open.
5. **Cyber Bullying** – cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
6. Sending mean or threatening messages via email, IM (instant messaging), or text messages.
7. Spreading rumors about others through email, IM (instant messaging), or text messages.
8. Utilizing a Web site or Snapchat, twitter (or other social networking) account to target another student or other person(s).
9. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
10. Stealing another person’s login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Depew Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

**Internet Safety**

1. General Warning; Individual Responsibility of Parents and Users. All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the building principal.
2. Personal Safety – Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user’s home address or telephone number. The user should not use his/her real last name on any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone “met” on the computer network or Internet without a parent’s permission (if user is under 18). Regardless of the user’s age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. “Hacking” and other Illegal Activities – It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. Confidentiality of Student Information – Personally identifiable information concerning students may not be disclosed or used in any way on the Internet, without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. Active Restrictive Measures – The school will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities or users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:
6. Taken as a whole and with respect to minors, appeals to an excessive interest in nudity, sex, or excretion;
7. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact.
8. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
9. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

**Privacy**

Network and Internet access is provided as a tool for the user’s education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted and received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

**Failure to Follow Policy**

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall, at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

**Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims or losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user (or his or her parent(s) or guardian(s)) arising out of the user’s use of its computer network or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school initiating an investigation of a user’s use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district’s network.

**Updates**

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parent(s) or guardian(s) or such new policy must be signed is the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

Student signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REFERENCE: 21 O.S.§1040.75, §1040.76

 Children’s Internet Protection Act of 2000 (HR 4577. P.L. 106-554)

 Communications Act of 1934, as amended (47 U.S.C. 254[h],[l]

 Elementary and Secondary Education Act of 1965, as amended

 (20 U.S.C.6801 et seq. Part F)

**LIBRARY**

The Library is for your use and convenience. It will open at 7:45a.m. and remain open during the school day, closing at 3:15. Books may be checked out for 7 days, with a 7 day renewal privilege.

* All damages to books beyond reasonable wear and all losses shall be assessed against the borrower.
* Each borrower is held responsible for all books drawn in his name.
* There is a two book check out limit. Fines must be paid and overdue books turned in before another book can be checked out.
* A book will be considered lost if overdue for 30 days.

**LUNCH CONDUCT**

* The line should be formed in an orderly manner.
* Do not hold a place in line for friends. This is not fair to those students already in line.
* Observe the rules of etiquette and order in the lines and at the tables as though you were in the dining room of your own home.
* When you have finished eating, return trays to the dish washing counter, carefully placing dishes, silverware, trays and milk cartons in designated places. Place all paper in wastepaper baskets before leaving the dining room.
* Remember that the teachers and supervisors are in charge at all times.

**PERMANENT RECORDS**

Your permanent record is one we think of utmost importance to you. We take every precaution to safeguard it. This record cannot be changed, so you should make it the best of which you are capable. This permanent record contains:

* Full name and date of birth.
* All semester grades and credits earned.
* Results of all special tests taken by student.
* Conduct
* Any special achievements attained.
* Any other information which will enable us to recommend you for employment or college entrance

A transcript of this permanent record will be sent on request to any college or prospective employer.

**PERMISSION TO LEAVE SCHOOL**

No student may leave school at an irregular time without permission from the office. If the student knows in advance that he will need to leave school, he should bring a written statement, signed by his parents, to the office explaining the necessity for leaving school with the time that should be dismissed noted or have the office contacted by a parent granting permission. Students leaving school for any reason that do not follow the listed protocol will receive punishment as follows: 1st offense, detention with the principal, the times of his choosing.. 2nd offense, 1 day suspension, 3rd offense, 3 day suspension.

**PROM DATE REQUIREMENTS (JR. & SR.)**

* All outside dates will be approved 5 days in advance of the prom by the Principal of the sending school.
* All outside dates that are approved to attend the Depew Prom will be with their Depew Junior or Senior Date at all times.
* If a date has already graduated there will be a security check done by the Depew schools to make sure that they are a good citizen and worthy of attending our Prom.
* The administration reserves the right to turn down any dates that they deem as a problem to the security and well-being of each person attending.
* No students will be allowed to quote “get someone in” just so they can meet up with another date.

**REPORTS TO PARENTS**

Grade reports are issued to the students by their teachers on Wednesday following the close of each nine – weeks period. Scholastic grades are given and reports issued for all subjects in which the student is enrolled, including athletics. At the end of the 5th week, of every nine weeks all students receive their grades for that five week period. Grades received, if questioned should be brought promptly to the teacher.

**RULES OF CONDUCT**

Students who attend Depew High School are ladies and gentlemen. Their standard of conduct shall be to always think and do those things that which are right and proper in a democratic society. Their speech and deeds will be expected to be above adverse criticism.

* Positively no use of tobacco, alcohol or drugs on school premises or any school activities such as ball games or field trips.
* Boy-Girl relationships in halls and classrooms are expected to be in good taste.
* No student is permitted in the halls during classes without a hall pass issued to you by his/her teacher.
* The student parking lot is a restricted area. Do not sit in cars before school or at noon. No students are allowed to ride in cars before school or at noon unless approved by principal. Seniors may park on front row of South lot.
* Students are not to be in the gym unless supervised.
* Any person who must obtain an admit slip after 8:05 will be charged with a tardy.
* The student, not the teacher, will be responsible for getting absentee slips signed and brought to the office at the end of seventh period.
* No weapons are to be brought to school.

**SALES IN SCHOOLS**

The sale of any item is prohibited in Depew Schools unless authorized by the administration.

**SCHOOL ACTIVITIES**

Any school organization or class desiring to have a celebration or any activity should first check with the principal. After a date has been agreed upon, the event will be entered on the school calendar. The organization or class must have this activity scheduled at least a week before it is to take place. School activities should not be scheduled on Wednesday nights.

**SCHOOL CALENDAR**

The school calendar in the principal’s office is the official calendar of school events. All events scheduled on this calendar must first be approved by the sponsor then by the principal. All activities should be scheduled as early in the year as possible. First activities scheduled will have priority. School calendar is also posted on the schools web page. Depew.k12.ok.us

**SCHOOL DAY**

The school day begins when the bell rings at 8:05 am. Students go to their first hour class. Morning announcements are given over the intercom. They begin with the “Pledge of Allegiance and end with a “Moment of Silence”. Students are not required to participate but must remain respectful for those who do. The building will be open at 7:45 a.m. for students who need additional help. School will be dismissed at 3:15p.m. – Buses will leave at 3:20. The buildings are opened for students each school morning, and following the lunch recess. When entering the building, students should go directly to their own classrooms or a specified area of the building. They shall not loiter or visit in the halls as this blocks the flow of traffic. Students should never run while in the building. They may sit in their first hour assigned classrooms until time for school to begin. The usual dismissal time is 3:15 and the buses leave at 3:20. Efforts will be made to parents in advance should the need arise to dismiss school at an earlier time.

**SCHOOL INSURANCE**

Students will be given opportunity and are encouraged to participate in the school insurance plan provided each year. Participation is entirely voluntary. However, students participating in school athletics are strongly urged to participate as they are more susceptible to injury while in sport activities.

**SENIOR CLASS RINGS**

 Senior rings shall be purchased during the sophomore or junior year. A required number of units must be met before a student can be considered a senior.

**STUDENT’S LEGAL NAME**

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child’s legal name, we are required to maintain all school records for your child under the child’s legal surname as shown on the birth certificate or other recognized document to prove the child’s identity or as shown in a court order changing the child’s name.

**STUDENT DIRECTORY**

It is the policy of the Depew Board of Education that a directory of student information shall be maintained and information therein shall be released only under the following guidelines and procedures: During the first week of a student’s attendance in each school year, the superintendent will inform each student’s parent or guardian that the superintendent will disseminate directory information concerning the student unless the parent or guardian declines in writing to allow the information to be available to the public. Directory information includes the following:

* Name, address, and telephone number;
* Date and place of birth;
* Major field of study;
* Participation in officially recognized activities and sports;
* Weight and height of members of athletic teams;
* Dates of attendance;
* Degrees and awards received;
* Most recent previous educational agency or institution attended by

the student.

The above information, when placed in the Student Directory, will become public information and will be released to the public upon request.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

The school district proposes to designate the following personally identifiable information contained in a student’s educational record as “directory information”:

1. The student’s name, address, and telephone number;
2. The names of the student’s parents;
3. The student’s date and place of birth;
4. The student’s major field of study and class designation (first grade, tenth grade, etc.)
5. The student’s extracurricular participation;
6. The student’s achievement awards of honors;
7. The student’s weight and height if a member of an athletic team;
8. The student’s photograph;
9. The student’s electronic mail address;
10. The student’s dates of attendance; and
11. The most recent education institution the student attended prior to the student enrolling in this school district.

**SUSPENION FROM SCHOOL (REGULATIONS)**

* Unwillingness to accept milder forms of corrective action.
* Unwillingness to attend school regularly when illness or family emergency is not involved.
* Unwillingness to accept the policy of the school that no student is allowed to interfere with the learning of another student.
* Unwillingness to respect the position of the teacher who must at all times remain in control of the classroom or school sponsored activities.
* Unwillingness to respect the position of the school administrator and/or his representatives who must at all times remain in control of the school owned/or operated buildings.
* Continues disruption of the school atmosphere through any method, instrument or material.
* Unwillingness to maintain a civil tongue, to refrain from profanity and/or any form of obscenities.
* Engaging in any activity which might result in damage or destruction of property or bodily harm to any student or staff member
* Bringing or causing to be brought to the school premises any instrument or material which would, if used, result in property damage or bodily injury to any person
* Being in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property
* Engaging in vocal, written or symbolic threatening of bodily harm to any student or staff member
* Engaging in vocal, written or symbolic threatening of damage or destruction of any school property
* Engaging in any act of extortion and/or theft on the school property
* Unwillingness to maintain a physical condition and/or participation habitually in any act or procedure which makes the person unable to learn in the normal school atmosphere.

**Depew Public Schools**

P.O. Box 257

Depew, OK 74028

Ph. (918) 324-5466

NOTICE OF SUSPENSION

(FOR UNDER 10 SCHOOL DAYS)

 Date\_\_\_\_\_\_\_\_\_\_\_

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has been suspended from Depew Public Schools for \_\_\_\_\_\_\_\_\_\_\_\_ day (s) for the following misconduct and/or violation of district or school rules or regulations:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your child has had the charges of misconduct explained to him or her and has been given the opportunity to disagree with the charges and the suspension. It has been determined that your child committed the act(s) in question and should be suspended. Your child may return to school on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Make-up work will be given for this time. While suspended, your child may not come on any Depew school campus or attend any home or away activities. If you want to come to the school and discuss this further your child may come with you. If you have any questions, please call.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent or Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal Signature

**TARDIES**

 ***Tardies Will Be Excused***:

* When satisfactory arrangements have been made with the office prior to time for the bell to ring.
* When the principal requires the pupil to remain in the office or room for some reason.
* When some unavoidable condition arises, but the principal will be the judge of the situation.
* A written explanation by the parent may be required except in item “B” above, but the principal may still reserve the right to be the sole judge as to whether the tardy is “excused” or “unexcused”.
* An excused tardy does NOT carry a penalty with it, but is to be recorded in the teachers grade book.
* All tardy admission permits are to be signed by the teacher concerned and turned in to the office with absence reports at the end of the school day.

***Unexcused Tardies:***

* An unexcused tardy may be given when the pupil offers no good reason for being tardy.
* Make up the time after school or during the noon hour and do additional classroom work.
* Each unexcused tardy is to be recorded in the teacher’s record book as such. Three (3) unexcused tardies equal an unexcused absent.

**TELEPHONE**

Parents and students should avoid the use of the telephone except in urgent matters of vital importance, and messages to students must be transmitted through the principal’s office. **Teachers and students** will not be called to the telephone during a class period unless it is an urgent matter. Please use the phone in the principal’s office for messages, for information concerning the students or school, call the principal’s office No. 918-324-5466.

**TOBACCO POLICY AND DRUGS IN SCHOOL**

The Board of Education understands the concern expressed by parents, educators, students and the other community members regarding the adverse effects of tobacco and drugs on the individual. Further, the Board is aware of Oklahoma law that prohibits the possession of tobacco by minors. Therefore, the Board establishes the following policy:

In accordance with Federal and State law and the wishes of parents, educators and students, any form of tobacco product or drugs of any kind, will not be used by students, school personnel, or visitors while on school premises, or while in transport to or from such an event. In school authorized vehicles.

**TRAFFIC SAFETY AND AUTOMOBILES**

Students who drive cars to school are expected to observe all traffic regulations just as any other citizen licensed to operate a machine which provides transportation. Stop signs and speed limits should be obeyed, and correct signals should be given for stops and turns. Reckless driving around the school will not be tolerated. Reckless driving will have severe consequences, such as a period of time in the loss of driving privileges or revocation of driving privileges on campus. All students who drive must have a valid Oklahoma driver’s license.

 When driving a car to school, the vehicle shall be driven directly to school and shall not be moved until after the dismissal bell rings at the end of the school day and buses have left the school premises. When necessary, special permission may be granted in advance by the

Administration concerning the use of cars. This is a school board and administrative policy. Neither shall you sit in or loiter in the automobile during school hours. The speed limit around the school and parking lot is 10 M.P.H.

 All students will park in the South Parking lot and park within the lines provided. Front row parking will be seniors only.

 Parking lot violations: 1s t violation is a warning. Second violation is 3 days of detention. Third violation will result in one week of no parking on campus.

**All students must be parked in the school parking lot. No car shall leave the school at the end of the day (without permission) and until the buses have loaded or unloaded and are out of the parking area.**

**TRUANCY**

Deliberate absence from school constitutes a breach of good citizenship and, in addition to the above, may be dealt with on the basis of individual disciplinary measures.

The first time a student is truant, said student may be required to forfeit the right to participate further in school activities. School activities include athletics, FFA, cheerleading, national honor society, and other activities considered as extracurricular.

1. The 1st offense will be punishable by the student serving 3 days of detention.
2. The 2nd offense is punishable by the student serving up to 1 day of home suspension.
3. The 3rd offense will result in out of school suspension for 3 days.

**VALEDICTORIAN AND SALUTATORIAN REGULATIONS**

The Valedictorian of the graduating class will be chosen as the person or persons with the highest grade point for the student’s freshman, sophomore, junior and senior years. The grades are averaged at the end of the 7th semester grading period.

The Salutatorian of the graduating class shall be the graduating student or students having the second highest grade point average.

Grades for all seniors shall be averaged at the end of the 7th semester. Class ranks will be figured according to these averages, whereas a final grade point and class rank will be figured at the end of the semester when all grades are recorded on the permanent record.

 The valedictorian and the Salutatorian will be determined by the following scale:

A=4.0 B=3.0 C=2.0 D=1.0

The students must complete the below units to be eligible to receive Valedictorian or Salutatorian status: No classes shall be weighted.

4 units English – Senior English must be college prep or AP English (if

 available)

4 units Math- Math beginning with Algebra 1 (7th & 8th grade Algebra

 is acceptable)

 4 units Lab Sciences

 3 units social studies

3 units from the following: Spanish I, II, III and/or Computer I, II, and/or

 sign language I, II and/or an advanced course from any of the above 2008-2009

 and after.

This policy shall be enforced beginning with the graduating class of 2001.

If there are several Valedictorians, the one with the most honor’s classes will be designated as “Valedictorian of Distinction.”

*Upper level classes*:

Chemistry Math Analysis College Prep Sr. English Advance placement classes

Physics Calculus State OSSM Math & Science

**WHO MAY REPRESENT DEPEW SCHOOLS**

Any student who is regularly enrolled, who is passing in all subjects, and who is not under discipline from the office, may represent Depew High School/Middle School.

**WHO MAY NOT REPRESENT DEPEW SCHOOLS**

Any student who has been dismissed from class because of misconduct or shows bad sportsmanship on the campus or in a contest, or who, by consensus of faculty, or in the opinion of the principal, would be a discredit to the school, is said to be under discipline from the office

and may not be allowed to represent Depew School.

**WITHDRAWAL FROM SCHOOL**

If you plan to withdraw from school your parents should advise the office of your intention, and on the morning of the last day in attendance you must report to the principal’s office to obtain a withdrawal slip. You must present this slip to each of your teachers for clearance. All school and state owned books must be returned to the subject teacher who assigned them. Final clearance is obtained in the office.

**WORK PERMITS**

Under certain conditions, students may apply through the office for permits which would enable them to leave school to go to jobs.

**FAIR LABOR ACT**

The **Fair Labor Standard Act** makes it **unlawful** to hire children 16 years and under, during school hours.

***Depew Schools does not discriminate against sex, age, creed, religion, etc*.**