

RINGLING JR/HIGH SCHOOL STUDENT HANDBOOK

FOREWORD

The student handbook is placed in the hands of the student to serve as a guide through school days and to lessen problems and difficulties. These rules and regulations govern school life and what the school expects. It is hoped that the handbook will be studied carefully by parents so that they may have a better understanding of school policy. Many of the policies set down here are governed by the state law or are directives of the State Board of Education, but many are local policy, custom or tradition and may be amended as the need arises.

MISSION STATEMENT

The staff of Ringling Schools believes that the school's purpose is to provide an educational program, which makes sense for every student, so that they understand educational goals. Further, the staff of Ringling Schools accepts the responsibility of instruction of students to maximize their potential and encourage students to strive for excellence.

NONDISCRIMINATION POLICY

Ringling Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational technology in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries should be directed to the Superintendent's office at (580) 662-2385.

ABSENCES & TARDIES

ATTENDANCE: Ringling Public Schools believes that regular attendance is extremely important to a student's education. The school seeks the cooperation of parents in helping develop good attendance habits with our students.

The *Oklahoma State Truancy Law* (Article X, Section 229, School Law of Oklahoma) states:

Parents have the responsibility of seeing that students attend school.

Parents can be fined by the Jefferson County District Court if students do not attend school.

Parents must contact the school when a student is absent.

ATTENDANCE REGULATIONS: A student must be in attendance at least 90% of the time during a grading period in order to receive credit in a course at Ringling Public Schools. ***This 90% attendance policy means that a student may not receive credit in a course if they miss 5 unexcused days during any 9-week period, or 10 unexcused days during the semester.***

TARDIES (Arrival to school): Only tardies for emergency situations can be excused. In these emergency situations, parents must call the school prior to the student's arrival to school.

TARDIES: Tardies will be totaled including all classes, starting over at the 2nd semester. (Ex.: Tardy 1st hour, tardy 4th hour = 2 tardies).

1st offense: Warning

2nd offense: Letter sent home to parent.

3rd and any subsequent offenses: Morning detention; Saturday School; or at the discretion of the principal, any other discipline as deemed appropriate.

Tardy defined as arriving to class after class time has begun up to 10 minutes into class. If arrival is after the first ten minutes, student will be considered absent.

ABSENCES: When contact is not made with office by parents concerning absences, students may be considered truant.

Absence is defined as entering class after 10 minutes or more or not being in attendance for that period.

The office will not be responsible for contacting parent(s)/guardian(s) if a student is absent.

A student who is absent without a valid excuse four (4) or more days or parts of days within a four-week period or is absent without a valid excuse for ten (10) or more days within a semester will be reported to the student's parent(s)/guardian(s) and the Jefferson County District Attorney. The Ringling Public Schools will notify the Department of Human Services of the name of any student who is absent over twenty percent (20%) of a semester without a valid excuse (70 O.S. 24-120). The parent(s)/guardian(s) of the student may also incur legal liability regarding their failure to compel the student to attend school (70 O.S. 10-106). Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Jefferson County District Attorney (70 O.S. 10-105).

All absences will count toward a student's 90% absence policy except:

* Active participation in school-sponsored activities.

*Emergency reasons (Immediate family)

* Illness when the student is under direct orders from the physician not to attend school. Documentation must be presented. Parents must contact the school. The doctor's note should be turned into the office as soon as the student arrives back to school from the illness. *Homebound instructions must be requested if absences are expected to exceed ten (10) days.

*Doctor appointments. These absences will not count toward the 90% attendance policy during the time of the appointment which is an appropriate and reasonable timeframe. Documentation must be presented. Parents must still notify the school. The doctor notes should be turned into the office as soon as the student arrives back to school from the doctor appointment.

*Court appearances. These absences will not count toward the 90% attendance policy during the time of the court appearance. Documentation from the court clerk is mandatory and should be turned in as soon as the student arrives back to school. Parents must contact the school.

PERFECT ATTENDANCE: All students who are present at school each day shall be eligible for a perfect attendance award. For the purpose of calculating perfect attendance, a 171-day school year shall be the basis of attendance. If a student has been absent any day or portion of a day, he/she shall not be eligible for perfect attendance. Three tardies shall equal one absence. Students who begin school after the scheduled starting date shall not be considered for a perfect attendance award except in those cases where the student transfers from another district had perfect attendance in the sending district.

ADMITS: Students can get admits to class, before school and during lunch. Admits to class will be given by the attendance officer at school.

RINGLING HIGH SCHEDULE:

8:15 ENTRY BELL

8:19-9:15 1ST PERIOD

9:15-9:30 BREAKFAST

9:34-10:24 2ND PERIOD

10:28-11:18 3RD PERIOD

11:22-12:12 4TH PERIOD

12:16-1:06 5TH PERIOD

1:06-1:36 LUNCH

1:40-2:30 6TH PERIOD

2:34-3:25 7TH PERIOD

ACTIVITY ABSENCES (10 DAYS): A student shall not be absent for activities from any class period more than 10 days in one school year. The following activities are exempt: State & National levels of school-sponsored competitions which have the approval of the Board of Education, field trips, interscholastic meets, serving as a page in the State Legislature, and school assemblies. No student may take an activity absence beyond 10 days unless the absence has been pre-approved by the Principal.

ACTIVITY FUND: Money received by any organization in Ringling Schools shall be deposited in the Activity Fund and can be expended only by the approval of the sponsor of the organization concerned and the Principal.

ANNOUNCEMENTS: All materials for distribution or display on Ringling Public School property must be approved by the principal or designee. Petitions may not be circulated without the superintendent. All messages to students must be delivered to the office. The student will be given the message at the earliest opportunity that is the least disruptive to the educational setting.

ARRIVAL TIME AT SCHOOL: Students are asked not to arrive at school until they are ready to go to class. No student should be in the building before 8:10 a.m.

BOY-GIRL RELATIONS: In keeping with our aim of good citizenship for all our students, we remind both boys and girls that you are expected to exhibit the conduct fitting young men and women be observed at all times. Romantic notions are very natural for all, but must certainly be kept within good taste and practice at school. Students are here to study, learn, and acquire an education. Personal displays of affection are not in good taste and not allowed at school.

BUS TRANSPORTATION: Students participating in a school sponsored activity off-campus must ride to and from the activity on transportation provided by the school. Exceptions may be made for students who ride with their parent's home from an activity when the parent is at the activity in person to sign the student out of school. Students will not be allowed to be checked out by anyone except legal parent/guardians from activities.

CAFETERIA RULES: All lunch bills must be paid by the 30th of each month. Eating areas are to be left clean and all litter placed in the trash. Students may not allow other students to cut in line.

CHECKING OUT OF SCHOOL: Students must check out of school through the office. (Failure to do so may result in detention, ISD, or at the discretion of the principal, any other discipline as he/she deems appropriate.) Students may only check out of school with the personal permission of their parent or guardian. Permission must be given in person or by telephone before the student may be approved to leave school.

CLOSING SCHOOL (BAD WEATHER): Announcements regarding school closing & delayed opening times due to bad weather will be made on several local radio & TV stations.

COLLEGE DAYS: (Applies to seniors only during the school year in which the senior will graduate.) A senior student will be allowed a reasonable number of days (limit 3 days) to visit post-high school institutions in which the student is interested in attending after graduation. The student must have an academic background to attend the college to be visited. The college day visitation must be pre-approved by the principal to be excused. The student must bring back evidence of having fulfilled their obligation of a college visit (Signed statements by college personnel, etc.) This form may be obtained in the front office. A student who visits a post-high school institution without receiving prior permission from the principal will receive an unexcused absence.

DELIVERY OF FLOWERS/GIFTS: Flowers or gifts will not be accepted from individuals or florists for delivery to a student in class.

ELIGIBILITY: Academic eligibility requirements apply to grades 7-12 in all activities involving local students in competition with other schools.

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 in which local students are in competition with other schools. 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. Teachers must turn in eligibility forms by Friday afternoon beginning the fourth week of each semester. Any work to be included in the computation of a student's grade must be turned in to the teacher no later than 3:25 p.m. on the last day of the school week in which students are scheduled to attend class. Any work turned in after that time will not be counted for eligibility for the following week.

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: Failing any course(s) after the 4th week of semester = Probation; 1. Failing any course(s) 2 consecutive weeks = Ineligible; 2. Students remain ineligible until the student is passing all subjects for 1 week. (When the student is again eligible, steps 1 and 2 are repeated if necessary.)

EMERGENCY DRILLS: Fire Signal: Several short rings with fire alarm. Storm Signal: One long ring with school bell.

FEES: No fees are charged to students for school facility use. Fees may be charged for unreturned library books, classroom materials, etc.

GRADUATION PROCEDURES: A student may participate in graduation exercises if the student is no more than one (1) credit away from the required credits for graduation at the time of graduation or is enrolled and passing credit classes needed for graduation and the student is otherwise on track with their normal graduating class. Students must purchase their own graduation announcements and cap and gown. They must be paid for in full before taking ownership. Graduation ceremonies are under the direction of the Senior Class Sponsor and subject to administrative and board approval.

GRIEVANCE PROCEDURE FOR STUDENTS AND PARENTS: (1) If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the principal. (2) If the issue involves another student or other school personnel, the parties will address the issue with the principal. (3) If the issue is not resolved, the parties will bring the issue before the superintendent. (4) If the issue is still not resolved, the parties will bring the issue to the board of education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

GUIDANCE SERVICES: Guidance services are offered to all students of Ringling High School through our Guidance Counselor and others of the administrative staff and faculty. The basic aim is to assist the student to achieve to the level of his/her capacity, to meet and solve problems, and to plan action more wisely in the full light of all the facts available. The following services and materials are available in the counselor's office. Enrollment and scheduling assistance, vocational information, career planning, college catalogues, college scholarship and financial aid information, individual counseling, and administration and interpretation of standard tests.

HOMEWORK: Student homework assignments may be given according to the teacher's classroom policy. Students will be allowed a minimum of a "day-for-a-day" to turn in homework when the student has been absent from school with permission. (EX: A student who is absent for 2 school days due to an excused absence has 2 school days to turn in assignments for the classes missed.) Students absent without permission or approved documentation will receive a grade of zero (0) for missed class assignments including homework.

IMMUNIZATION: No student shall be allowed to enter Ringling Public Schools until certification is presented to the principal or designee, that the student has an up-to-date immunization record or waiver authorized by the laws of the State of Oklahoma.

If a student cannot be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong contraindication.

ENROLLMENT REQUIREMENTS: To gain admission to Ringling Public Schools, a student must be a legal resident of this district or a legal transfer. The student must be residing with the student's parent and/or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Ringling Board of Education.

INSURANCE: Student health and accident insurance is available through the school at the student's expense. Student insurance application forms may be obtained during enrollment or at any time from the principal's office.

LIBRARY: Library procedures and policy are under the direction of the librarian. Fees or fines will be assessed for damaged or lost books and materials. Students may be liable for destroying or failure to return library materials. (21 O.S. 1739)

LOCKERS & SCHOOL PROPERTY: Lockers are the property of the school and are assigned to the students for use. Students hold neither expectation of privacy in their lockers, no any other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT: School officials must report incidents of child abuse or neglect to the proper legal authorities.

MEDICATION: The school does not provide medication (prescription or non-prescription) of any type. Medication provided by the student or parent/guardian of the student shall only be dispensed to a student with written parental/guardian permission and written dispensing instructions. This will include inhalers. Medication will only be kept in the office.

NONDISCRIMINATION: Ringling Public Schools does not discriminate on the basis of sex, race, color, religion, national origin, or handicapping conditions.

PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES: As Ringling is a member of the Oklahoma Secondary Schools Activities Association, all students who participate in interscholastic activities must meet the eligibility requirements of this organization as well as those of Ringling High School. The latest regulations for the OSSAA state: All trophies or awards won by two or more students in school events are to become property of Ringling Schools and to be placed on display in the trophy case. In many cases, parental permission is required before a student may take part in a school sponsored activity that involves the student being away from the school campus. When it is necessary for a student to miss school to participate in any activity as a representative of Ringling Schools, it is the student's responsibility to properly notify each of his/her teachers personally and make up work. Make up work should be completed before the activity unless prior arrangements are made with the teacher.

Scholastic eligibility requirements apply to grades 7-12 in all activities involving local students in competition with two or more schools. Requirements do not apply to noncompetitive activities, field trips, or class projects in which no local student is involved in competition with two or more schools.

Organization sponsors/coaches are responsible for notifying students and parents if a student is on the ineligible list.

SPECIAL FUNCTIONS: Class and club social functions such as parties, dances, and picnics will be limited to one each semester for each class or club. The regulations are as follows: (1) all events shall be held in or on school property. In the case of picnics and small organization/club parties, exceptions may be made with the approval of the Principal. (2) Social events are to be scheduled on the school calendar located in the Principal's office at least two weeks prior to the

event. (3) No social functions, with the exception of the Jr.-Sr. Prom, are to be scheduled the week prior to the close of the first semester or the close of school. (4) Except by permission from the Principal's office, social functions are not to be scheduled on school nights. (5) Once a student leaves a school sponsored function, he/she is not to return. This means that if a party or a dance is held in the gym and a student leaves the gym to go outside, he/she is not to return. (6) Social functions must be chaperoned by a minimum of three adults and at least one of the adults must be a teacher from Ringling Schools. Sponsors of large groups may, at discretion, require more chaperones. (7) There will be no more than two school sponsored dances per year. Since high school dances are designated as high school activities, only high school students are to attend. "Dates" who are not students of Ringling High School must be pre-approved by the High School Principal. (8) The Jr.-Sr. Prom and Banquet is a formal event, girls should wear formals and boys should wear tuxedos/suits and ties or sports coats and ties to both the prom and banquet.

STUDENT CLASSIFICATION: Freshman 0 - 7 Credits

Sophomore 7 ½ -14 Credits

Junior 14 ½- 21 Credits

Senior 21 ½ - 28 Credits

STUDENT RECORDS – FAMILY EDUCATION RIGHTS & PRIVACY ACT

(FERPA): Parents and students over 18 have the following rights under FERPA: (1) the right to inspect and review the student's educational record. (2) The right to exercise a limited control over other people's access to the student's educational record. (3) The right to seek to correct the student's record, in a hearing, if necessary. (4) The right to report violations of the FERPA to the U.S. Dept. of Education. (5) The right to be informed about FERPA rights and procedures. The district will arrange to provide translations of this notice to non-English speaking parents/legal guardians in their native language. Copies of student records are available to the parent/legal guardians or students over 18 at a cost per page. Parents may be denied copies of a student's records after the student reaches 18 years of age, when the student is attending an institution of post-secondary education or if the parent fails to follow proper procedures and pay copying charges.

NON DIRECTORY EDUCATIONAL RECORDS: These private or confidential records maintained by the school regarding a current or former student.

STUDENT DIRECTORY INFORMATION: The following student directory information may be released by any school official without violating the FERPA or the Oklahoma Open Records Act (51 O.S. 24A. 16): Student name and address; Major field of study; Telephone number, Participation in officially recognized in activities and sports; Date and place of birth; Weight & height of members of athletic teams; Date of attendance; Degrees and awards received; The public or private school most recently attended by the student.

Parents or students who do not want this information released must submit a request in writing to the principal within 10 days of the time the handbook is issued to the student.

SCHEDULE CHANGES: (High School) No schedule changes are permitted after 5 school days of each semester without express consent of the parent, principal, & teachers involved.

TELEPHONE USE AT SCHOOL: Students may only use the telephone with the permission of the principal for necessary (checking out of school), or school-related business. Phone messages will be delivered to students at an appropriate time.

TESTING: Teachers will administer tests to students at their discretion appropriate for the course of study. A student must take a pre-announced test on the first day the student(s) returns to the class, or the day following the student's return to the class at the discretion of the teacher.

TEST EXEMPTIONS:

Students may be exempt from semester test within the following guidelines and parent approval

3 absences = must have an A

2 absences = must have an A or B

1 absences = must have a C

Three (3) weeks perfect attendance will erase one (1) tardy for exemption status. Three (3) tardies = one (1) absence for exemption status.

TRANSFER STUDENTS: A student whose parents are not legal residents of the Ringling School District must obtain a legal transfer to attend Ringling Public Schools.

TRANSFER APPLICATION PROCEDURE: (1) Submit a transfer application from the sending school district in person to the principal's office. (2) The principal will recommend or not recommend the student transfer to the superintendent based on the reason for the transfer application. (3) Superintendent will accept or reject the transfer application. (4) Principal will notify the student or parent/legal guardian of the transfer request. Before the transfer request can be accepted, the parent/legal guardian and the student must sign the **CANCELABLE TRANSFER STUDENT AGREEMENT** form. The enrollment and attendance of the transfer student at the Ringling Public Schools is conditional upon the academic performance, regular attendance, and behavior according to the student handbook and Ringling School Board Policy. A student on a **CANCELABLE TRANSFER STUDENT AGREEMENT** will be suspended without further notice given for any violation or Ringling School's code of student conduct. The determination of a violation and the length of suspension (up to the current semester and the following semester) will be determined by the suspension committee.

TRUANCY: A student who is absent without valid excuse for four(4) or more days or parts of days within a four-week period or is absent without a valid excuse for ten (10) or more days or parts of days within a semester will be reported to the student's parent(s)/legal guardian(s) and the Jefferson County District Attorney. The parent(s)/legal guardian(s) of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106) the Ringling Board of Education will notify in writing the Department of Human Services of the name of any student who is absent over twenty percent (20%) of the semester without a valid excuse. (70 O.S. 24-120)

VEHICLES: Elementary/middle school students may not drive vehicles to school. A student driver must show proof of a valid Oklahoma driver's license and insurance verification for the vehicle the student is driving to school. Students may only drive to school, during lunch, and away from school at the end of the school day unless the principal authorizes otherwise. (1) Student may not remain in their vehicle after the vehicle is parked. (2) Students found to be driving in a reckless manner or violating other provisions of this policy will have their driving privileges restricted or suspended for a period of time commensurate with the offense. Reckless driving will be reported to the proper authorities. Student vehicles are allowed in student parking lot ONLY!!

VISITORS: All visitors (including parent/legal guardians) must check in at the principal's office immediately upon entering the building. Students must receive prior permission from the principal before inviting a guest to school.

WITHDRAWAL FROM SCHOOL: Students who withdraw from Ringling High School are to bring a statement signed by a parent or guardian authorizing withdrawal, giving the reason, and if you are to attend another school, its name and address. Present the statement to the principal's office and obtain a withdrawal slip which must be completely filled out and returned to the office, thereby indicating that the student has returned all books, both to the instructors and the library, and that all fees and fines have been paid. No transcript or transfer can be made by this office until student's records are clear and all bills due the school are paid.

ACADEMIC BOWL TEAM: Membership is by teacher referral, academic record (Min. GPA 3.5), and student interest.

CHEERLEADING: The purpose of the cheerleaders is to give moral support to the school teams, foster school spirit, and encourage good sportsmanship. Cheerleaders will be selected near the close of the school year for the following term. Students who wish to be candidates for cheerleaders must meet the eligibility requirements to participate in school sponsored activities and will be required to try out before a "Screening Committee." Rules and regulations are available from the cheerleading sponsor or the office.

CLASS & CLUB OFFICERS: No student can be president of more than one organization or club. In order to be eligible for election to a major office, a student must have passed in the preceding semester all solid subjects in which he/she is enrolled and must continue to pass all solid subjects to remain in office. The student must have attended Ringling High School for at least one semester before he/she is eligible for election to an office or elected to a class honor such as Class Favorite, etc.

JUNIOR-SENIOR BANQUET/PROM: Attendance at the prom is limited to Jr. and Sr. class members and their pre-approved dates. Dates who are not members of the Jr. or Sr. classes must have the prior approval of the principal. It is the responsibility of the Jr. or Sr. class member to request the approval form and turn it in by the deadline indicated on the form. **Dress Code:** Proper attire must be worn, anything not deemed reasonably appropriate for a high school Prom by the principal will result in denied entry to the Banquet/Prom.

STUDENT COUNCIL: The student council of Ringling High School is a member of both the State and National Association of Student Councils. Its purpose is to give student participation in school government, to develop student responsibility, initiative, leadership, and to promote the interest of the school. Student council members are as follows: President, Vice-President, Secretary, and Reporter elected by popular vote of the student body. One boy and one girl from each class will be elected by the class they represent. Class representatives are elected at the end of each school year. A properly enrolled student in Ringling High School for at least one semester who has a 3.0 cumulative GPA is eligible for election. After election to membership in the student council, the student must continue to do passing work in all subjects. A student who fails to make passing grades in all subjects in any nine week reporting period is automatically out of the student council for the remainder of the school year. All action of the Student Council must be approved by the sponsor and the Principal.

CONCURRENT ENROLLMENT: Ringling High School students in the 11th and 12th grades may concurrently enroll at Ringling High School and a college or university in the Oklahoma State System of Higher Education as a special student if the student meets the required criteria. Information about concurrent enrollment may be received from the counselor.

DRIVER'S EDUCATION: Students enrolled in Ringling Schools are eligible to take Driver's Ed by paying tuition (set by the Ringling Board of Education each year) prior to enrolling. (All State laws apply)

REQUIREMENTS FOR GRADUATION: Twenty-three or more regularly scheduled units of class work are required for graduation from Ringling High School. The following subjects are required by the State Department of Education for graduation from an accredited high school. TO INCLUDE:

Language Arts – 4 units Science – 3 units Math – 3 units Social Studies – 3 units English I Biology I Algebra I Okla. History (1/2)

English II two other sciences two other math U.S. History

English III of equal or higher of equal or higher one and one-half units

English IV rigor of equal or higher rigor

The Arts Electives

Two units or sets of 8 elective units which would include but not be limited to Competencies Vo. Ag, Band, PE, Math, Science, Social Studies, or English

MUST PASS ALGEBRA I, ENGLISH II, AND TWO OTHER EOI TEST IN ORDER TO GAIN A DIPLOMA

Sixteen of the 23 units must be classified as solid subjects. A solid subject is one that has a textbook and daily assignments. Each student must carry a full subject load, at least four of which must be solids. Ringling schools require each student to take English, Math, Social Studies, and Science each year. At the discretion of the principal and counselor a Junior or Senior student may be excused to attend Vo-Tech or Concurrent enrollment at a local college or university. Subjects at these institutions may be substituted for a course of equal or higher rigor. A statement from a doctor is necessary at the first of each year if a student is to be excused from Physical Education class for health reasons. Exceptions to these requirements will be on an individual basis at the Ringling Board of Education's discretion.

GRADING SCALE(S)

Standard Advanced /Concurrent

Percentage Grade Points Percentage Grade Points

100-93 A 4.00 100-90 A 4.00

92-90 A- 3.67 89-87 A- 3.67

89-87 B+ 3.33 86-84 B+ 3.33

86-83 B 3.00 83-80 B 3.00

82-80 B- 2.67 79-77 B- 2.67

79-77 C+ 2.33 76-74 C+ 2.33

76-73 C 2.00 73-70 C 2.00

72-70 C- 1.67 69-67 C- 1.67

69-67 D+ 1.33 66-64 D+ 1.33

66-63 D 1.00 63-60 D 1.00

62-60 D- 0.67 59-57 D- 0.67

Below 60 F 0.00 Below 56 F 0.00

The advanced scale will be used for Chemistry II, Physics, Algebra III, Trigonometry, Advanced Composition Spanish II, Analytic Geometry, and all AP and Concurrent classes.

MAKE-UP WORK: The teacher may allow work to be turned in after the due date for legitimate reasons as determined by the teacher and the principal. The late work may receive less credit.

PROFICIENCY BASED PROMOTION: Upon the request of a student, parent, legal guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or a comparable performance on an assessment or demonstration. This opportunity will be provided the 1st week in December and the 1st week in May. Those wishing to request policies on Proficiency Based Promotion should contact the Principal at least one month prior to the test dates in December and May.

RETAKEING A COURSE: A student may not retake a class or course for credit or to receive a higher grade for the course, if the student has previously taken the course and received a passing grade. If a student retakes a course previously failed, the student will receive the grade the student makes upon retaking the course. The previous grade however will not be removed from the student's transcript.

SPECIAL EDUCATION: Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA). Ringling Public School has a comprehensive child identification district plan to identify, locate, and evaluate those children with disabilities, birth through twenty-one (21) years of age, who are in need of special education and related services.

CAREER-TECH: (High School) Career-Tech education is available for students in the 11th and 12th grades. Contact the high school counselor or principal for information.

HONORS: Students found to have violated the cheating/plagiarism policy will not be eligible for academic honors recognition. However, class ranking will not change.

OKLAHOMA HONOR SOCIETY (GOLD HONOR CORDS): Students in the top 10% GPA of Ringling High School (9-12) are eligible for membership in the Oklahoma Honor Society. The GPA is determined from the second semester of the preceding school year and the first semester of the current school year.

PRINCIPAL'S HONOR SOCIETY: A student who has a GPA of 2.95-3.66 in all courses for the 9-week grading period will qualify for the Principal's honor roll. If the course offers Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory.

SUPERINTENDENT'S HONOR ROLL: A student who has a GPA of 3.67-4.00 in all courses for the 9-week grading period will qualify for the Superintendent's honor roll. If the course offers a Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory.

NATIONAL HONOR SOCIETY (RED HONOR CORDS): The National Honor Society is a nationwide organization that honors students with high scholastic achievement and outstanding character, leadership, and service. Membership is limited to sophomores, juniors, and seniors who satisfy the National Honor Society criteria for notable Scholarship, Leadership, Service, and Character. Students must apply for membership.

SALUTATORIAN/VALEDICTORIAN: The salutatorian and valedictorian must fulfill the requirements for graduation at Ringling School, have 3 units of math, 3 units of science, and be members of the graduating class to be eligible for Valedictorian/Salutatorian honors. The Valedictorian will be the student(s) with the highest GPA and the Salutatorian will be the student(s) with the second highest GPA. The GPA will be calculated from the 9th grade through the third 9-weeks of the senior year.

MODIFIED ALTERNATIVE EDUCATIONAL TRACK: The Modified Alternative Education Track is defined as follows:

1. The parent/guardian will report to the principal's office on predetermined days (usually Fridays) to obtain the student's assignments and return all completed assignments from the previous week (period). In order to insure that all assignments are being completed, subsequent assignments may not be obtained until prior assignments are returned.
2. Since the student may miss lectures, films, field trips, etc., the teacher may assign supplemental material to cover the missed assignment/activity.
3. In certain classes it would be impossible to obtain proper instruction while being off campus. In this case, the student will have first priority to enroll again in that class at the next semester.
4. The principal will arrange a time for students to return to campus, usually after school hours, to take tests as required.

DISCIPLINE POLICY:

All discipline listed with the various offenses shall be in accordance with the Ringling Board of Education Board Policy and may be used in combination or singly. The principal has the discretion to utilize all of the recommended forms of discipline or may use an alternative type of discipline that has been discussed with all parties involved and adequately covers the needs.

CORPORAL PUNISHMENT: Corporal Punishment may only be given to a student who has a "Parental Consent to Administer Corporal Punishment" form signed by the student's parent/guardian on file in the principal's office. Swats will be given by an administrator and witnessed by certified personnel in a school office. No more than 3 swats will be given to a student in a school day. The swats will be given with reasonable force with a wooden paddle on the buttocks of the student.

DETENTION: Time spent in a study hall from 8:00-8:25 a.m. Parent/guardians are responsible for transportation to detention assignments.

SATURDAY SCHOOL DETENTION (SSD): Time spent in a study hall or punitive work situation on Saturday for three (3) hours. Failure to attend will result in adding an additional day of Saturday school. Additional failure to attend will result in out of school suspension of up to 3 days.

SSD RULES: Remain in assigned seat; No talking/communicating with others; No sleeping; Work on assignments. The SSD teacher will give additional assignments if the student completes the regular teacher's assignment; Students will take drink/restroom breaks on a regular schedule, as directed by the SSD teacher.

IN-SCHOOL DETENTION (ISD): ISD is an alternative form of discipline for breach of more serious issues, for which the student is removed from the regular educational environment, yet continues to attend school and receive instruction. ISD is during the regular school day in the alternative education room or another designated room. A student must serve the ISD on

consecutive school day. A student in ISD may participate in extra-curricular activities that occur outside the regular school day at the discretion of the extra-curricular coach or sponsor. Teachers will turn in ISD assignments to the office before 8:30 a.m. on the day the student is to begin ISD. Those assignments will be graded as if the student were in the regular classroom.

ISD RULES: (1) Remain in assigned seat; (2) No talking/communicating with others; (3) No sleeping; (4) Work on assignments. The ISD teacher will give additional assignments if the student completes the regular teacher's assignment; (5) Students will take drink/restroom breaks and lunch on a regular schedule, as directed by the ISD teacher, that prohibits contact with students in the regular educational setting.

Failure to comply with these rules will result in additional ISD for up to 10 days.

OUT-OF-SCHOOL SUSPENSION: The principal has authority to suspend a student for a period of up to, and including 10 school days. The student has the right to appeal the suspension decision to a suspension appeal committee designated by the Ringling Board of Education. The decision of the suspension committee is final and cannot be appealed to the Board of Education or any other school official. A student will be suspended from school for serious offenses and/or for multiple infractions of lesser offenses. No student suspended from school shall participate in nor attend extra-curricular activities on school property or other sites where school activities occur during the period of suspension. A student shall serve the assigned suspension period on consecutive school days.

A student shall receive no more than 50% on all work during the period of out-of-school suspension.

A student shall receive an educational plan of the core curriculum for days suspended beyond 5 days. The parents shall be responsible for monitoring the student's progress until the student is re-admitted into school. Credit may be granted for academic work completed beyond 5 days.

DISCIPLINARY PROCEDURE: Classroom misbehavior: (1) Warning; (2) Contact parents; (3) Conduct parent-teacher –student conference; (4) Conduct principal-student and or parent conference.

DISCIPLINE GRID: (1) Minor offense 1st – Warning/Conference: (2) Minor offense 2nd – 1 day detention: (3) Minor offense 3rd – 2 day detention: (4) Major offenses – At the discretion of the principal, one of or a combination of the following actions may be taken: In-School Detention, Short term suspension (under 5 days), Long term suspension (over 6 days), Corporal Punishment, or any other disciplinary action deemed appropriate by the principal and parent.

ALCOHOL/CHEMICAL ABUSE: A student who exhibits the characteristics of being under the influence of alcohol, illicit drugs, or prescription drugs will be referred to the principal's office. Students exhibiting these characteristics will be questioned and examined by an administrator, nurse, and/or law enforcement officials to determine the condition of the student. A student will also be searched if reasonable suspicion is found to do so.

A student found possessing, distributing, intent to distribute, or using alcohol or drugs or other contraband at school (school property) or school sponsored activity will receive: 1st offense: Out of school suspension for up to 1 year; 2nd offense: Out of school suspension for up to 1 year. Reentry to Ringling Schools may be contingent on appropriate counseling and/or parent intervention.

ASSAULT AND BATTERY: *Assault is the intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. It includes verbal threats.* 1st offense: ISD or out of school suspension for up to 10 days per circumstance and at the discretion of the

principal law enforcement notification. **SUBSEQUENT OFFENSES:** Out of school suspension for a period of time appropriate for the offense and notification of local law enforcement. *Battery is the offensive, un-consented touching of another person, including fighting and throwing objects.* 1st and subsequent offenses: Out-of-School suspension commensurate with the offense including the current and subsequent semester. Local law authorities will also be notified where appropriate.

ASSAULT ON A SCHOOL EMPLOYEE: A school employee shall mean any duly appointed person, employee by or employees of a firm contracting with the Ringling School system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9-113.

BUS RULES: Students must ride the bus on all school activities unless permission has been given by the administration. **RULES:** (1) Be on time; (2) Observe all safety practices (check traffic both ways before boarding or departing the bus); (3) Keep hands inside the bus; (4) Stay in your seat; (5) Place trash in proper place; (6) No loud or disruptive behavior; (7) Do not throw objects on or out of the bus; (8) Do not leave items on the bus; (9) In case of emergency, remain on the bus unless the driver instructs you otherwise; (10) Be courteous.

CONSEQUENCES FOR OFFENSES: 1st offense – conference and/or revoking privilege of riding the bus; 2nd offense – detention or ISD; 3rd offense – suspension from riding the bus to school or any school activity for a specified time frame; **SUBSEQUENT OFFENSES -** Suspension from riding the bus to school or any school activity for the remainder of the semester and possibly the following semester. **REMEMBER: BUS RIDING IS A PRIVILEGE, NOT A RIGHT.**

CHEATING/PLAGIARISM: A grade of zero (0) will be given for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat. 1st offense: Detention or ISD; Subsequent offenses: ISD, Saturday School, or out of school suspension.

DISRUPTIVE BEHAVIOR: Failing to follow classroom rules and/or disrupting the educational environment: 1st Offense: Detention or ISD; 2nd and/or subsequent offenses: ISD, Saturday School, out of school suspension, or corporal punishment.

DRESS CODE: Students at Ringling Schools are expected to dress appropriately for the school setting. Clothing, accessories or a hair style that in the judgment of the principal creates a foreseeable disruption to the educational environment or creates a risk of health or safety to any person are prohibited at school or any school related function.

Disallowed clothing includes, but is not limited to: clothing that reveals the midriff or inappropriately exposes other areas of the body or undergarments; cap/hats (indoors); clothing accessories, or hair styles that promotes (directly or indirectly) alcohol, chemical abuse, criminal behavior, gang colors or symbols (including “sagging” or “baggy” pants); inappropriate moral conduct, nudity (partial or whole); obscenity; profanity; any form of violence; “cut-off” shorts; tank tops (width of shoulder strap is irrelevant); weapons, sleep wear or hours shoes will not be permitted. All shirts must have at least a cap sleeve; no sleeveless shirts or dresses of any kind will be permitted. Shirt length will be checked by raising arms overhead with no midriff exposed. Shorts that are hemmed and appropriate for the school setting are permitted. No cutoffs or short

shorts will be allowed. No gang-related apparel, tattoos, or other gang related signs are permitted. This would include bandanas and sagging-dragging pants that are below the top of the underwear. ***Dress code enforcement will be done 1st & 2nd hour or by referral.*** Body piercing: Exposed body piercing is limited to the ears. 1st Offense: Detention or ISD; 2nd and subsequent offenses: Saturday school, or suspension. Parents will be notified if a student is in violation of the dress code. (Examples of what is not allowed are included at the end of this handbook. This is not an all inclusive list.)

ELECTRONIC DEVICES: Electronic devices such as tape players, CD players, iPod, radios, etc. are prohibited at school or school activities (excluding vehicles) without prior approval by the principal or sponsor. 1st offense: The device will be confiscated and kept in the principal's office until the end of the school day. 2nd offense: Same as 1st offense plus student will serve 3 days of detention. Subsequent offenses: Same as 1st offense plus Saturday School, or student may be suspended up to 3 days out of school.

WIRELESS TELECOMMUNICATION DEVICES: It is the policy of the Ringling Board of Education that a student may not possess a wireless telecommunications device in classroom buildings during normal school hours. A student may possess a wireless communications device while on school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school except as previously prohibited. Student use of wireless telecommunication devices during school sponsored activities will be left to the discretion of the sponsor/coach. A student may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and school principal or superintendent. Wireless telecommunication devices include, but are not limited to, beepers, pagers, and cellular phones.

Students found to be in possession of a wireless telecommunication device in violation of this policy shall be subject to disciplinary action. 1st offense: The device will be confiscated and kept in the principal's office until the end of the school day and may be picked up to a legal guardian only. 2nd offense: Same as 1st offense plus the student will serve 3 days of detention. Subsequent offenses: Same as 1st offense plus Saturday School, or student may be suspended up to 3 days.

EXTORTION: The use of threats, fear, or coercion in order to obtain or attempt to obtain money/property from another student or staff member. 1st offense: Either detention, ISD, or out-of-school suspension and notification of local law authority at the discretion of the principal. Subsequent offenses: Either ISD, Saturday School, or out of school suspension and notification of the local law authority as per the circumstances warrant.

FAILURE OR REFUSAL TO SERVE ASSIGNED DISCIPLINE: If the student fails to serve the discipline assigned due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student "forgets" to serve the discipline, the discipline is doubled. If the student refuses to serve the discipline, the student will receive Saturday School, or out of school suspension. Upon returning from Saturday School, or suspension, the student must serve the original discipline.

HARASSMENT/BULLYING: Harassment includes but is not limited to, offensive teasing, unsolicited communications with another student, taunting, slanderous remarks regarding another student, etc. 1st offense: Detention, or ISD at the principal's discretion. Subsequent offenses: ISD, Saturday School, or up to 10 days out of school suspension at the discretion of the principal.

HAZING: All forms of hazing and/or intimidation are prohibited by the school and school sponsored activities. (Including initiations as part of admission to a club or organization.) 1st offense: Detention, or ISD at the discretion of the principal. Subsequent offenses: ISD, Saturday School, or up to 10 days of out of school suspension at the discretion of the principal.

INSUBORDINATION: A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of the personnel without just cause as determined by the

principal shall be subject to the following discipline: 1st offense: Detention or ISD; Subsequent offenses: ISD, Saturday School, or up to 10 days out of school suspension.

MISINFORMATION: Willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent). Offense: Detention, ISD, Saturday School.

OBSCENITY/PROFANITY: Obscene materials including, but not limited to illustrations (drawings, paintings, photographs, etc.) oral or written material (books, letters, poems, tapes, CDs, videos, etc.) which are commercially or student produced are prohibited. Profanity, including but not limited to gestures, symbols, verbal, written, etc. are prohibited. 1st offense: Detention, ISD; Subsequent offenses: ISD, Saturday School, or up to 10 days out of school suspension at the discretion of the principal.

SEARCH AND SEIZURE: Student searches may be made based on a reasonable suspicion of a violation of school rules and/or state or federal law by a student. The search will be made pursuant to the reasonableness, under all circumstances, of the search. The search of the student will be justified at its inception, based on reasonable suspicion and reasonable scope in light of the age and sex of the student and the nature of the infraction. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing.

THEFT: Student will return the property or make restitution for the property and then will serve either ISD or out-of school suspension. Subsequent offenses: Same as a 1st offense and out-of-school suspension.

TOBACCO & TOBACCO PRODUCTS: Possession of tobacco or tobacco related products by students are prohibited at school or school sponsored activities pursuant to Oklahoma Law (21 O.S. Section 21-1241, 1242). Prohibited tobacco products and paraphernalia include, but is not limited to, cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers and packages, etc. Any minor in possession of the above materials being asked by a police officer or teacher where and from whom such materials were obtained who shall refuse to furnish such information shall be guilty of a misdemeanor. 1st offense: Confiscation of tobacco products and detention, or ISD. Subsequent offenses: Same a 1st and possibility of Saturday School or out-of-school suspension.

VANDALISM/DESTRUCTION OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS ON SCHOOL

GROUNDS: 1st offense: Restitution, detention, ISD, and/or out-of-school suspension. Subsequent offenses: Restitution, ISD, Saturday School, or out-of-school suspension.

WEAPONS: The possession or use of any weapon during the time a student is in attendance in Ringling Public Schools, or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited. A weapon includes, but is not limited to, guns, rifles, pistols, shotguns, daggers, knives, razors, clubs, slap jacks, nightsticks, and any device which throws, discharges or fires objects, bullets or shells, explosive and incendiary devices, hand chains, artificial knuckles, or any other object that can reasonably be considered a weapon or dangerous instrument. Also prohibited is any facsimile or counterfeit weapon resembling a weapon. Exempt from this policy are any instruments and devices that may be considered a weapon under this policy but are specifically authorized (prior

to being brought to school) by the principal for use in an approved curricular or extra-curricular activity and are used in the appropriate manner. Any student, who knowing aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy. A student who violates this weapon policy will be subject to out-of-school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances.

PARENTAL CONSENT FORM

As the parent or legal guardian, I have read the rules and regulations in the student handbook of Ringling High School 10-14.

Student Date

CORPORAL PUNISHMENT: Corporal punishment may only be given to a student who has a "Parental consent to Administer Corporal Punishment" form signed by the student' parent/guardian on file in the principal's office. Swats will be given by an administrator and witnessed by certified personnel in a school office. No more than 3 swats will be given to a student in a school day. The swats will be given with reasonable force with a wooden paddle on the buttocks of the student.

_____ ***I give permission for my child to be given swats.***

Parent/Guardian Date

_____ ***I do not give permission for my child to be given swats.***

Parent/Guardian Date

PLEASE RETURN THIS FORM TO THE PRINCIPAL'S OFFICE