



Perry Junior High
Student Handbook
2016-2017

Dear Students and Parents/Guardians:

Welcome to Perry Junior High School, “Home of the Maroons.” We are going to have an exciting time this school year. The educational expectations will be high and the support you receive from your teachers will be great. Getting involved and helping every student succeed will be a school-wide goal this year. We believe every student can be successful and our role, as educators, is to help them reach their potential. As students continue to pursue dreams of becoming successful, remember, success is a process achieved first in one’s mind. Each of you are a part of the school community and by making the right decisions, being involved in activities and doing your very best, success will follow. The two things in your life that you have complete control over are your attitude and your effort. We promise that if you have a great attitude and give great effort in all you do, we will all be successful.

The years you spend at PJH will be some of the most challenging and rewarding years you will have. Changes in your life during this time will test your fortitude and build your character as a person. We believe that while not all students learn at the same pace or in the same way, all students can learn if the right sense of self worth and importance for knowledge are present. Respect for yourself and your peers are of utmost importance at the Junior High. Set your goals high and then work to reach them. The teachers and staff at PJH are here to give guidance and ensure that each student gives their best.

Sincerely,

Bryan Hall

Principal, Perry Junior High School

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SECTION 1

ADMINISTRATION AND ORGANIZATION

1:01 PERRY PUBLIC SCHOOLS BOARD OF EDUCATION

Janet Brand
Greg Hogan
Jason Proctor
Aaron Frable
Paul Green

1:02 SECONDARY CAMPUS ADMINISTRATION/OFFICE STAFF

Scott Chenoweth, Superintendent
Leslie Fleming, Receptionist
Dianna Brorsen, Activity Accounts
Berva Pool, Finance
Steve Wheatley, Maintenance Director
Les Justus, High School Principal
Tara Kerr, Secondary Counselor
Anna Shelton, Receptionist/Secretary
Bryan Hall, Junior High Principal
Kim Sheets, Receptionist/Secretary

1:03 FORWARD/PHILOSOPHY/GOALS

INTRODUCTION

FOREWORD

This handbook has been prepared to help you and your parents become better acquainted with our school. It is the desire of the administration and your teachers that you will use the handbook to become well informed about your school and we challenge you to make an honest effort to live up to the high ideals and standards of the Perry Public Schools.

PHILOSOPHY

The Perry School System realizes it has a crucial role in the development of the whole child. Emphasis is placed, not only on intellectual progression, but also on the nurturing of physical, emotional, and moral attributes, which may assist students in leading successful and satisfying lives. Perry Junior High strives to foster the spirit of learning in its students. We believe that knowledge and understanding as well as analysis, synthesis, and evaluation of the subject matter are the cornerstones of a student's total education development. As educators, we are primary role models, and one of our responsibilities is to provide leadership in defining and developing strong character traits in all of our students. Integrity, courage, kindness, dependability and self-discipline are assets, not only to our school system, but also to our entire society.

CURRICULUM GOALS

Skills in math, reading, spelling, geography, history and science are included in our curriculum. All students are encouraged to attain a level of success correspondent to their abilities in these basic skill areas as well as higher order thinking skills. Success in these skills is measured through student applications and activities. Proficiency in speaking, writing, and listening skills are also incorporated into the basic topics of learning.

The Junior High School recognizes that our student body is diverse. We wish to meet the educational needs of all students. We will teach tolerance for one another.

MISSION STATEMENT

The mission of Perry Junior High, in partnership with the community, is to provide educational opportunities that will enable our students to reach their fullest potential as creative problem-solvers and productive citizens. We strive to create a safe and stimulating environment that fosters self-esteem, respect for others and all students can learn to reach their full potential. PJH is committed to teaching students the importance of "learning how to learn," thinking critically, and participating actively in their own education.

NO REASONABLE EXPECTATION OF PRIVACY

“Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.” Oklahoma Statute 70-24-102

AUTHORITY OF TEACHERS

“Provided, the teacher of a child attending public school shall have the same right as a parent or guardian to control and discipline such child according to district policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.” Oklahoma Statute 70-24-100.

MASCOT

Maroons



SCHOOLCOLORS

Maroon and White

OH, PERRY JUNIOR HIGH

**Oh, Perry Junior High's the school for me,
There is no other place I'd rather be.
It's got the styles and smiles of friendliness,
No matter where you go, you'll never forget the time,
That you were proud to be there all your life,
And just to wear her colors, maroon and white,
And just to be a part is sure a treat, it's hard to beat,**

OH, PERRY JUNIOR HIGH!

1:05 BELL SCHEDULES

Bell Schedule
Perry Junior High

Perry Junior High Bell Schedule

**** Bell to go to class rings at 8:20****

1st Period 8:25-9:15 (50 min.)

2nd Period 9:20 – 10:10 (50 min.)

3rd Period 10:15 – 11:05 (50min.)

1st Lunch 11:05 – 11:40 (High School lunch)**

4th Period 11:45 – 12:35 (50min.) (High School)

2nd Lunch 11:35 – 12:05 7th Grade**

4th Period 11:10 – 11:35, **, 12:10 - 12:35 (50 min- split)

3rd Lunch 12:05 – 12:35 8th Grade**

4th Period 11:10 – 12:00 (50 min)

5th Period 12:40 – 1:30 (50 min.)

6th Period 1:35 – 2:25 (50 min.)

7th Period 2:30 – 3:20 (50 min.)

SECTION 2 GENERAL PROCEDURES

2:01 Attendance Policy

Attendance on a daily basis is a mandatory requirement for all children. The Oklahoma Compulsory Education Law requires that all children between the age of seven and eighteen must attend school. It is the duty of the principal to report to the proper authorities any student and parent who are in violation of the Oklahoma Compulsory Education Law. Any student who accumulates more than four (4) absences without a valid excuse within a 30 day period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, The administrative designee will enforce the provisions of the Oklahoma Compulsory Education Act by one or both of the following: (1) filing a complaint with the Perry Police Department or (2) filing a complaint with the Noble County district attorney for juvenile proceedings pursuant to Title 10A of the Oklahoma Statutes. **(70-10-106)**

Absenteeism, for whatever reason, deprives the student of the experience of participating in classroom activities. It should be understood by both parent and student that, in truth, a class period cannot be “made up”. Although assignments done in lieu of class attendance meet the legal requirements of makeup work, such assignments are only a poor substitute for the learning experience the student gains by attending class. There is no way to repeat a classroom experience. **We ask that the parent/guardian be responsible for letting the school know when his/her child will be absent for any reason by calling the Jr. High office at 336-2265.**

STATE ATTENDANCE LAWS

SECTION 10-15 states “It is unlawful for a parent, guardian, custodian, or other person having control of a child who is over the age of seven (7) and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to cause or compel such a child to attend and comply with the rules of some public, private, or other school, unless other means of education are provided for the full term the schools of the district are in session; and it shall be unlawful for any child who is over the age of sixteen (16) and under the age of eighteen (18) years and who has not finished four (4) years of high school work, or received an education by other means for the full term the schools of the district are in session.”

SECTION OK 70 10-106 states “It shall be the duty of any parent, guardian, or other person having charge of any child of compulsory attendance age to notify the child’s teacher concerning the cause of any absence of such child. After investigation of facts relating to the absence of any child or children from school, the attendance office shall, if justified by the circumstances, promptly give written notice...that the attendance of such child is required in some public, private, or other school. If within five (5) days thereafter, such parent, guardian, or custodian does not comply, then such attendance officer will make complaint against the parent, guardian, or custodian of such student in a court having competent jurisdiction for such violation.”

SCHOOL LAWS OF OKLAHOMA, SECTION 232 states “If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106)

Regular attendance is a contributing factor to success in school. Irregular attendance is the chief cause for failure and subsequent withdrawal from school.

Perry Junior High’s attendance regulations for all students in grades 7-8 places a limit on the number of absences a student may have in a course in order to receive credit for that course.

2:02 Absence Procedure

A. All students have a limit of 10 absences each semester. Any student who exceeds ten (10) absences in a semester may not receive credit for those classes in which the attendance policy has been violated. Parents are responsible to notify building administration of serious illness or other extenuating circumstances prior to a student’s exceeding the ten (10) day limit. An internal review committee will be established to review cases. The difference in excused or unexcused absences is irrelevant when it comes to the ten (10) day limit on attendance. Absences

are classified as excused or unexcused simply to determine if students will receive credit for work missed while absent.

B. Excused absences are defined as personal illness, death in the family, or pre-arranged activities approved by the Principal. It is the student's responsibility to complete all assignments due that day even though they have missed the regularly scheduled class period. (For example, if you miss a test first hour, and come to school third hour, you are expected to complete first and second hour assignments before you leave that day. The results will be zeros for the missed assignments and no extra time will be given even with parent permission.) Unexcused absences are defined as: Absences not approved by a parent. Failure to properly check out of school will result in an unexcused absence if a student misses more than 15 minutes of class time, the student will be counted absent for that class period.

The parent/guardian is responsible for communicating the reason for an absence. The reason must be relayed to the principal's office by a phone call from the parent or guardian (the preferred method) or stated in writing and signed by the parent/guardian. This should be done within two days following the absence. This does not include a student's failure to checkout properly with the office. It is the responsibility of the student who is absent to request the opportunity to make up class work missed. A student with an unexcused absence or more than three unexcused tardies will not be eligible for make-up work and will receive a zero for the hour class or classes missed, unexcused, and will be required to make the time up.

Perry Public Schools utilizes an automated calling system that will contact parents of students who are recorded as Absent Unexcused during the school day, with important school announcements, or in the event of an emergency at school.

Because this calling system uses the phone numbers that we have in our computer system, it is important that you inform the PJH office of any changes in your contact information. The system will call the contact listed as contact number 1 in the student information system. In the event that more than one number should be called, parents must contact the office to have that set up in the automated calling system. Automated calls are generated at approximately 10:30 am and 6:30 pm each school day for attendance matters. Every effort is made to enter parent call-ins prior to the morning automated call. If you have any questions or concerns about any automated call that you receive, you may contact the PJH office at (580) 336-2265.

1. After a student has been absent 5 times from any class, an attendance letter indicating the number of absences by a student will be mailed home to the parent/guardian. This warning letter will reiterate the 90% attendance requirement for class credit. Only one letter per semester will be sent.
2. A student who is in danger of not meeting the 10 day limit of absences, but who successfully meets the other course requirements (i.e. earns a passing grade) may appeal for credit in the course due to extenuating circumstances: hospitalization, illness while under care of a physician, etc. A note from the doctor is required.

3. Activity Absence: A student is allowed only 10-combined activity absences per year. This does not include activities that count toward advancement in state contests.

2:03 Truancy

TRUANCY

A student absent without the consent of his/her parent/guardian and administration is truant. This is an unexcused absence. Work will be made up, but no credit or reduced credit will be given as determined by the principal. Repeated truancy may be cause for disciplinary action, expulsion or legal action. Examples of truancy include but are not limited to:

1. leaving school without permission from the principal and not signing out in the office.
2. being absent from class without prior permission from parents/guardians and administration.
3. are absent from class without permission (skipping).
4. obtain a pass to go to a certain place and do not report there.
5. become ill and go home or stay in the restroom instead of reporting to the office.
6. come to school but do not attend class.
7. go to car without permission during the school day.
8. do not come back after lunch and the parent has not called the office by 1:30 that afternoon.

TRUANCY POLICY

Truancy violations will be subject to disciplinary action by the administration and/or turned over to the District Attorney for prosecution of parent and/or students.

UNEXCUSED ABSENCES AND TARDIES

Student absences not cleared by parents or guardians, trancies, leaving campus without properly checking out, staying on campus but not reporting to the student's assigned class, not reporting to assigned class when arriving late or checking into school, or working with another teacher or organization without prior approval from that assigned teacher during the assigned teacher's class are some examples of unexcused absences. All work missed for an unexcused absence may be entered as zero credit.

Excessive Absence

Excessive absence is defined as a student with 10 or more absences per semester in a class for any reason except school activity absences or weather days. All students who acquire 10 absences or more in a semester may or may not be given credit for classes and/or promoted to the next grade level. The Attendance Review Committee will review all cases and review documentation on file in the school office. The principal will appoint the members of the committee. It will consist of an administrator, counselor, and 3 classroom teachers. The school will pursue the legal obligation of the parent/guardian to compel the student to attend school as required by law if necessary.

2:04. Tardy Policy

It is the student's responsibility to be in class on time. If the student is tardy to class the teacher will make notation on his/her computer. The first three tardies in each class will be handled with warnings by the classroom teacher. Tardies will then accumulate throughout semester on a per tardy basis, regardless of class.

Consequences for tardies may include:

Tardy #1: Teacher warning

Tardy #2: Teacher warning

Tardy #3: Teachers refers student to office. Conference with student and assigned a noon detention

Tardy #4: Student calls home and informs a parent/guardian about 1 hour of after-school Administrative detention.

Tardy #5 or more: Principal calls home and informs a parent or guardian that the student will be attending Saturday School.

2:05 Make Up Work

Students have one day for each unscheduled absence to turn in missed assignments. However, on their return to class, students who have been absent are responsible for major assignments/projects and tests that have pre-announced due dates. Students who miss class for school activities or pre-arranged absences should gather assignments before absences and complete assignments upon return. Teachers are encouraged to list on the board on Monday all assignments and activities for the coming week. This list helps students stay informed and focused and eliminates the need to stop class to give students their missed assignments.

2:06 Hall Passes

Students in the hall while class is in session must have a hall pass.

2:07 Change of Schedule

Students desiring to drop a course or to make some other change in their class schedule should make a request to the principal. Changes in scheduled classes must occur within the first 5 days of a given semester. A student must be in class 80 days to receive credit. The change request must be made in writing, stating the reason for wanting the change, and must be signed by a parent or guardian. Schedule changes will be made contingent upon room availability and will only be considered if it is required to improve the student's academic preparation. **No student will be added to any class deemed full by the principal.**

2:08 Lockers

Students will have individual lockers. Large amounts of money or items of personal value should not be brought to school. Students should not exchange lockers nor permit others to enter their locker. Students are responsible for both the contents and condition of the locker assigned to them. Personal locks are not allowed and may be cut off as needed. The police department's drug dog routinely searches the lockers at the Junior High and High School. The school is not responsible for the contents of the locker and students should not expect a reasonable amount of

privacy from the administration. All student possessions should be kept off the floor. **SCHOOL-OWNED combination locks will be available for use by students for a rental fee of \$1.00. No student may use personal locks on school lockers.** The use of school-issued locks is important for two reasons: School personnel may need access to a locker to collect books to send home during illness, and limiting access to lockers provides for a more secure school and protects student belongings. Students are responsible for lost or damaged locks. The cost of a lost or damaged lock is \$5.00. The damaged or lost lock must be paid for before another lock can be issued. **No items are to be taped or glued to the outside or inside of the locker.**

2:09 Bus Transportation

Bus riding is a privilege. Privileges for students to ride a bus are conditional on his/her good behavior and observance of the rules listed below. Students should abide by their STUDENT HANDBOOK rules while on the bus or at the bus stop. Failure to follow any of the bus rules will result in disciplinary action as listed below. All students will obey directions given by the bus driver.

1. Students must be outside waiting at the designated bus stop 5 minutes prior to the scheduled stop time, regardless of weather conditions. Students should dress appropriately. The bus will stop only at designated stops and only if children are visible.
2. Respect people and their property while waiting for the bus. Students must receive proper school official authorization to be discharged at places other than the regular bus stop.
3. Students will sit facing forward, backs against the seat back and feet on the floor and out of the aisle. Students should never be out of their seats while the bus is moving. Drivers have the authority to assign seats.
4. Keep all body parts inside the bus at all times.
5. All food, drinks, candy and gum will not be consumed on the bus. These items must be stored in student's book bags, backpack or lunchbox.
6. Courtesy transportation will not be allowed: I.E. daycare, scouts, dance, gymnastics, etc. Bus rider guests must have approval from the Principal's Office and is contingent upon available space on the bus.
7. All riders are responsible to assist in keeping the bus safe and clean at all times by picking up around their seat. All trash must be placed in the trashcan before entering or exiting the bus. Students should never open emergency doors or windows, unless directed to do so by the driver or an emergency warrant.
8. No articles are allowed aboard the buses that are injurious or objectionable in nature. Only items that can be stored in students lap or between their feet on the floor in front of them will be allowed on the bus. Items cannot be stored in the aisle or in the area around the bus driver. This includes personal athletic equipment and band instruments. Skateboards will not be transported on buses.
9. Flowers, balloons, show and tell items and science projects must be transported by private vehicle.

10. Mischief is prohibited. Remember loud talking, laughing or unnecessary noise can divert the driver's attention and may result in a serious accident. Students should be quiet at railroad crossings.
11. Any destruction of school property is a criminal act. Please treat the buses with respect. Any damage to school property will be paid for by the offenders and/or their parent / guardian.
12. Help lookout for safety and comfort of younger / smaller children. Be courteous to fellow students, the bus driver and bus assistants. Students must obey all directions or suggestions from the bus driver.

The following are examples of serious misconduct that may result in immediate bus suspension:

Fighting / Hitting / Spitting

Damage to bus property

Profanity / Pornography

Bullying / Threatening behavior / Teasing

Throwing any object on or out of the bus

Putting any part of the body outside the bus

Transportation Director will handle all bus conduct reports. Please be aware of the violation policy. Conduct reports are cumulative from beginning of school year.

1st REPORT ... Warning / Letter and bus rules to parents.

2nd REPORT ... Up to 10 days off all school transportation

3rd REPORT ... Off all school transportation for as much as a school semester.

If a student loses his/her riding privilege, the suspension includes all buses, and the parent/guardian is responsible for the student's transportation.

It is sincerely hoped that parents will recognize these rules and regulations are for the safety and well-being of all students and that they will actively assist the school.

2:10 Textbook/School Equipment

Textbooks and other school owned materials becomes the responsibility of the student to whom they are issued. Reasonable wear is expected. However, books and other materials must be returned in good, usable condition. Repair and/or replacement costs will be assessed to the student for damaged, lost or stolen books.

2:11 Medication Policy

Prescription and non-prescription medication must be left in the principal's office. Written permission from the parent/guardian on the Parental Authorization Form must accompany the medication. Telephone permission is not acceptable. State law does not permit public schools to administer medication under any other circumstances.

Head Lice

When a child is sent home for lice infestation, he or she shall not be excused for more than 48 hours. The child is expected to return to school the next day. A parent or other adult must accompany the student to the readmission screening to provide transportation home in the event that the student is not free of lice and nits.

Ringworm

When ringworm is discovered, the principal will call the child's parents. The child will be sent home. The child will be re-admitted if there is evidence of treatment, the lesion is covered, and the student must have a doctor's note stating the student is no longer contagious.

Students participating in athletic activities must have proof of treatment and the lesion must be covered before returning to competition or practice. A student with asthma can self medicate if he/she has a notarized note from a parent giving permission.

Pink eye

A student must receive treatment for 24 hours before returning to school after diagnosis of pink eye is made. The student must have a doctor's note stating the student is no longer contagious.

2:12 Library Rules

Lost books must be paid for by students who have checked out the books (replacement cost). Time for checking books in or out of the library will be posted at the library.

2:13 Visitors

No visitor will be allowed to attend school with students of Perry Junior High without administrative approval.

2:14 School Property

The Superintendent or Principal of any secondary or elementary school shall have the authority to order any person out of the school building, athletic facilities, and off school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. A person who refuses to leave the school building, athletic facilities, or grounds after being ordered to do so by the Superintendent or Principal, shall be punished by a fine of not more than five hundred dollars (\$500.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment. (70-24-131)

2:15 Line of Sight

All rules and regulations of Perry Junior High and High School will be enforced as far from the school as the administrators can see while standing on school property to maintain a reasonable, normal educational process. This includes reckless driving and disruptive behavior at or near school or at other school facility sites.

2:16 Restricted Areas

All students are forbidden from loitering in the housing areas surrounding the school, all parking lots, in alleyways, the east side of the band room and auditorium, and gymnasiums. Students are

also restricted from parking in teachers' parking lot. Before school and during Lunch, JH and HS students are restricted to their campus.

2:17 Junior High Closed Campus

Except for off-campus days set by the principal, 7th and 8th grade students at the Junior High are limited to the area of the Junior High during the lunch hour. Junior High students are not to be in either the gym or the high school building. Students found off campus will be subjected to detentions, Saturday school, and/or suspension. Parents are asked to abide by this policy and keep lunch deliveries and/or student checkout at lunch time to a minimum.

2:18 Commercial Deliveries

In an effort to reduce classroom distractions and to maintain safety and security within the school environment, **deliveries, such as flowers, balloons, etc., from outside sources will be only accepted at the school office and given to student at end of day.** Although the intent to send such items to celebrate special occasions is appreciated, the receipt of these items presents a potential safety and security risk as well as a distraction to the educational environment. Parental cooperation is requested in seeing that these deliveries are not made to the school. Students will not be allowed to take balloons or flowers on school bus.

2:19 Messages for Students/School Phone

Students will be contacted during the school day only for parental emergency messages. Students will be allowed to use the **phone in the office** during class time only in case of emergency and if they have a pass slip from the classroom teacher. A student may call a parent about school related subjects only before school, between classes or after school. Students will not be allowed to use the phone for calls unrelated to school. Teachers having phones in their offices or classrooms shall not allow students to make calls from their phones. **All student calls need to originate in the school office.**

2:20 Rights To Records

Parents and students are guaranteed the right to inspect, as well as seek addition to or deletion from, all records, which are kept or required to be kept by the school concerning individual students. These records include the student's transcript and any other recorded information, which is identified by the student's name. The Family Rights and Privacy Act of 1974, better known as the Buckley Amendment, has necessitated a change in the transcript service form the Perry Junior High School principal's office. The act specifies that only the individual and/or his/her parent or guardian, to whom the record belongs, may make the request and that it must be in writing. This, of course, means that the principal's office will no longer be able to take transcript requests by phone. Since many graduates experience an emergency occasionally, it may be a good idea to have a copy or two of the transcript on hand. Official transcripts may be mailed to the student or to a third party as long as the student or parent/guardian signs the request.

2:21 Student Information

Parents/guardians are responsible for letting the Junior High School office know when a student has a change of address. A phone number, where a parent/guardian can be reached or an emergency number, must be on file in the office.

2:22 Publications

1. Expression of ideas and the awareness of a multitude of varying opinions are vitally necessary in the educational process. Students in the Perry Public Schools will have the right to distribute printed materials, including pamphlets, posters, leaflets, newspapers, brochures, and circulars which are not designed primarily for commercial or religious purposes.
2. A copy of each issue of any publication or printed material must be provided to the principal to review before its general distribution. It must contain the name of the organization or individual responsible for the publication or printed material.
3. The principal will have the right to withhold distribution of printed materials which, in the opinion of the principal, contain:
 - a) Language or art exposing any person to public hatred, contempt, or ridicule, or what is otherwise libelous.
 - b) Obscene language or art which:
 - i) Predominately appeals to prurient, shameful interests of minors.
 - ii) Patently offends community standards literary, artistic, political, or scientific value for minors.
4. Any student denied permission by the principal to distribute printed material may file an appeal with the superintendent's office with the ultimate appeal to the board of education.
5. Unauthorized printed material may be confiscated immediately.
6. If distribution is approved, it may be made available anywhere on the school grounds, except in the school building, prior to and after normal school hours. The principal may permit additional distribution at other times and places.
7. Printed material may not be sold without the approval of the principal.
8. Any student who distributes, or causes to be distributed, printed material in violation of any of the conditions mentioned in this section will be held personally accountable. This may result in suspension.
9. It is clearly the intention of the board of education to encourage the dissemination of diverse viewpoints and to foster discussion of all political and social issues.
10. Freedoms and responsibilities:
 - a) The paper should have the freedom to cover all areas of news pertinent to the school and within the bounds of good taste by direct reporting or editorial comment. This includes school, local, state, national, and international news.
 - b) The newspaper's emphasis and priority should be placed on school news.
 - c) Determination of the contents of the publication will be responsibility of the staff, the adviser, and the principal.
 - d) All editorials should reflect the opinions of the newspaper staff.
 - e) All completed editorials should be reviewed and approved by a cross section of the editorial staff.
 - f) All statements and editorials must be substantiated by fact.
 - g) All student or teacher quotes must have prior permission from that person. Any art or statement about the character of a person must also have permission.

2:23 Perry Public Schools Internet Policy

We are pleased that Internet access is now available to students and teachers in the Perry Public School district. The Internet is an electronic highway connecting thousands of computers all over

the world and millions of individual subscribers. Students and teachers have access to information and news, public domain and shareware of all types, and access to many university catalogs. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Perry Public Schools taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control materials and an industrious user may discover inappropriate information.

Internet-Terms and Conditions

Acceptable Use – The purpose of Internet is to support research and education in and among academic institutions. Internet usage in the school cannot be used for anything illegal, downloading material, or communicating with other people (no chat rooms).

Privileges – The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and suspension. Each student who receives access will participate in a discussion with a Perry School faculty member pertaining to the proper use of the Internet. The system administrators and teachers will deem what is inappropriate use and their decision is final. Students not adhering to these rules will lose the privilege of using of the Internet. The Perry Public Schools and ONENET make no warrants of any kind, whether expressed or implied, for the service it is providing. The Perry Public Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Perry Public Schools, or NEWNET 66 is at the users own risk. Perry Public Schools is not responsible for the accuracy or quality of information obtained.

Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to access Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

Vandalism - Vandalism will result in cancellation of privileges and suspension from school. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Exception of Terms and Condition – All terms and conditions as stated in this document are applicable to Perry Public Schools, the ONENET, in addition to Internet. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

2:24 Perry Junior High School Statement on Plagiarism

Perry Junior High School requires complete intellectual honesty from every student in the preparation of papers, essay exams and all other academic exercises. The habit of intellectual honesty is essential to both intellectual and moral growth. Effective evaluation of student work and helpful instruction can take place only in an environment where intellectual honesty is respected. Plagiarism is a violation of intellectual honesty. Plagiarism is passing off another person's work as one's own. It is taking and presenting as one's own the ideas, writings, creations, or inventions of another. It makes no difference whether the source is a student or a professional. For example, whenever as much as a sentence or key phrase (fact, figure or specific idea) is taken from the work of another person (student or professional) without citing the source, the issue of plagiarism arises. Paraphrasing is the close restatement of another person's idea(s) using approximately the language of the original. Paraphrasing without acknowledgement of authorship is also plagiarism and is as serious a violation as unacknowledged quotation. The minimum penalty for first offense plagiarism is an 'F' for the assignment. In case of a repeated offense, the student will receive zero credit for the entire assignment. In either case, no opportunity may be granted to make up or otherwise fulfill the requirements of the unit of work involved. The individual student is responsible for ensuring that his/her work does not involve plagiarism. Ignorance of the nature of plagiarism may not be offered as a mitigating circumstance. Students with uncertainties and questions concerning plagiarism should always consult with the teacher for whom they are preparing the work.

2:25 Liability for Accidents

The school district and/or school officials will not be liable for accidents occurring in the classroom instruction, and cannot pay expenses of injured persons, and cannot buy insurance therefore (PBP – p.127).

1. Funds have never been appropriated by the state of Oklahoma for the purpose of student insurance. Therefore, the Perry Board of Education does not carry liability insurance, or any other type of insurance for the protection of the student in case of accident or injury.
2. All students are informed that if they wish insurance protection against injury or accident, or for liability insurance for protection against injury to others, they must secure insurance themselves. It is the responsibility of the parent of the student to provide whatever insurance protection is considered necessary without reference to the school. Students enrolled in industrial art-vocational programs, physical education, and competitive athletics should give serious consideration to their insurance needs at the time of enrollment in these classes.
3. Students enrolled in competitive athletics must have on file in the school office a signed parental release of liability form and a physical examination report.
4. The Perry Public Schools have a Student Insurance policy for school children. This information will be passed out to the students at the beginning of each school year. (Perry Public Schools no way assumes the payment of the insurance claims and receives no funds or commission from said company from written policies.) The student accident report form will be in the building principal's office. In the event a student is injured or

involved in an accident this report should be completed and filed in the administration office as soon as possible.

2:26 Parents Right to Know Teacher Qualifications

You have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, No Child Left Behind, required that any local school district receiving Federal Title I, Improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I funds that they may request information regarding the professional qualifications of the student's classroom teacher, including the following:

1. Whether the teacher has met the Oklahoma teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher aides) and their qualifications.
5. You may request this information by a written request to: Perry Public Schools, 900 Fir Ave, Perry, OK 73077. You may fax your request to 580-336-5185. The following information must be on the request: Child's Full Name, Parent/Guardian Full Name, Address, City, State, Zip Code, and Teacher's Name.

SECTION 3 ACADEMIC PROGRAMS

3:01 Courses offered at Perry Junior High

Course offerings are subject to change each school year. Offerings will depend on enrollment numbers, areas of teacher certification, and student interest. All needs in the core academic areas will be met first. An effort will be made to also offer courses that match the preferences of students in elective courses.

Core Subjects:

English –	English 7, English 8 and Honors English 8
Science –	Science 7 and Science 8
Social Studies –	Geography (7 th) and American History (8 th),
Math –	Math 7, Pre-Algebra 8 and Algebra I

Electives:

Athletics (Basketball, Cross Country, Football-boys only, Softball-girls only, Wrestling-boys only, Track, Tennis and Golf), Band, Leadership, Family Consumer Science, Health,

Humanities, Keyboarding, ACE Reading, ACE Math (both ACE courses dependant on OCCT scores), Computer Applications and Intro to AG (both 8th only), Technology Education

3:02 Report Cards

Report cards will be handed to the students on the Friday following the end the Semester. Semester grades are the only grades placed on the student's permanent record transcript. Progress reports will be distributed at 6 weeks and 12 weeks during each semester.

3:03 Grading Policy

Perry Junior High School's grading policy will attempt to consistently reflect each student's achievement and ensure that a sufficient number of grades are taken to equitably support the grade average assigned at the conclusion of each grading period. In grades Seventh (7th) and Eighth (8th), each foundation course will offer a minimum of 10 achievement assessments or grades per grading period. This is a minimum standard and each teacher or department may have a more rigorous schedule. Junior High School students in Seventh (7th) and Eighth (8th) grade will take a cumulative semester exam at the end of the fall and spring semesters. This exam will count 20% of the semester average.

GRADING SCALE

- A 90% to 100%
- B 80% to 89%
- C 70% to 79%
- D 60% to 69%
- F Below 60%

A student's grade in the classroom makes up 80% and the Semester Test is 20% of the overall Semester Average. **Semester test will be given in all classes at the end of each semester.**

3:04 Progress Reports

Progress reports will be distributed at 6 weeks and 12 weeks of each Semester. Parents/guardians should be aware that it is possible for a student to do poorly on class work and/or examinations during the latter part of a grading period and receive a low or failing grade on the report card without their having received a progress report. The following four suggestions are offered to parents/guardians so they may be aware of their child's progress in school:

1. Stay in close communication with your child as to his/her academic progress in a particular class.
2. Call the Junior High at 336-2265 and request a grade check sheet for your child on a Friday.
3. Take time to visit your child's teachers by making appointments during the teacher's planning period any time of the year. Make an extra effort to schedule conferences during Parent/Teacher Conference Days during each semester.
4. Visit with your child at the end of each grading period as you review their progress on their report card.
5. Parents will be able to look at their student's grades online at I-SIS with the proper username and password. A link will be set up at www.perry.k12.ok.us.

3:05 Failing/Eligibility List

Failing lists are due in the office each Thursday during the school year. If a parent wants to know the progress of their child, the child may come to the office on Friday and pick up a progress report sheet. At the end of the day, the child can take the progress report sheet to the parent/guardian. There will be no three-week waiver on the F-List at the beginning of the 2nd semester. Students who are on the failing list two weeks in a row, regardless of the subject, will be ineligible to participate in any school activity. The week of ineligibility runs from **Monday morning through Sunday night**.

3:06 Protesting Grades

A student has one month to protest his or her semester grade. **Official Grades will not be taken off the student's transcript.**

3:07 Long Term Projects

Teachers may assign long term projects taking three weeks or longer with a “no exceptions” zero grade after the due date. The purpose of the “no exceptions” is to stress the importance of time management, not procrastinating, and teaching the students how to deal in the real world of meeting deadlines. Students who miss other classes to work on the long-term project will be penalized with an unexcused absence and in the original class, too. Short-term projects may observe similar rules according to the syllabus.

3:08 7th and 8th Grade Student Retention

Students in grades 7 and 8 will be expected to pass a minimum of 3 major subjects from the following areas in order to be promoted to the next grade. The major areas include Math, Science, English, and Social Studies. Students that do not meet this expectation will be subject to a review by an internal committee made up of the principal, counselor, and 3 core-subject teachers in order to determine promotion or retention.

SECTION 4

STUDENT ACTIVITIES AND ORGANIZATIONS

4:01 Extra-Curricular Activities

Eligibility Requirements:

With the implementation of the eligibility rule initiated in 1988-89, all students must have passed 5 subject areas, from the previous semester, to be eligible at the beginning of the new semester. Students failing to meet this requirement may regain their eligibility at the end of the next 6 weeks by passing all subjects they are enrolled in during the semester. Summer school credit earned during June or July sessions may be used to meet the end of semester requirements. In order for students to be eligible for activities, they must be passing in all classes. If a student receives a failing grade, they will be placed on probation for one week. Failure, in any class, which results in the student having failing grades for two consecutive weeks, makes the students ineligible for any activity even if the failing classes are different. Ineligibility status begins on Monday following notification and runs to the following Sunday.

Oklahoma Secondary School Activities Association eligibility rules (1-13) state that a student is **NOT** eligible if the student:

1. Was nineteen (19) years of age before September 1st.
2. Has not attended classes 90% of the time for the current semester.
3. Is not passing in ALL subjects, or did not pass in five (5) solid credit subjects the preceding semester.
4. Has been disqualified from a contest because of un-sportsmanlike conduct or a flagrant foul, or is under school discipline. (The principal may reinstate the student following a conference and after a written report of details and action taken has been filed with the OSSAA.) Fighting and profanity will result in two game suspensions.
5. Has participated in a contest where professionalism is being practiced or cash or merchandise prizes were offered, given, or paid to individuals or to the team.
6. Has participated in a contest under an assumed name.
7. Has attended school eight (8) semesters in grades 9 through 12.
8. Has participated in the sport four (4) seasons, or has had three (3) seasons of opportunity in the sport after attending two (2) semesters in the 9th grade.
9. Has no parent who is a bona fide resident of the school district where the student is attending.
10. Has participated in athletics at any school other than the public school of the district where the student's parents reside.
11. Has participated in organized practice or a game of football or basketball before the season opens, or after the season closes.
12. Does not have a physician and parent's certificate for the present year on file in the principal's office.
13. Belongs to a fraternity, sorority, or secret society in violation of the State Law of Oklahoma or the regulations of the local board of education.

NOTE: There are some exceptions to the above rules. There are also additional requirements. Consult your coach or principal for additional information.

To be eligible to participate in activities involving other schools a student must be passing all regular classes. The student must be attending classes 90% of the time. This applies to all students in any school activity whether it is in Sports, FFA, FHA, Band, Music, TSA, etc.

Any 8th grade student who reaches his or her fifteenth birthday before September 1st will not be eligible in athletic contests or in any activity. Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools.

Any student absent during the day on an activity must have the absence accounted for prior to being eligible. If the absence is considered truant by the administration, the student must attend at least one day of school and satisfy the requirements for it before again becoming eligible. Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible.

Fans, school personnel, and students must conduct themselves in a true sportsmanlike manner. Any student participating in a contest will not be permitted to play the next game if they were

ejected from the game. A second offense will automatically disqualify that student for that sport for the rest of the season.

- Athletic conduct – Students represent the school. Students need to think before they act because improper conduct, at or away from school, can result in them being held out of the games or being removed from the team.
- Student Physical and Parent Release Form must be signed by parent and given to a coach prior to practicing or playing.
- Students that quit or are removed from the sport will not be allowed to practice with another sport until the previous sport has been completed. Students may change classes to get out of athletics at the end of a semester.
- Students are required to ride in the school transportation to any school related activity. They are also required to ride home on that transportation unless the student rides home with parents or designated adult approved before the activity by the coach. A note is also recommended.
- Students must be eligible to participate in try outs for all school extra-curricular teams, clubs or groups.

4:02 Quitting A Sport

If a student quits a sport, he/she cannot move to the next sport until the previous sport has ended its regular season. The student will have a two week grace period to decide if he/she wants to participate or not. The student is to report to JHS Office until the regular season is over. If he/she does, the student will receive a NG on their report card

SECTION 5 STANDARDS OF BEHAVIOR

5:01 Discipline Policy

BEHAVIOR CODE

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school. All student behaviors in Perry Junior High are based on respect and consideration for the rights of others. Students will be courteous and respectful, obey the rules, model good behavior, and show care and consideration for self, others, and property. Rules and procedures exist for the welfare and safeguarding of all persons attending school. Students have the right to receive an education in a safe place, free from distractions, threats, or other factors that inhibit this process. Education is only possible when fair, reasonable, and consistent controls are in place to manage student behavior. We have one basic rule of conduct. We desire that all students accept the responsibility of self-discipline. Students are to conduct themselves as young ladies and gentlemen at all times. When a student demonstrates that they can't conduct themselves in a positive manner and infringes upon the rights of others to enjoy the freedom of self-discipline, the student must face the consequences of disciplinary action. Most school discipline is addressed through a progressive level of increasing consequences: such as warnings, detention, Saturday School, In-School Suspension (ISS) and

suspension are available for those students who find it difficult to conform to school policies. The level of discipline may be modified to fit the individual or unique circumstances, and certain behaviors exist for which there is zero tolerance. Our standards are high because our expectations are high.

PJH STUDENT EXPECTATIONS:

PJH student expectations are designed to promote student safety and develop traits of success. A student develops a positive self-image by making appropriate choices. Accepting responsibilities for inappropriate choices is an integral part of the learning process. Guidelines at PJH are simple, fair, and specific with clearly defined rewards and consequences.

Be Respectful

Politeness and Courtesy should be shown to all staff and students.

Be Properly Dressed

Follow the PJH Dress Code while on campus and at all school activities.

Be on Time

Be in your room, ready to learn, when the bell rings.

Be Prepared

Bring to class your binder, textbook, homework, and all other items required by each teacher.

Be on Task

Follow all directions given by any member of the PJH staff.

Be Appreciative of our Beautiful Campus

Use school equipment properly, and always clean up after yourself

Campus-Wide Rules:

The following procedures and rules apply to the entire Junior High School Campus:

- 1. CANDY AND SOFT DRINKS:** Students are not allowed to purchase beverages and snacks from vending machines on campus. No outside food or drinks allowed away from the cafeteria. Students are not allowed to have open drinks in the halls of the main building. Teachers will prevent the consumption of candy and soft drinks in their room.
- 2. ELECTRONIC DEVICES AND TOYS** such as a radio, tape, & CD player, mp3 players, I-pods, video games, lasers, etc are not allowed to be used on campus. Any disruption caused by an electronic device or toy may result in disciplinary action, including confiscation of the item.
- 3. THE USE OF CELL PHONES OR OTHER COMMUNICATION DEVICES** is not allowed during school hours (8:20 a.m. – 3:20 p.m.). Violation of the rule may result in temporary confiscation of the item and/or other disciplinary action. A parent/guardian may be required to come pick up a cell phone.
- 4. PUBLIC DISPLAY OF AFFECTION:** PJH emphasizes that students do not show any type of public display of affection while on school grounds.

CONTROL AND DISCIPLINE

School Law of Oklahoma Sec. 808:

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

5:02 Discipline Strategies

Lunch Detention

Lunch detention will be served for the entirety of their lunch period. Students will be given opportunity to eat a school lunch while serving lunch detention, no outside food will be allowed in lunch detention. Students are expected to arrive promptly after bell rings for lunch and are expected to bring some form of school related work to detention.

After School Detention

After school detention is after school from 3:25-4:00 p.m. The proctor will have the final decision on what the student is to be working on, either homework or assigned work. Students must go to the restroom before entering detention. There will be absolutely no talking. Please note: Detention will be held Monday – Thursday. If a student is serving three consecutive days of detention and it does not begin until Wednesday, he/she would serve Wednesday, Thursday, and Monday. A parent must call if an illness or emergency arises that entitles the student to an excused absence from after school detention. If a bus is leaving before 4:00 p.m. to attend a school function (ex. ballgame, contest, etc.) this will not be considered an excused absence. If a student skips detention, he/she will be reported to the office for further disciplinary action. Misbehavior in after school detention will result in additional days.

In School Suspension (ISS)

In-school suspension will be assigned by an administrator or his/her designee and may be viewed as an acceptable alternative to out-of-school suspension. A student assigned to in-school suspension (ISS) must serve from 8:20 a.m. to 3:20 p.m. in order for the day to count. An additional day will be required for any incomplete days during ISS regardless of the reason. If placed into ISS, the student will be isolated from other students and will be required to complete the day's work given by the student's teachers. All work must be complete and of acceptable quality before the student can re-enter the classroom. Any misbehavior or refusal to work while serving *in-school suspension* will be immediate grounds for out of school suspension. *In-school suspension is not an appealable offense.*

TUESDAY SCHOOL

1. Students assigned to Tuesday school may **not** be excused for work or activities; however, the session may be delayed until the next week providing the student/parent makes arrangements with the administrator in charge of the program. The session may then be made up the following week. Students refusing to attend the session will face disciplinary action.
2. The session will be conducted on Tuesday afternoons from 3:25 p.m. until 4:30 p.m. and will be open to student in grades 7 and 8.
3. Assignments to Tuesday school can be made for any part of the hour and half but only by the administration and supervision will be provided by professional staff members.
4. All sessions will be held in a Junior High school classroom or cafeteria.

5. Each student must come prepared to work for their assigned time. Music, card playing or other activities that are not academic in nature will not be permitted. Any student not prepared to work the entire time will be assigned another session.
6. Transportation to the session **will not** be provided by the district.
7. Students who are tardy without permission from administration will be assigned another time.
8. Breaks for students will be given at the discretion of the director.
9. Talking and socializing are not permitted at any time.
10. Seats are assigned by the Tuesday school director.
11. Students who will not comply with the guidelines of the Tuesday school or who cause further disturbances will face alternative disciplinary action.
12. Students are not allowed to sleep at any time.
13. Under special circumstances, the administration may allow a coach or activity director to provide an alternate time to make up the work missed.

Saturday School

Saturday School is from 8:00 a.m.-12:00 noon. Rules are:

1. Tardy students will not be admitted.
2. Students must bring his/her books and materials with him/her. Students will not be allowed to go to lockers.
3. Bathroom and drinks will be limited to scheduled breaks of 10 minutes only.
4. No talking or sleeping.
5. Do not move from your seat without permission
6. Raise your hand if you need assistance.
7. All school policies and dress codes apply to Saturday school.
8. Possible working on campus beautification.

Any rule violation or discipline problem will result in expulsion from Saturday school. Failure to attend a mandatory Saturday School will add another Saturday.

Campus Beautification / Community Service

Campus Beautification / Community Service includes but is not limited to the following: Sweeping & wiping down tables/desks at school, picking up around campus, cleaning busses, etc. Community Service could also be assigned outside of school.

Out-of-School Suspension

Short term suspension is an out-of-school suspension up to 3 days. Long term suspension is an out-of school suspension up to and including 10 days and possible suspension approved by the Board of Education for the remainder of the semester and possibly the succeeding semester. For suspensions in excess of three days, an evidentiary hearing may be requested by the student or parent.

When a student is placed on out-of-school (OSS) suspension, the student does not report to school. He/she may not attend or participate in any school-sponsored

activity/extracurricular activity. The student may make-up the missed work by making arrangements through the office.

Classroom Management

Each teacher will have the classroom rules and procedures for discipline posted. Many behaviors should be successfully managed by the classroom teacher.

Level I Misconducts

Examples include but are not limited to the following: running, excessive noise, chewing gum, cheating/copying, refusal to participate, tardiness, failure to bring material/work to class, zeros, talking, paper throwing, etc.

Disciplinary Option: Options are a part of each teacher's discipline plan.

Principal's Office

Level II Misconducts

Examples include but are not limited to the following: Improper dress, disrespect toward adult, possession of electronics (including cell phones), hallway disruptions, inappropriate language, continual repeated violations of Level I misconducts, etc.

Disciplinary Options: Community Service, Lunch and/or After School Detention, ISS, Tuesday School, Saturday School

Level III Misconducts

These are misbehaviors that seriously disrupt the orderly educational program in the classroom and/or school related activities. Level III Misconduct can also be defined as chronic or repeated instances of Level I or II acts. Examples include but are not limited to the following: disruptive behavior, fighting, stealing, serious acts of disobedience, severe disrespect or blatant failure to comply with a reasonable request.

Disciplinary Options: ISS, Tuesday School, Saturday School, Suspension, Community Service

Zero Tolerance for Fighting

Fighting will not be tolerated at Perry Junior High. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence. Any student who strikes another person, regardless of whom strikes first, may be subject to the following consequences and/or suspension up to the remainder of the school year.

1st Offense- Three (3) days in-school or out-of-school suspension

2nd Offense- Five (5) days out-of-school suspension

3rd Offense- Long term out-of-school suspension

Level IV Misconducts

These acts of misconduct include those misbehaviors and/or illegal acts which threaten to impair the educational efficiency of the school, and/or which must seriously disrupt the orderly educational process in the classroom and/or the school. Examples include but are not limited to the following: repeat offenses of Level III Misconduct, gang related activity, use or possession of any drug (alcohol, narcotics, tobacco, stimulant drugs), damage or destruction of school or private property, assault or causing personal injury, sexual harassment, exposure, and possession of weapons and dangerous instruments

Disciplinary Options: Out-of-School Suspension, Alternative Education

5:03 Suspension Appeal Process

Less than 10 days:

Step 1: If a student or parent wishes to appeal a suspension, they shall notify the Superintendent in writing within 10 days following the suspension or the notice of intent to suspend.

Step 2: Upon receiving notice of a student's intent to appeal, the Superintendent shall advise the Board of Education. The Board of Education shall hear the appeal within 10 days from the date the notice of intent is filed with the Superintendent. The Superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

Step 3: During the hearing of the appeal before the Board of Education, the student or the student's parents shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.

Step 4: The Board of Education shall determine the guilt or innocence of the student and reasonableness of the term of the suspension. The Board of Education may uphold, overrule, or modify the suspension. The student and the student's parents shall be notified within 5 days of the decision. The decision of the Board of Education shall be final.

More than 10 days:

Step 1: The student or the student's parents, shall notify the Superintendent within 10 days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

Step 2: Upon receiving notice of the student's intent to appeal, the Superintendent shall advise the Board of Education. The Board of Education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The Board of Education or hearing officer shall hear the appeal within 10 days from the date the notice of intent is filed with the Superintendent. The Superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

Step 3: During the hearing of the appeal before the Board of Education or hearing officer, the student or the student's parents shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

Step 4: The Board of Education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Board of Education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parents shall be notified within 5 days of the decision. The decision of the board of education or

hearing officer shall be final.

5:04 Possession of a Dangerous Weapon in School

According to Section 1031, School Laws of Oklahoma, "It shall be unlawful for any person, except a peace officer or other person authorized by the Board of Education of that district or governing body of public or private school, to have in his or her possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon designated in Section 1272 of this title."

Possession of a dangerous weapon while on school property or while being transported in a school vehicle will result in out-of school suspension of not less than one year and subsequent fines for a felonious act as provided for in the law.

5:05 Misconduct at School Activities

Inappropriate actions while at school or while attending school activities are unacceptable behavior. Students engaging in any act of gross misconduct including flagrant discourtesy, abusive or vile language, physical abuse, disruptive behavior, or deliberate insubordination shall be referred to the principal for appropriate action. **Such behavior may be grounds for suspension.**

5:06 Harassment, Intimidation & Bullying

Harassment, intimidation, and bullying is defined in Oklahoma law as any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm on the student's person or damage to the student's property, or insult or demean any student or groups of students in such a way to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include but are not limited to a gesture or written, verbal, or physical act. The prohibition against harassment, intimidation, and bullying extends to such acts on school premises, in school vehicles or designated school bus stops, at school-sponsored activities, at school sanctioned events, or at any other activity or place that has a connection with a school activity.

5:07 Hazing

House Bill 1906 prohibits hazing by any student organization or any person associated with any organization sanctioned by any governing board of any public or private school or institution of higher education. Hazing consists of harassment, abuse or humiliation of any student by way of initiation. **Participation in any form of hazing will result in out of school suspension.**

5:08 Search of Students and Property

The superintendent or principal of any pupil in school in the state of Oklahoma, or any teacher or security personnel, will have the authority to detain or authorize the search of any pupil or pupils on any school ground premises or while in transit under the authority of the school, or a function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, such as illegal drugs, as defined in the Uniform Controlled Dangerous Substances Act and hereinafter referred to as controlled dangerous substances. The superintendent or

principal authorizing such search will be responsible for obtaining any warrant or other authorization necessary to conduct such search. A person of the same sex as the person being searched will conduct the search. Authority is given to school administrators to conduct a search of any pupil or property in the possession of a pupil, including a car, on any school premises, or while in transit under the authority of the school, or while attending any function sponsored by the school, when reasonable suspicion exists to suspect the possession of the following:

1. Dangerous weapons.
2. Controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act.
3. Intoxicating beverages.
4. Non-intoxicating beverages, as defined by Section 163.2 of Title 37 of Oklahoma Statutes.
5. Missing or stolen property if said property were reasonably suspected to have been taken from a pupil, a school employee, or the school during activities.

If during the investigation, reasonable suspicion has occurred, the administration will have the latitude to search individuals, lockers, cars, or any other direction (s) that the evidence provides. Students shall not have any reasonable expectations of privacy towards school administrators or teachers in the contents of lockers, desks, their car when parked on or within sight of Perry Public Schools, or other school property. A drug dog may assist in the search. If search results are not conclusive, the police will be called.

5:09 Drugs and Alcohol

The use, possession, or consumption of drugs, drug paraphernalia and alcohol is not permitted anywhere on campus, within 1000 feet of any school facility, or at school activities, including but not limited to, those sponsored by OSSAA. School administrators have a device, which can detect whether or not a student has consumed alcohol. Students may not attend; participate in school, or in school-sponsored activities under the influence of drugs or alcohol. No alcohol, drugs, drug paraphernalia are to be brought on campus by students, including the students' automobiles. Students will not be allowed to participate in any school activity while on suspension, including prom and or graduation exercises. When the drug dog is on campus all cars and lockers will be checked for the presence of drugs. If the drug dog alerts, reasonable suspicion is created. The handler will notify the administration if reasonable suspicion has occurred. If the dog alerts on a student, student's car, or locker, administrators will make an attempt to call the parent or guardian. The student, car, or locker will be searched. The Perry Police Department will be notified, if needed

5:10 Possession and Use of Tobacco

The Board of Education understands the concern expressed by parents, educators, students, and other community members regarding the adverse effects of tobacco 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 Oklahoma Law and wishes of parents, educators, and students, tobacco in any form, or tobacco products of any kind will not be used or possessed by students while on

school premises. Tobacco should not be possessed or used by students attending any school sponsored event outside school premises, or while in transport to or from such an event in school authorized vehicles. All students are forbidden from smoking and/or dipping on or near school property. This includes the area surrounding the school which is in view from school property, in vehicles driving by the school and in the parking lot. Possession of tobacco may be punishable by Suspension. It will be immediate referral to the police.

5:11 Tardy Policy

All teachers will implement the following policy in an effort to create an environment of fairness to all students. A student is tardy when he/she has not crossed the threshold of the classroom before the end of the last bell. A student who is detained must have a proper slip or he/she is counted tardy. All tardies will be documented and counted **by semester**. Students who fail to arrive during the first 15 minutes of class will be counted absent for that hour. If a student is considered tardy, the teaching staff and administration will follow the tardy program below:

- 1st Tardy: Teacher warns student and documents tardy
- 2nd Tardy: Teacher warns student and documents tardy
- 3rd Tardy: Teacher sends a notice to the office of a 3rd tardy, a noon detention is assigned and parents are contacted.
- 4th Tardy: After school detention is assigned and parents contacted.
- 5th Tardy: Saturday School is assigned and parents sign contract.

5:12 Personal Appearance

Good standards of dress and appearance reflect good judgment and poise, increase maturity and help create the business-like and purposeful atmosphere at a good school. A student's appearance should not distract classmates from the important task of learning. If the parent/guardian or the student has a question regarding whether an item of clothing is or is not allowed by this code, they have the responsibility to approach the principal before the article is worn to school to obtain a decision regarding its admissibility under this code. If in doubt, the student should bring a change of clothes to school.

5:13 Dress Code

DRESS CODE

Good grooming promotes pride and good behavior and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents, and students. It is the intent of the student dress code to permit students to dress according to fashion, and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. Our primary concern is to provide for the health, safety, and welfare of all students.

Students at Perry Junior High are expected to dress properly and be well groomed at school and while representing the school. The appearance of Perry students is a direct reflection on the school, and all students are asked to keep this utmost in mind in their selection of apparel to be worn at school and school activities.

In order to allow students to dress comfortably, tastefully, and within the dictates of fashion, the following guidelines are to be utilized in the student's selection of school attire and are **SUBJECT TO THE PRINCIPAL'S DISCRETION:**

1. Dress as clean and neat as possible.
2. Dress in clothing of proper size for you. (For example, sleeve lengths, waist size, leg lengths and widths of all trousers, jeans. etc. - **NO SAGGING.**)
3. Wearing shirts as jackets is acceptable, as long as the garment fits, is clean and neat, and shirt length is neither a distraction nor hazardous.
4. Other minimum requirements are given as follows to provide for student safety, comfort, and to minimize possible student distraction or embarrassment:
 - A. **BLOUSES, SHIRTS, TOPS OF ANY KIND, IF TOO REVEALING, ARE NOT ACCEPTABLE AS SCHOOL APPAREL.** Tank tops and fishnet tops, or any clothing exposing the stomach is prohibited at school. Also, avoid exaggerated sleeve openings that may prove to be uncomfortable or too revealing. Top of sleeves should be at least three finger tips wide. Sleeve openings need to fit under the arm and must be hemmed. Clothing must cover the back, and all parts of undergarments must be covered at all times.
 - B. Students must wear shoes while at school. Most street shoes are acceptable. Athletic shoes with cleats and house shoes/slippers are prohibited in all buildings.
 - C. Skirts and dresses: The skirt or dress shall not be conspicuous or indecent. **SKIRTS OR DRESSES MUST BE NO SHORTER THAN MID-THIGH.**
 - D. Shorts: **ATHLETIC SHORTS ARE NOT ALLOWED AS CLASSROOM ATTIRE.** Shorts, including bicycle shorts, must **BE AT LEAST AS LONG AS THE TIPS OF THE FINGERS WITH THE STUDENT'S ARMS HANGING RELAXED AT HIS OR HER SIDES.** No bicycle shorts may be worn, unless long shorts or skirts are worn over them. **LONGER, KNEE-LENGTH SHORTS ARE MORE APPROPRIATE FOR SCHOOL.**
 - E. Pants: Form-fitting stretch materials, such as **TIGHTS AND LEGGINGS**, may be worn only under other garments, which are at least fingertip length and meet the other provisions of the dress code, **PANTS WHICH HAVE HOLES ABOVE THE MID-THIGH ARE NOT PERMITTED.** Pajama bottoms are not acceptable as school attire. Warm-up pants with snaps up the side are also unacceptable.
 - F. No long or large coats or sunglasses will be worn inside the building.
 - G. Distracting hair color, face or body painting, non-prescription contact lenses, body piercing, or any other clothing or jewelry which interferes with the atmosphere of learning will not be tolerated. Earrings may be worn only in the ear and at a length that is not dangerous or a distraction.
 - H. Signs, slogans, and jewelry that are obscene or promote violent or illicit behavior are prohibited at school and at school activities. Patches or monograms having one or more meanings, one of which is obscene or of an illicit nature, are also prohibited. Included are T-shirts that advertise tobacco products, alcohol, controlled drugs or drug paraphernalia, or any other generally unacceptable materials. Gang attire will not be worn at school or school related activities.

- I. Neck chains, which are heavy and thick and could cause injury, are not permitted at school. Necklaces, rings or bracelets that have long spikes sticking out are also unacceptable.
- J. For health reasons, students will not exchange jackets or hats. It would be helpful to have some form of identification on students' personal items, especially expensive jackets and hats, so the items may be returned to the rightful owners if they are lost.
- K. **ENFORCEMENT OF THE DRESS CODE:** Students who fail to comply with the dress code will not be permitted to attend class until proper dress is acquired. Provisions of the dress code are applicable to the school day and to school related activities. Exception and modifications of a provision of the dress code may be authorized by the building principal or assistant principal for a specific school related activity.

5:14 Disciplinary Action for Dress Code Violations

Failure to follow the school dress code while at school will result in the following:

First Offense – students will be given a verbal warning. Students will remain in the ISS room on the day of the violation until a change of clothing is available or the school day ends.

Second Offense – student will be assigned to ISS for the remainder of the day of the violation until a change of clothes is available and will be assigned an After School Detention (ASD).

Third Offense – student will be assigned to ISS for the remainder of the day of the violation; in addition the student will be assigned Saturday School.

Four or More Offenses – student will be placed on home based studies for a minimum of 3 days or a maximum of 45 days.

Any student who blatantly refuses to abide by the dress code or cooperate with administration concerning dress code will be subject to home based studies.

5:15 Cell Phones and Other Wireless Telecommunication Devices

It is the policy of the Board of Education that students be allowed to possess a wireless telecommunication device (Cell Phone) while on school premises, while in transit under the authority of the school, or while attending any function sponsored or authorized by the school **provided that cell phones must remain turned off and non-visible during school hours (8:20 – 3:20)** Students violating this rule will have their phones confiscated and will receive discipline notices. Parents must pick up confiscated phones from the Junior High School office.

Any student using the camera feature of their cell phone will be subject to the consequences listed below in addition to any other applicable discipline. Please read the consequences listed below very carefully as no exception will be made in terms of returning cell phones prior to the times stated below.

- 1st offense: Phone is turned in to the Principal, student is warned and parent contact is made. Phone is kept until the end of the day and returned to student with warning.
 - 2nd offense: Phone is turned into the Principal and kept in the principal's office. Parent is contacted and a noon detention will be assigned. A parent/guardian may pick up the cell phone during school hours the **day after the noon detention has been served.**
 - 3rd offense: Phone will be taken from the student and kept in the principal's office, parent will be contacted and one day of after school detention will be assigned. A parent/guardian may pick up the cell phone during school hours the day after the detention has been completed. **The phone may not be brought back to school.**
- ***After 3rd offense: Phone will be taken from the student and kept in the principal's office, parent will be contacted and **one day of out of school suspension will be assigned.** A parent/guardian may pick up the cell phone during school hours the day after the out of school suspension is served. **The phone may not be brought back to school.**

Possession of a cellular telephone or wireless telecommunication device by a student is a privilege which may be forfeited by a student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege. Students who are found in possession of wireless telecommunication devices during the regular school day on school premises other than allowed by this policy shall be in violation of policy. Disciplinary actions will be determined by the nature, severity, and frequency of such violations. Students who choose to bring cell phones to school do so at their own risk. The school district assumes no liability for lost or stolen cell phones.

****Cell phones in use at school will be taken to the office and returned to a parent or guardian only.**

5:16 Other Electronic Devices

Electronic Devices are not permitted at school. These devices include, but are not limited to, CDs, CD players, MP3 players, Game devices, digital cameras, ipods, etc. Items found to be in use at school will be confiscated and turned into the office. These items will be returned to a parent or guardian only. The school is not responsible for lost or stolen devices.

Consequences for other electronic devices will follow the same progression as consequences for cell phones.

5:17 Outside Food and/or Drinks

Outside food and/or drinks will not be allowed on the Perry Junior High Campus. Students who bring outside food or drinks will be asked to dispose of them. Students may receive a noon detention or a Saturday School for repeated infractions.

5:18 Public Display of Affection

Students who, after being warned, persist in embracing or kissing will be referred to the counselor for discussion regarding proper conduct in public places. Repeated incidents will result in parents being contacted and further action being taken.

5:19 Safety Drills

Perry Junior High School will conduct a minimum of ten (10) safety drills each year. The ten (10) drills shall consist of the following:

1. Lockdown drills. A minimum of one (1) lockdown drill will be conducted during each semester with a minimum of two (2) for the school year. Lockdown drills will be conducted for the purpose of securing the school building to prevent or mitigate injuries that may result from a threat on or near the school.
2. Fire drills. A minimum of two (2) fire drills will be conducted each school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester.
3. Intruder drills. A minimum of two (2) intruder drills will be conducted per school year. Each intruder drill shall be conducted within the first fifteen (15) days of each semester. Intruder drills are conducted for the purpose of mitigating injuries by executing a plan as an alternative to the lockdown method.
4. Tornado drills. Two tornado drills shall be conducted during the school year. Tornado drills are required to be conducted in the months of September and March.
5. Safety drills. As required by policy a minimum of two (2) safety drills per year will be conducted. A safety drill can consist of any of the aforementioned drills.

5:20 Items not addressed

Any items not addressed in the handbook will be dealt with at the discretion of the building Principal.