

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Varnum High School. The faculty and staff join me in saying we are happy to have you as part of the Varnum school system. We hope that this will be a successful and satisfying year for you.

The pages of the handbook are filled with important information regarding policy and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between the school and home is important to the success of our educational program.

We welcome your participation and support during the school year. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

David Brewer
Superintendent

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VARNUM HIGH SCHOOL
HOME OF THE WHIPPETS

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David Brewer – SUPERINTENDENT
Kevin Romine – PRINCIPAL & ACTIVITY
DIRECTOR

GENERAL NOTE

This handbook is printed so that all students and their parents may become acquainted with general information concerning Varnum Schools as well as to familiarize themselves with Board of Education and administrative policies, rules, and regulations.

Varnum Public Schools are in conformity with the Civil Rights Act of 1964 and Title IX Educational Amendments Act of 1972.

All class offerings, courses, clubs, and extracurricular activities offered at Varnum Public Schools are open to all students regardless of race, creed, national origin, or sex. The student must meet the necessary prerequisites of grade level and grade point average for admittance to any given course, club or activity.

PUBLIC NOTICE FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Varnum Public School District has developed policies and procedures designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). Copies of district policies are available for review in the office of the superintendent, each principal's office, and high school counselor's office. This policy provides the right for a parent/eligible student to:

1. Inspect and review the student records.
2. Request to amend records.
3. Consent to disclosure of identifiable information.
4. File with the U.S. Department of Education a complaint.
5. Obtain a copy of the policy from the building principal upon personal or written request.

6. Be provided translation if primary or home language is other than English.

{Ref. FL, FL-R, FLE in Varnum School Policy Manual)

AHERA NOTICE TO PUBLIC

Varnum Public School has been inspected for asbestos using the Asbestos Hazard Response Act (AHERA) guidelines. At this time, we are able to report to you that asbestos has been found, in only slight amounts, in several areas of the school district facilities. The asbestos, its location, and the approved handling techniques are discussed in the management plan that has been written for this district. A copy of the entire Management Plan, as submitted to the Department of Health, is on file and is open for inspection in the Superintendent's Office.

(Ref. CKE in Varnum School Policy Manuel)

GUIDANCE AND COUNSELING SERVICES

The purpose of the Varnum School guidance program is to assist individuals to make appropriate decisions and adjustments in the light of their own interests, abilities, and levels of aspiration. Counselors will assist students in understanding themselves and their opportunities, in accepting the responsibility for choices they make, and in following a course of action in harmony with their choices.

One of the goals of the guidance department is to see every student through group guidance sessions. During these sessions, the counselor will talk about educational plans, vocational plans, and/or school problems of any nature. The counselor is available

for private individual conferences to answer any questions students may have.

ACTIVITIES

Activities at Varnum School include, but are not limited to: Freshman, Sophomore, Junior, and Senior Class, Honor Society, Student Council, Student Publications and 4-H Club.

ACTIVITY TRIPS

Students will go and return in the school bus or transportation provided by the school. Parents must make special arrangements with the sponsor for the students to return from the activity in any way other than transportation provided by the school. Students will only be released to the parent/guardian at the activity.

ACTIVITY ABSENCES

The regulations of the Oklahoma Activities Association, which requires a student to be in attendance in every class a minimum of 90 percent of the time in order to be eligible for school activities, will be enforced. The principal of the high school will set up appropriate procedures to be assured that the eligibility of the student pertaining to attendance in class, as well as of making passing grades, is enforced.

The principal will have the right to use his discretion on any problem that might arise.

In keeping with this policy, the following procedures will also be adhered to in order that absences will be kept to a minimum.

1. Since spring activities contribute heavily to the number of days students miss class, the principal will meet with the

directors and staff and review the schedule for each activity and will approve the schedule, with a minimum of games or activities on each schedule. Every effort will be made to hold these events after school and on Saturdays.

2. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten for any one-class period of each school year. Excluded from this number are state and national levels of school-sponsored contest. State and national contests are those for which a student must earn the right to compete.
3. Students who miss class in order to participate in a school-sponsored activity should pick up assignment sheets prior to missing class and be ready to turn in work upon returning to class. Students who fail to adhere to the make-up assignment policy shall be in violation of school rules and regulations.

HOW TO BE AN ELIGIBLE ATHLETE

The Oklahoma High School Activity Association rule governing scholastic eligibility requires that a student maintain passing grades in all subjects up to the end of the week preceding the event.

A passing grade is considered to mean work of such quality that credit would be granted if the semester were to close at that time. Eligibility is therefore determined not necessarily on the basis of one week's work, but on the cumulative period through the week preceding the activity. Students determined to be ineligible on Friday of reporting

week will begin ineligibility on Monday and remain so through the following Sunday. If an ineligible student participates in an event, forfeiture of any individual or team awards or prizes may be deemed warranted when a written protest is filed and upheld within five days of participation. Any additional OSSAA eligibility requirements will be enforced. (six weeks hardship, etc...)

Above rules apply to all extracurricular activities.
(Ref. FMA-R1 in Varnum School Policy Manuel)

ENTRANCE REQUIREMENTS

For admission to Varnum High School, a student must be a resident of this school district or a legal transfer, must be living with parents or legal guardian as defined by the Oklahoma State Statutes, and must willingly abide by the rules and guidelines set for our school.

STUDENT CLASS LOAD

All freshman, sophomores and juniors shall be enrolled in seven classes unless a hardship case can be established. A senior may be granted the privilege of enrolling in fewer than seven classes in order to be concurrently enrolled, provided he or she is enrolled in a sufficient number of courses to complete all requirements for graduation.

GRADUATION REQUIREMENTS

The Varnum Board of Education recognizes that a 12 year course of study in certain specific areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. therefore, it is the policy of the Board of Education that a minimum of 24 units of

credit be earned in the subject areas listed below to be eligible for graduation. Beginning with the 2005-06 school year, in order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

Language Arts

Science

4 Units or sets of competencies

3 Units or sets of competencies

1 Unit of Grammar and Composition

1 Unit of Biology I*

And 3 Units which may include;

And 2 Units which may include:

American Literature

Chemistry I

English Literature

Physics

World Literature

Biology II

Advanced English Courses

Chemistry II

Other English courses with content

Physical Science

And/or rigor equal to or above

Earth Science

Grammar and composition

Botany

Zoology

Mathematics

Physiology

3 Units or sets of competencies

Astronomy

1 Unit of Algebra I*

Applied Biology/Chemistry

And

Applied Physics

2 Units which may include:

- Principles of Technology
- Algebra II
 - Qualified agriculture ed. courses
- Geometry*
 - Contextual Science courses that enhance
- Trigonometry
 - technology preparation whether taught
- Math Analysis or Pre-Calculus
 - at a comprehensive high school or
- Statistics and/or Probability
 - technology center school when taken
- Calculus
 - in the tenth, eleventh, or twelfth grade,
- Computer Science I and II
 - taught by a certified teacher, and
- Intermediate Algebra
 - approved by the State Board of
- Mathematics of Finance
 - Education and the district board of
- Contextual mathematics courses that enhance
 - education.
- Technology preparation whether taught at a
 - Science courses taught at a technology
- Comprehensive high school or technology
 - center school by a certified teacher
- Center school when taken in the tenth,
 - in the secondary subject area when
- Eleventh, or twelfth grade, taught by a certified
 - taken in the tenth, eleventh, or
- Teacher, and approved by the State Board of
 - twelfth grade, upon approval of the
- Education and the district Board of
 - State Board of Education and the
- Mathematics courses taught at a technology
 - district Board of Education.
- Center school by a teacher certified in the
 - Other science courses with content and/or

Secondary subject area when taken in the
 rigor equal to or above Biology I.
 Tenth, eleventh, or twelfth grade upon
 Approval of the State Board of Education
 and the district Board of Education.
 Other mathematics courses with content and/or
 rigor equal to or above Algebra I.

- These courses may be taught in a contextual methodology.

Social Studies

The Arts

3 Units or sets of competencies
 2 Units or sets of competencies
 1 Unit of United States History
 ½ to 1 Unit of U.S. Government
 ½ Unit of Oklahoma History
 ½ to 1 Unit which may include:

Electives

World History
 8 Units or sets of competencies
 Geography
 Economics
 Anthropology
 Other social studies courses with content and/or
 rigor equal to or above the United States History,
 United States Government and Oklahoma History.

	—
Total	24

All students are strongly encouraged to complete 2 units or sets of competencies of foreign language classes and two units or sets of competencies of

physical and health education as part of the core curriculum.

Credit may be given for the above referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained. Varnum High School students who attend Gordon Cooper Technology Center will be allowed to obtain all graduation credits allowed per approval of the Oklahoma State Department of Education.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation

requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the state Department of Education. All exceptions and the reason therefore shall be reported to the State Department of Education on or before July 1 of each year.

(Ref. EIED in Varnum School Policy Manuel)

GRADES

The following grading scale will be used in the Varnum School System.

Grade	Numerical Equivalent	Meaning
A	90-100	Excellent Progress
B	80-89	Good Progress
C	70-79	Average Progress
D	60-69	Passing
F	Below 60	Failure, no credit earned
I		Incomplete, makeup required

ACADEMIC RETENTION/MATRICULATION

Students below the high school level who fail to pass three or more academic subjects shall be candidates for retention. A faculty committee on retention and promotion shall make the final determination regarding promotions and retention.

The committee shall be appointed by the principal. Academic subjects shall be defined as history, math, English, science, and literature.

Promotion – Promotion of a high school student shall be based on earned units. Assignment to high school grades shall be made in accordance with the following classification schedule:

1. Ninth grade-completion0-6 units
2. Tenth grade-completion.6-12 units
4. Eleventh grade-completion12-18 units
5. Twelfth grade-completion18-24 units
6. Graduation upon completion of 24 units.

Promotion and Retention for Special Education Students – Students enrolled in special education shall be promoted and retained according to the student’s IEP and the IEP committee’s decision. A student in special education can receive a failing grade. He/She cannot fail because the academic level is too high (that is, not an appropriate program), but failing grades may be given because of refusal to do work within capability and poor attendance. However, when the prospect of failure appears, consideration should be given to addressing the problem on the IEP with the idea of alleviating it. Failure cannot be caused as a result of the handicapping condition.

(Ref. EIE-R in Varnum School Policy Manuel)

WITHDRAWAL FROM SCHOOL

In order to insure proper handling of school records and to facilitate entrance to another school, a student wishing to withdraw from school should:

1. Have a parent call, come into the office, or write a note explaining the reason for withdrawal.
2. Obtain a withdrawal notice from the principal's office as early as possible on the day he/she intends to check out of school.
3. Have the withdrawal notice properly endorsed by all subject teachers, the librarian, the nutrition clerk and the principal.
4. Bring completed withdrawal notice to the office by 2:40 p.m.
5. A student should have in his/her possession the following items before leaving school:
 - a. withdrawal notice
 - b. physical education equipment and other personal belongings, and
 - c. final clearance and all bills paid from the principal's office.

CLASS CHANGES

Students cannot change classes after the first week of each semester. The building principal must approve all schedule changes.

TRANSCRIPTS

Transcripts needed for transfer, military use, scholarship consideration, and college applications or prospective employer information may be requested from the office. A fee may be charged for additional copies.

ACADEMIC EXCELLENCE

Students at Varnum High School are eligible for various activities and academic awards based on scholarship, leadership, sportsmanship, and improvement in class work.

HONOR ROLL

When computing grade point averages for the semester honor roll, students who have a “B” average will be named to the school honor roll.

Honor Roll will be based on semester grades only. Students are responsible for filing applications for the honor roll.

Those students who have an “A” in all subjects will be named to the Superintendent’s Honor Roll. (Ref. EIDA in Varnum School Policy Manuel)

ACADEMIC HONORS

Valedictorian and Salutatorian, of the senior class (based upon seven (7) semesters cumulative GPA) will be recognized during the end of the year activities. These awards will be based on a 4.0 grading scale for work completed toward graduation requirements.

Eighth Grade Valedictorian and Salutatorian awards will be awarded based on three (3) semesters of work.

(Ref. EIC-R in Varnum School Policy Manuel)

STUDENT COUNCIL

The Student Council was formed to give the student body, through its elected representatives, a voice in school affairs. In many areas, the Council is very effective in making a better school. The projects it sponsors are for helping the faculty and

administration to enhance the social, spiritual, and character development of the student body.

SCHOOL BREAKFAST AND LUNCH

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced breakfast and lunch is offered at a reasonable price. The cafeteria management and your fellow students will appreciate your cooperation in:

1. depositing all lunch litter in wastebasket,
2. returning all trays and utensils to the dishwashing area, and
3. Leaving the table and the floor around our place in a clean condition for others.

FIRE, LOCKDOWN AND TORNADO DRILLS

Three kinds of drills are required by law and are important safety precautions. All drills will be conducted at regular intervals throughout the year. Instructions for drills have been carefully planned, and the student will find a copy of these on the bulletin board of each classroom. Also, each teacher will go over these instructions with each class during the first week of school.

MEDICAL RELEASE FORM

All students who participate in athletic activities at Varnum High School and Junior High must have a signed medical release form on file.

INSURANCE

In conjunction with an insurance company, Varnum Schools offer its students an opportunity to participate in a school group accident policy. Each

student will have an opportunity to purchase this insurance through the principal's office.

LIBRARY

Varnum School provides and maintains a library/media center of outstanding quality for its students. A librarian is employed to care for this facility and to assist students in finding what they need. The student must pay for loss or damaged books and materials in the center. The library will be open each morning at 8:00 a.m. only for the purpose of study and checking in and out books. The library will remain open until 2:30 p.m. each school day.

MY STUFF/LOCKERS

Lockers are assigned early in the year. It is recommended that each student purchase a quality lock and place it on his/her locker to insure its content against theft or damage. It is recommended that lockers remain locked, as the school cannot assume responsibility or liability for books and articles missing from lockers. Locks on lockers should have a duplicate key in the office. Students should not exchange lockers without clearance from the building principal. Keep lockers neat and clean at all times, and close locker doors quietly. Hall and PE lockers are the property of the school and may be checked.

STUDENT FEES

Student fees may be charged in some classes and activities. These fees must be paid by the end of the third week. Students who have past due accounts on fees and fund-raising accounts will not be eligible to participate in activities.

(Ref. FP-R in Varnum School Policy Manuel)

TEXTBOOKS

When books are issued, the teacher will write the student's name in ink on the label in the books issued to the student and the logbook number in the teacher's grade book. The student in whose name the book is issued must pay for books lost or damaged. Books should not be left lying about the school grounds. The way you care for your books will reflect your appreciation of the free textbook plan.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy toward teachers, fellow students, guests, and the officials of the school athletic events.
2. Pride in everything our school endeavors to accomplish and has accomplished
3. Sportsmanship and the ability to win and lose gracefully. School spirit means loyalty to all functions of the school.

HOMEWORK

Homework by the student is encouraged when it is necessary to supplement or strengthen regular class work. All students profit from a certain amount of systematic home study. Homework will be graded and returned by the instructor within one

calendar week. If not the student will receive 100% credit for that work not returned.

ATTENDANCE

It is expected that all students will be in class as much as absolutely possible. Grade cards sent to parents at the end of each nine weeks period will show the number of days missed and tardy in each class. Absences are to be recorded by the teacher if the student is not present, no matter what the reason and these reports are to be kept up-to-date.

1. A student, grades 7-12, which attends Varnum Public Schools will be allowed 9 absences for any reason (except truancy) during a semester. On the 10th absence of any class period during a semester, the student will be assigned to In School Detention.
2. If a student exceeds 9 absences in a class period or exceeds 9 absences up to 4 class periods (1/2 day) the student will be assigned 1 day of In School Detention. If a student exceeds 9 absences in 5 class periods or more that student will receive two In School Detentions.
3. Teachers will be required to provide supplemental or make-up work to all students who are assigned In School Detention. The work will be graded and grades will be recorded.
4. The Principal will notify parents of students who have been assigned In School Detention. In case of absences during school that are of catastrophic nature or an emergency related which

causes the student to exceed their allotted absences, the Principal has the right to waive absences, if she so chooses.

5. On any absence, all students are required to make up their schoolwork. All work that was missed must be completed within three days of return of student to school. If work is not completed within three days, the grade will be recorded as a zero.
6. There is no provision for absences prior to end of the school year. No provision is made for students to be absent prior to the end of the year.
7. Suspension Absences: Students who miss school because of a suspension will be allowed to make up any and all schoolwork. Students will be given a zero only if they fail to turn in required work.

SEMESTER EXAMINATIONS

Teachers at all grade levels must stress study techniques (how to outline, scan, etc...) as well as test-taking techniques in order for students to be adequately prepared for post-secondary education. Nine weeks and Semester tests shall not count more than ONE regular test grade.

Student at Varnum High School and Junior High may be exempt from taking semester tests for their respective classes if they have:

1. Not been truant, unexcused, or involved in disciplinary action during the semester. Disciplinary action is defined as suspension for any reason. (Students

- not checking out properly from school are considered truant.)
2. A grade of A, B or C and no more than 3 excused absences.
 3. For test exemption purposes, 3 unexcused tardies are equal to 1 excused absence. (Teacher grade book is authority for determining absences and tardies for test exemption purposes.)

TARDY TO CLASS

Varnum Public School attendance will be taken during the first part of each class period. Students more than 20 minutes late for a class will be considered absent. Students will be assigned noon detention on their 4th unexcused tardy or more. Also 3 tardies will result in an absence and that absence will be counted toward the nine absences allowed in a semester.

HALL PASSING PERIOD

Five minutes are allowed between classes. Pass directly from one class to the next; avoid all unnecessary confusion.

LEAVING SCHOOL

Passes for leaving School: A Student is not permitted to leave the school grounds at any time during the school day without permission from the principal. If he/she must leave the campus because

of illness or another emergency, he/she must sign out in the attendance office.

Failure to follow proper procedure will cause the student to be considered truant.

HALL PASSES

Hall Passes: A student is not permitted in the halls during class periods unless he/she is accompanied by a teacher or has permission from an authorized staff member.

ENTERING OR LEAVING SCHOOL

1. If it becomes necessary for a student to remain at home due to illness or because of an appointment with a physician and returns to school during the school day, it will be necessary for the student to report to the principal's office in order to clear his/her record. All appointments should be made before school, after school, or on weekends. No student may leave school for any reason unless he/she has permission from the principal's office before he/she leaves. A phone call by the parent is the best way to ensure that a student is checked out properly and may be excused. The parents must pick up the student at the school. The student, upon return from his/her appointment, clears through the principal's office before returning to class. If it becomes necessary for a student to leave during the school day, he/she must secure permission to leave from the principal.
2. All students are encouraged to be in every class period. There is no way that a school can be expected to teach students as much as necessary if the student is not in class. Any student who

misses a particular class for more than 20 percent of the time the class is in session will not receive credit for that particular time in question. This record shall be kept on a semester basis, and students who are not in attendance for at least 80 percent of the time will be given a failing grade in the class for that reporting period. Parents should contact the Superintendent and make provisions for a homebound tutor if the student will be out of school for an extended period of time. The principal retains the right to rule on any special problem that might arise due to unscheduled activities and/or illness.

STUDENT BEHAVIOR

Boys and girls will naturally form friendships in school, but displays of being overly affectionate are not acceptable at school or at school-sponsored activities. Violation of this policy will result in disciplinary action.

FOOD, CANDY AND DRINKS

The eating of food, candy or drinks in the halls or classrooms of Varnum Schools will not be allowed except in designated areas and at designated times.

RESTROOMS

The restrooms are yours. You should take pride in keeping markings and disfigurements of any kind from the walls. The condition of the restrooms and

halls of our buildings sometimes judge us as a school. Dispose of towels in the baskets provided for them. Your help in proper use of the restrooms is appreciated.

ITEMS PROHIBITED AT SCHOOL

Electronic devices are prohibited in Varnum Public Schools because of the noise and confusion. Many problems arise because of the theft of such equipment. Receiving written permission, from the principal, for special circumstances, only permits cell phone usage. Refer to wireless telecommunication devices rules.

DIPPING, CHEWING, SPITTING, AND SMOKING

The possession or use of tobacco (smoking, chewing, dipping, etc...) is prohibited. Violation of this policy will result in disciplinary action.

VISITORS

A student is not to bring pre-school children, friends, or relatives to visit school without prior administrative approval. Parents are encouraged to visit the school and all guests should report to the school office on arrival. Visitation and conferences should be arranged in advance through the administrative office.

STUDENT CONDUCT AND DRESS CODE

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system.

1. Dress regulations for students of Varnum Public Schools shall be based on personal cleanliness and respect for each other. Clothes and grooming should be neat and should reflect pride in one's self and one's school. Students should remember at all times that they represent their school to the community, therefore, ordinary community standards of good taste and modesty should be observed.
2. If a student's dress is thought to be inappropriate by a member of the faculty or the administration, the principal will bring it to the student's attention. If the student's dress continues to be indecent or distracting, disciplinary action will be taken.
3. Students should always appear neat, clean, and tastefully dressed. Any unusual manner of dress or appearance that might tend to create a disturbance is prohibited.
4. Extremes in dress and/or grooming which may be a health or safety hazard or which may detract from a desirable educational setting are not appropriate for school. The principal is responsible for determining that student dress and/or grooming does not distract from the educational program.
5. The following forms of dress are specifically prohibited during the normal school day:
 - A. Bare midriff garments
 - B. Tank tops and/or muscle shirts
 - C. Strapless garments
 - D. See-through (transparent) garments worn without a regulation top.
 - E. Bare feet
 - F. Clothing portraying obscene writing, advertisements or alcohol, tobacco, drugs, violence, and/or sex

- G. Jewelry or accessories pertaining to alcohol, drugs, violence, and/or sex
- H. All body piercing (i.e. nose rings, eyebrow rings, lip rings, tongue piercing, etc.) except for ear piercing
- I. Hats, caps, or head covering in the building
- J. Pants or shorts which sag below the normal belt line
- K. Shorts which are too short (recommended length is not higher than 4" above the top of the knee)

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student make appropriate corrections. If the student declines, the principal shall notify the student's parent or legal guardian and request that the person make a necessary correction. If both the student and parent or legal guardian refuses, the principal shall take appropriate disciplinary action. (Ref. FNCA-R in Varnum School Policy Manuel)

STUDENT DRIVERS

The expressed wish of the staff of Varnum High School and the board of education is that each student and parent read carefully all regulation of the Varnum High School Vehicle Code so that there will be no misunderstanding. REMEMBER: "THE LIFE WE SAVE COULD BE YOURS." If a student violates the vehicle code driving privileges will taken away.

THE PARKING LOT IS OFF LIMITS AFTER THE STUDENT HAS PARKED HIS/HER CAR UPON ARRIVAL.

1. A student, who drives a car to school, whether it is for one day or every day, is to park it in the student parking area. **A STUDENT MUST BE A LICENSED DRIVER.**
2. The student agrees to observe the following rules:
 - a. Speed limit of five miles per hour in the parking area and observe all traffic regulations in all school areas.
 - b. No parking in designated faculty or visiting parking spaces.
 - c. No parking in the driveway area.
 - d. No vehicle to be overloaded.
3. The student agrees to cooperate with the professional staff of the school and to observe traffic regulations in all school areas.
4. The student agrees to lock his/her vehicle as soon as he/she arrives on the parking lot and agrees not to loaf in his/her vehicle or in the parking lot.
5. The student agrees not to sit in or on parked vehicle leaving parking lot as soon as the car is parked.
6. A student who violates any of the above provisions may have his/her permit revoked. Continual violations of the traffic code necessitate disciplinary action.
7. The student agrees to have his/her vehicle inspected as required by the State Vehicle Code.
8. The student agrees to sign the registration card and adhere to all provisions mentioned heretofore.

Varnum Schools has a closed campus for lunchtime. Students may not leave school in

their vehicle for the purpose of going to lunch off-campus. Students may only leave school grounds during lunch-time if a parent signs them out, picks them up, and returns them to school in a timely fashion. Phone calls from parents are unacceptable. Other students may not ride with another parent for the purpose of going to lunch. Students returning late to their next class period will be counted as an unexcused absence depending on the time they arrive to class.

SCHOOL BUSING

Varnum Public Schools provide modern safe transportation for its students. Students should be careful about boarding and getting off the bus. Always wait for the bus to come to a complete stop before leaving your seat. Students should never be moving around in the bus or have arms and heads outside windows while the bus is in motion. The driver of the bus is a school official and has the same control over students as the teacher in the classroom. Misconduct will be immediately reported to the principal. Persistent improper conduct or vulgar language may cause the student to be deprived of the privilege of riding the bus. (Ref. EFFF-R1 in Varnum School Policy Manuel)

DISCIPLINARY RULES FOR STUDENTS RIDING BUSES

1. First Offense: Upon the first offense of unacceptable conduct, the principal in charge of that student's grade will notify the student and parent. Proper conduct and procedures for riding the bus will be discussed. The student

may be suspended from riding privileges for one day.

2. Second Offense: Upon the second offense of unacceptable conduct, the principal will notify the student and parent that the student is suspended from the school bus riding privileges for five school days. The student will be transported home the last time he/she rides the bus.
3. Third Offense: Upon the third offense of unacceptable conduct, the principal will notify the student and parent that the student is suspended from bus riding privileges for the equivalent of one semester.

(Ref. EFFF-R1 in Varnum School Policy Manuel)

STUDENT PICK-UP AFTER SCHOOL

Parents are asked to obey the laws of the state of Oklahoma. Before and after school while students are boarding buses, the “STOP” sign will be extended and flashing. Oklahoma law requires all vehicles to stop and wait for the flashing stop sign to be discontinued. We want to provide the safest environment for our students to load and unload these buses. Please stop and keep away for the buses as long as the “STOP” sign is flashing. **DO NOT PASS A BUS WITH A FLASHING STOP SIGN.** Any parent that can pick up your student(s) on the east side of the school would help keep traffic at a minimum in the area students are loading.

SCHOOL LAW OF OKLAHOMA-SECTION

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The teacher of the 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 the teacher.

(Ref. FO-R1 in Varnum School Policy Manuel)

PHILOSOPHY OF DISCIPLINE

Discipline is broad in nature and can be viewed from many perspectives. Unfortunately, discipline is frequently misunderstood and the source of much disagreement. We think it will be beneficial to students, parents and school staff to identify the basic components of our approach to discipline at Varnum School.

1. We regard discipline as training intended to produce a pattern of behavior that promotes a learning environment and ensures the well being and safety of students and staff.
2. School rules and procedures are designed to effect a learning environment and ensure safety.
3. Rules are communicated to all students. We encouraged parents to review the school handbook so that there is mutual understanding of both the rules and the consequences for not complying with the rules.
4. It is our hope that the consequences of breaking rules will foster student responsibility and motivate students to display behavior which offers them opportunities for positive reinforcement rather than negative consequences.

We solicit your support in addressing these school rules and administering our discipline policy. Students are always the beneficiaries when parents and educators work together. Please contact us at

any time if you have any questions regarding our school's rules and discipline policies.

GENERAL CLASSROOM RULES BASED ON ASSERTIVE DISCIPLINE

In order to guarantee all students in the classroom the excellent educational climate they deserve, we at Varnum School have developed a Discipline Plan that will be in effect at all time.

When in the classroom, students must comply with the following rules:

1. Be in assigned seat or location ready to work when the tardy bell finishes ringing.
2. Have paper, pencil, books, assignments, and other materials daily
3. Keep hands, feet, books, and objects to yourself.
4. No swearing, rude gestures, cruel teasing, or putdowns.
5. Follow all teachers' directions. (This includes teacher's individual classroom rules.)

SCHOOL CODE PROHIBITING SERIOUS MISCONDUCT

The following code sets forth school guidelines prohibiting certain types of student conduct that constitute major offenses. A student found to be in violation of the code is subject to disciplinary action and/or expulsion from school.

Guideline 1. Disruption of School

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive

resistance, or any other conduct intentionally cause the substantial material disruption or obstruction of any lawful mission, process or function of the school.

Guideline 2. Damage or Destruction of School Property

A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property. Repeated damage or theft involving school property shall be a basis for long-term suspension or expulsion from school.

Guideline 3. Damage of Destruction of Private Property

A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds.

Guideline 4. Assault on a School Employee

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause injury to a school employee;

1. on the school grounds,
2. off the school grounds at a school activity, function, or event, or
3. To any person in transit to and from school.

The police will be involved in any of the above-mentioned violations. The student shall be arrested for assault and battery and shall be prosecuted. A recommendation of suspension for up to two semesters shall occur.

Guideline 5. Physical Abuse of Another Student of Any Person Not Employed by the School.

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to another person;

1. on the school grounds,
2. off the school grounds at a school activity, function, or event,
3. To any person in transit to and from school.

Punishment may be a long-term suspension.

Guideline 6. Fighting

Any person fighting may be punished by corporal punishment, detention, and/or suspension.

Guideline 7. Weapons and Dangerous Instruments

A student shall not possess, handle, or any object that can be considered a weapon. This includes:

1. on the school grounds or within vehicles, or
2. Off the school grounds at any school activity, function, or event, or in transit to and from school.

A violation of this policy could result in a recommendation of suspension for up to two semesters.

Guideline 8. Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

1. on school grounds, or

2. off the school grounds at any school activity, function, or event,
3. All medication shall be dispensed through the office.
4. Reporting students under the influence of or possessing non-intoxicating beverages, alcoholic beverages, or controlled dangerous substances: It shall be the policy of the Varnum Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession:
 - a. Non-intoxicating beverages,
 - b. Alcoholic beverages, or a
 - c. Controlled dangerous substance, as state law now defines the above, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of schools, and a parent of legal guardian of said student shall be subject to any applicable school policy, state law or student handbook regulation. Every teacher employed by the Varnum Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school officials, shall be immune from

all civil liability: O.S. Title 70
Section 24-132.

Actions to be taken: Suspension for the first offense plus two parental conferences with the counselor during a four-week period. The second offense may result in a recommendation of suspension from school for the remainder of the school year.

Guideline 9. General School Violations

A student who fails to comply with directions of a teacher, student teacher, substitute teacher, teacher aide, principal, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel shall be in violation of school rules and regulations.

Guideline 10. The principal will have the right to use his discretion on any problem that might arise.

Guideline 11. Threatening behavior of a student

Threatening behavior is defined as an activity that portrays that another person, persons, or property may or will be harmed or killed. As used in the School bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the student’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. Such behavior is specifically prohibited by board policy. (Ref. FO in Varnum School Policy Manuel)

DISCIPLINARY ACTIONS

If at any time it is concluded that the nature of the offense or accumulation of offenses warrants disciplinary action, one of the following will be used:

1. Detention
2. Short-Term Suspension
3. Corporal Punishment
4. Long-Term Suspension

If at any time it is concluded that the nature of the offense or accumulation of offenses warrants a suspension, one of the following will occur:

DETENTION HALL

Detention hall is intended as a penalty of minor violations of school rules. Students will be assigned to detention hall through the office. Regulations include:

1. Morning Detention is from 7:45 am – 8:15 am. Students assigned to detention hall are to report directly to the designated room. In order to gain credit, students **MUST** be on time.
2. Students must bring books or materials related to academic subjects of study, or they will not be permitted in detention hall. Detention time will be added in such classes.
3. Upon entering the detention room students will be seated and begin studying.

4. Absolutely no disruptions of any kind will be allowed.
5. Students cannot leave the room during detention hall.
6. If a student fails to report on the day assigned, additional detention will be given. If for some reason a student is unable to report for detention, he/she must clear this in the office before the designated detention time.
7. In the event a student is absent on a day he/she assigned to detention, the detention is due on the next day he returns to school.
8. The supervising school official will be in complete charge with the authority to ask a student to leave for talking, sleeping, or any other behavior him or her feels is inappropriate.
9. Continual failure to attend assigned detention could result in suspension
10. The principal has the authority to make exceptions and alterations to this policy in order to best serve the interest of the student, parents, school, and community. However, a parent conference will be held to discuss possible exceptions and alterations.

SHORT-TERM SUSPENSION

1. Brief the student on the offense, giving the nature of the offense and the intended punishment
2. Give the student the right to present his/her defense and tell his/her side of the story
3. Notify the parent or guardian by mail or telephone that the student is to be suspended, giving definite commencement and ending date.
4. If the student denies the violation, an explanation of the evidence should be given.

The principal may, within the law, immediately remove the student from school whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, officials, or damages to property. Except in case of disruption where circumstances make it vital that one or several pupils be removed from the school property immediately, no pupils shall be released by the school without notifying the parents or guardian in person or by telephone.

(Ref. FOD-R in Varnum School Policy Manuel)

CORPORAL PUNISHMENT

Corporal punishment may be used, as a substitute for short-term suspension when the administrator feels that it would be an appropriate punishment. The following procedures will be followed when corporal punishment is used:

1. The student will be given a choice of suspension or corporal punishment.
2. Corporal punishment will be administered by an administrator.
3. Corporal punishment will be administered in the presence of a certified staff member.
4. Corporal punishment shall consist of no more than three (3) swats.
5. Parents will be notified.

(Ref. FOB in Varnum School Policy Manuel)

LONG-TERM STUDENT SUSPENSION (Applies to suspension of more than ten (10) days)

1. Brief the student on the offense, giving the nature of the offense and the intended punishment

2. Give the student the right to present his/her defense and tell his/her side of the story
3. Notify the parent or guardian by mail or telephone that the student is to be suspended, giving definite commencement and ending dates.
4. If the student denies the violation, an explanation of the evidence should be given.
5. Inform student and parents of their due process rights to appeal the suspension to the Varnum Board of Education.

The “Procedural Steps to Suspension” from the Varnum Board of Education Policy Manuel will be conveyed to the student and followed by the administration.

The principal may, within the law, immediately remove the student from school whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, officials, or damages to property. Except in case of disruption where circumstances make it vital that one or several pupils be removed from the school property immediately, no pupils shall be released by the school without notifying the parents or guardian in person or by telephone.

(Ref. FOD-R in Varnum School Policy Manuel)

FLAG SALUTE

All students attending Varnum Public Schools will be authorized to recite, at the beginning of each school day, the pledge of allegiance to the flag of the United States of America. Each student shall be informed by posting a notice in a conspicuous place that students

not wishing to participate in the pledge shall not be required to do so.

The language of the notice shall be written as follows:

“Varnum School students will begin each day with a salute to the flag of the United States. Those students who do not wish to participate are not required to do so.”

(Ref. 36 U.S.C., 172)

TELEPHONES (REGULATIONS)

In accordance with the telephone policy of the board of education, the following regulation shall govern the use of telephones by student and staff.

1. Students or staff may be called from the classroom only for urgent or emergency telephone calls.
2. Personal telephone calls are discouraged; however, students may obtain permission from office personnel to use the office telephones for business use only during class breaks.
3. Incoming messages will be accepted and delivered during class breaks, if time permits.
4. Teaching staff may use office telephones if necessary. Long distance calls will not be made; arrangements must be made to reimburse the district for the cost.

(Ref. CPAC-R in Varnum School Policy)

COPY MACHINES AND PRINTERS (REGULATIONS)

In accordance with copy machine and printer policy of the board of education, the following regulation shall govern the use of copy machines or printers by students and staff.

1. Personal copy machine and printer usage is prohibited; however students or staff may obtain permission from office personnel to use the copy machine or printer, if related to a school function.
2. A fee of .10 per copy will be assessed for all personal copies.
3. The superintendent must approve any use of the copy machines or printers by persons outside the school. A fee of .25 per copy will be assessed.

(Ref. CPAA-R in Varnum School Policy)

WIRELESS TELECOMMUNICATIONS DEVICES RULES (REGULATION)

Students will not possess any wireless telecommunications devices on school property or while attending any school-sponsored activity on or off school property without permission. Wireless telecommunications devices include, but are not limited to beepers, pagers, and cellular telephones. A student may request permission to possess a wireless telecommunications device by receiving written permission that will be granted for the

current school year. Circumstances that will be considered include, but not limited to:

1. Medical emergency;
2. The device is attached to automobile as equipment or an accessory;
3. The device is turned off and is unable to receive in-coming communication while in the possession of the student;
4. The device is deemed necessary for the student's safety while commuting between home and school.
5. Request must be hand delivered to superintendent office by the students' parent.

Violation of any of the rules will be reason for disciplinary action. Wireless telecommunications devices will be confiscated if found to be in the possession of students who do not have current authorized permits. These devices will be released only to a parent or legal guardian.

(Ref. FNG-R in Varnum School Policy Manuel)

SENIOR NIGHT ACTIVITIES

In accordance with the policy of the board of education, the following regulation shall govern senior night activities.

Senior night is defined as a small ceremony to honor all seniors who are attending Varnum Public

Schools. The ceremony will be held prior to the last home high school basketball game.

The principal will have senior students fill out a biographical sheet that wish to be recognized. Students will be able to present a flower to their parents/guardians at the ceremony.

BASKETBALL HOMECOMING HOMECOMEING QUEEN, KING, ATTENDANTS AND ESCORTS SELECTION PROCESS

Qualifications to be a King, Queen, Attendant or Escort are:

1. Be a Varnum Public School student with at least a 2.0 grade point average.
2. Only Senior or Junior may be a Homecoming Queen or King.
3. Seniors select theme and walk-in music for homecoming.
4. Senior class will elect the following:
 - a) Senior Queen candidate
 - b) Senior King Candidate
 - c) Senior class attendant
 - d) Senior class escort
5. Junior class will elect the following:
 - a) Junior Queen candidate
 - b) Junior King candidate
 - c) Junior class Attendant
 - d) Junior class escort
6. Sophomore and Freshmen class elects the following:

- a) Class attendant
 - b) Class escort
7. All classes are to nominate their candidates and then vote by secret ballot.
 8. There will be a school-wide election for King and Queen Candidates and all voting will be done by secret ballot. Ballots will be made up for the election.
 9. Results of the election will be announced at the time of the Homecoming event.
 10. The Winning Queen will be escorted by the winning King Candidate, regardless of Class.
 11. If an individual student has been elected King or Queen during their Junior year, They are not eligible to repeat in this position their Senior year.
 12. Senior class will select Kindergarten students for crown bearer and flower girl.