

A handbook for the guidance of  
Students, teachers & parents



## **Goodwell Public Schools**

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[www.gpseagles.org](http://www.gpseagles.org)

**August 2008**

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### **BOARD OF EDUCATION**

President Cory Rose; Vice President Murry Gloude; Clerk, Mark Glover; Roger Edenborough, member; Russell Guthrie, Member

### **ADMINISTRATION**

Freida Burgess, Superintendent; Steve Moore, Principal PK – 12<sup>th</sup> Grade

### **FACULTY**

LaQuita Graham - Pre-Kindergarten and Band

Joann Slaughter - Kindergarten & Spanish

Stacey Cobb – 1<sup>st</sup> Grade

Vicki Shelburne – 2<sup>nd</sup> Grade

Rilla Collins – 3<sup>rd</sup> Grade

Shannon Talcott – 4<sup>th</sup> Grade

Patricia Sledge – 5<sup>th</sup> Grade

Sharon Latta – 6<sup>th</sup> Grade

Hue Helms - Industrial Arts

Marlese Methvin - English

Meghan “Charly” Lynn - Computer Technology

James Rigdon- Basketball Coach/ Elementary PE.

Travis Stump - PE, Football Coach/ History

Cody Criswell - Science

Clifton Neugent - High School Girls Basketball Coach

Annette Lamberson - Jr. High Girls BB/ Assistant High School Girls BB

### **GOODWELL SCHOOL CREED**

I believe in Goodwell Schools as a place of learning through which I may progress in knowledge and learn by association with others to be cooperative and tolerant. Through the efforts of others, I am offered many opportunities for personal development. I will prove by my attitude and actions that I am worthy of these opportunities. I believe that a Goodwell Schools student should be courteous, punctual, dependable, self-controlled, industrious, loyal, sportsmanlike, and responsible. Therefore, as a citizen of Goodwell Schools, I will exemplify these qualities and will help maintain and extend the high standards of my school.

### **PURPOSE OF THIS HANDBOOK:**

This handbook has been prepared for the purpose of acquainting you with the rules and regulations of our school and co-curricular activities which furnish such an important part of your education. It is important that you read all the material in this handbook very carefully, for here you will find the answers to most of the questions about our school. If you have a question that the handbook does not address, please contact us at 580-349-2271.

### **STUDY IS ESSENTIAL**

Being willing to study and having a desire for knowledge are the first steps in acquiring a quality, broad-based education.

#### **Suggestions for effective study:**

1. 1. Have the assignment clearly in mind.
2. 2. Gather the necessary items for preparation.
3. 3. Begin at once on the work to be done.
4. 4. Concentrate on the job without interrupting your work unnecessarily.
5. 5. Try to stay focused until you finish.

### **INTERPRETATION OF THIS HANDBOOK**

The superintendent has the authority in all decisions regarding the interpretation of this handbook and to make necessary adjustments for the betterment of the students, faculty, and school.

## **GRADUATION REQUIREMENTS**

The Goodwell Board of Education requires the minimum completion of twenty-three (23) units of credit from Goodwell High School for students graduating 2008-2009...

### **Subject Area Credits Required**

Language Arts 4 Mathematics 3 Laboratory Science 3

Social Studies 3

    United States History (1)

    United States Government (1/2-1)

    Oklahoma History (1/2), and

    World History (1)

Arts (visual and general) 2 Total 13 Electives 8

Other recommended requirement credits will include Computer Science (2), Foreign Language (2), Geography (1/2), and Government (1/2).

To meet graduation requirements, local school district options may include, but will not be limited to, courses taken by concurrent enrollment, Advanced Placement or correspondence, or courses bearing different titles.

## **CLASSIFICATION REQUIREMENTS**

In order for a student to be classified as a sophomore, he or she must have satisfactorily completed six (6) units; a junior, twelve (12) units; and a senior, eighteen (18) units.

## **LEAVING SCHOOL**

Other than the noon period, no pupil will leave school except by permission of the principal/superintendent, or his/her designee. In case of illness, students in grades 7 through 12 must contact the principal's/superintendent's office, whereupon, the parents or guardian will be contacted. No pupil will be allowed to leave school to go anywhere other than home except for students participating in concurrent enrollment classes on the OPSU campus. Those students will be allowed a reasonable amount of time to travel to and from the university.

Sponsors of extracurricular programs will be allowed to design standards beyond those guidelines if they consider it desirable or necessary. Excessive facial hair, excessive piercing to facial areas, nasal and oral cavities, and excessive tattooing will be considered disruptive to the educational process. Any extremes will be handled in the office of the principal/superintendent and immediate action will be taken according to School Law, Section 98-631.

### **Lunch Period Policy**

Students leaving school for lunch are required to sign out before school begins first period. Students not signed out will not be allowed to leave campus during lunch period. Violations of this policy will lead to the removal of privileges.

### **DISCIPLINE POLICY**

“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, or the School’s discipline policy, corrective actions are necessary for the benefit of the individual and of the school.”

The Oklahoma Legislature has amended O.S. 6-114 to read as follows:

“Each local Board of Education will adopt a policy for the control and discipline of all children attending public school in that district. The local policy will provide options for the control and discipline of the students. The parent or guardian of every child residing within a school district will be notified by the local Board of Education of its adoption of the policy and will receive it upon request. Provided, the teacher of a child attending a public school will have the same right as a parent or guardian to control and discipline such child according to local 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.”

The goal of any disciplinary policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district.

### **DISCIPLINE MANAGEMENT PLAN**

Goodwell Public Schools has a commitment to provide a quality education program for each student and a school environment which must be free of disruptions that interfere with the educational process.

The purpose of this Code of Student Conduct is to inform all students of Goodwell Public Schools’ expectations regarding behavior and conduct.

The Code of Student Conduct is based on the policies and administrative procedures of the Goodwell Board of Education. This Code has been reviewed and approved by the Board of Education.

The Code includes the following:

1. It specifies the behaviors that are expected of students.
2. It describes the broad range of student misconduct and provides various disciplinary consequences or options for the various actions of misconduct.
3. It contains student rights relating to school.

This Code makes every effort to protect the rights of all students. We encourage students to become familiar with the provisions of the Code of Student Conduct. We also encourage students to abide by the policies set forth in the Code in order to get the most out of their years in school.

## **DISCIPLINE PLAN**

### **DETENTION**

Detention is scheduled after school from 3:15 – 4:15 p.m., and in the morning from 7:30 – 8:00 a.m. Morning detentions are generally utilized for tardy infractions. Parents will be contacted concerning their student's assigned detentions, and transportation arrangements may have to be made by parents due to detention assignments.

### **IN SCHOOL DETENTION (ISD)**

In School Suspension is an isolation process where the student is placed in a supervised area to do their schoolwork without contact with others. The student is isolated for the entire day. Restroom breaks are allowed and lunch is served to the student in the isolation room. Generally, students are placed in ISS because of repeated discipline infractions, or infractions of offensive, aggressive, or obscene nature.

### **OUT OF SCHOOL SUSPENSION**

Out of School Suspension requires that a student not be allowed to attend school for a specified number of days. **During that time of suspension, the student will not be permitted to attend any activities on school grounds or any away school activities.** The principal may suspend a student for a period not to exceed one week if the violation constitutes the pupil's first violation thereof. The principal of each school site will develop a plan for making up all schoolwork. All work in core curriculum areas will be graded and recorded. Parents will be responsible to transport work to the student. Such pupil suspended shall have the right to appeal from the decision of such principal to the Board of Education. Such pupil shall give notice in writing to the superintendent within two (2) days of his/her appeal to the Board of Education. The superintendent shall then notify the Board of Education immediately who shall within three (3) days conduct a full investigation of the matter and determine the guilt or innocence of the pupil. The decision of the Board of Education shall be final.

## **CORPORAL PUNISHMENT**

Corporal Punishment may be administered at the discretion of the principal or superintendent. Parents will be contacted prior to the administering of corporal punishment.

## **DEFINITION OF INFRACTIONS**

**Cheating/Plagiarism:** Use of unauthorized material, information, documents, other student's work, or theft of information. Students violating this rule may lose the grade on the assignment, as well as the right of make-up.

**Defiance of Authority:** Resistance and challenging the authority of school officials. It is generally regarded as failing to comply with a reasonable request or demonstrating disrespect for a school authority. Defiance may be verbal and/or symbolic including assault/battery.

**Forgery:** Falsely making, altering, or signing documents/notes pertinent to the school without authorization.

**Lying or creating a Falsehood:** Attempt by a student to conceal from school officials or deliberately distort facts in order to mislead or give a false impression.


**Possession of Forbidden and/or Limited Item:** Items that are not allowed on campus or into the building:

- A. Skateboards during school hours or activities
- B. Any item of a disruptive or destructive nature is prohibited
- C. Cellular phones will not be used for any purpose while classes are in session and are to be turned off
- D. Use of electronic music, head phones, or similar devices are not allowed in the building during school hours. Sponsors of extracurricular programs will be allowed to design standards beyond these guidelines if necessary.

**Public Display of Affection /Indecent Behavior (6A-6B):** Public displays of affection or indecent behavior during school hours or at any school-sponsored function are not permitted.

**Improper Dress/Grooming:** Dress and grooming must be such that it adheres to general accepted standards, does not inappropriately expose the body, should not be offensive or pose a threat to public or personal health or safety and does not disrupt/distract from the instructional aspect of the school.

 No visible tattoos.

 No clothing with inappropriate sayings, advertisement of alcohol or beer, immodest slogan/pictures having profane, violent or sexual connotations.

- ✚ No clothing depicting gangs, gang signs , or gang association
- ✚ No tank tops, spaghetti straps, or low cut revealing neck lines
- ✚ No Spandex biking shorts, shorts or skirts shorter than finger tip length, swimming suits, unhemmed cutoff shorts. Shorts are only to be worn during designated times throughout the year.
- ✚ No shirts that do not cover the chest, shoulders and midriff areas, hats, bandannas, and sunglasses are not to be worn in the school buildings.
- ✚ No facial hair will be permitted.
- ✚ No unnatural hair color and/or attention getting hair styles
- ✚ Hair should be neatly cut, clean, and combed. It should be off the eyebrow, above the collar, and (boys) no longer than the bottom of the ear lobe.
- ✚ Girls--No visible body piercing except in the ears
- ✚ Boys--No visible body piecing except in the ears
- ✚ **Students violating these rules will be sent home to change clothes and will receive an unexcused tardy or absence. Decisions made by the administration will be final.**

Sponsors of extracurricular programs will be allowed to design standards beyond those guidelines if they consider it desirable or necessary. Excessive facial hair, excessive piercing to facial areas, nasal and oral cavities, and excessive tattooing will be considered disruptive to the educational process. Any extremes will be handled in the office of the principal/superintendent and immediate action will be taken according to School Law, Section 98-631.

**Profanity/Obscene Material:** The use of indecent or profane language or acts. The display or possession of obscene material or graphics including accessing lewd or pornographic material on the internet.

**Weapons:** A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or off school grounds while attending a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device. Violations may result in suspension or expulsion from school.

Gun possession such as a BB gun, pellet gun, paint ball gun, or any device that discharges a projectile by compressed air, gas, etc. will result in a long-term suspension or expulsion. No distinction is allowed for loaded or unloaded guns as defined by this policy.

Firearm possession shall result in expulsion from school for a period of one calendar year. The term firearm means any weapon which will, or is designed to, or may readily

be converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device. No distinction is allowed for loaded or unloaded firearms. The superintendent may recommend this expulsion requirement be modified on a case-by-case basis under this policy.

Destructive device means an explosive, incendiary (fire starting device), gas bomb, or other devices that are similar.

**Possession /Use of Fireworks:** The possession of or use of fireworks of any variety is prohibited at school or school activities.

**Hostility/Harassment or Hazing:** This includes sexual harassment as defined by words or actions of a sexual nature. Harassment, intimidation and bullying, as defined by Oklahoma Statutes at 70 O.S. & 24-100.2, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission, the education of each student. Harassment, intimidation and bullying include, but are not limited to a gesture or written, verbal, or physical act that is reasonably perceived as sex, sexual innuendo, disability, height, weight, socioeconomic status, or any other distinguishing characteristic. At school means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events. The Goodwell Public School District specifically prohibits harassment, intimidation and bullying. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate. The district in its Safe School Committee shall address prevention of and education about harassment, intimidation and bullying behavior by students, pursuant to 70 O.S. 24-100

**Threats to Fight/Physical Contact or Violence:** Hostile encounters between two or more students where physical contact may or may not occur.

**Destruction or Theft of Property:** The willful taking of personal or public money or property. Willfully destroying, defacing or otherwise damaging, in any way, property on the school premises.

**Disruption of the Educational Process:** Any attempt to disrupt, distract, or inhibit the instructional process including, but not limited to:

- A. Needlessly setting off fire alarms
- B. Discharging a fire extinguisher
- C. Bomb threats and false reporting
- D. Computer Tampering

### **Tardies/Unauthorized Absences/Truancy**

**Tardies:** Students are required to be in their classrooms and in their seats when the tardy bell rings.

**Unauthorized absences:**

Students leaving the building must have parent permission and preferably be escorted by a parent or designated adult. A student must not leave the building without reporting to the office to check out. In addition, unauthorized absences include students, when granted permission from the teacher to leave the room does not go directly to the intended destination.

**Truancy/Skipping School:** Ditching/skipping school without knowledge of or consent of the parent.

**Mischievous Behavior:** Behaviors such as pranks that needlessly affect others or the operation of the school. Examples include throwing snowballs, littering with trash, nuisance noise, recklessly running in halls, or other behaviors that are similar.

**Tobacco Possession/Use:** Possession or use of any tobacco product at school or school activities is prohibited.

**Alcohol Possession/Use:** Possession or use of any alcohol product at school or school activities is prohibited.

**Detention:** Assigned detentions must be served. Parents will be notified at least one day in advance of their student's detention assignment.

**Writing/Passing Notes:** The writing of or attempt to pass notes from one student to another.

**EXCUSED ABSENCES:**

Work for excused absences may be made up for:

- 1) Illness;
- 2) Death in the immediate family;
- 3) when the buses do not run but we have school; and
- 4) Special cases which must be excused through the administration before  
The absence.

Parent notification by phone, note or personal contact prior to the student's absence, if possible, is advisable.

**Note:** Any student must have an attendance rate of 90% or he/she cannot pass that particular course.

**UNEXCUSED ABSENCES:**

Unexcused absences are given when no note is brought by the student or there has been no contact with the parent on the day of the absence. **A zero will be given for assigned work in junior high and high school.** The teacher may require completion of all assigned work to insure the student understands the subject material.

### **EXCUSED TARDIES:**

The principal or superintendent may excuse a student's tardiness if notified prior to the tardiness by phone, note or personal contact.

**Note: Students will not be excused for oversleeping.**

**UNEXCUSED TARDIES:** Three unexcused tardies will count as one absence.

### **ACTIVITY CALENDAR:**

To eliminate conflicts, an official calendar is maintained by the principal or superintendent. All school activities must be scheduled on this calendar. Sponsors and student officers are urged to schedule all activities as early in the year as possible. The school or teachers will not schedule any type of activity on Wednesday night or on Sunday in connection with the Goodwell Public Schools.

### **ASSEMBLIES:**

Various assemblies will be given during the school year. Assemblies are held during school hours and are a part of the school program; therefore, all students and teachers are expected to attend. Your conduct will be expected to be the same as in the classroom.

### **MOTORIZED VEHICLES:**

Goodwell High School students driving a motor vehicle to school will leave it parked until school is dismissed each day. Students who are enrolled concurrently in on-campus classes at OPSU may drive their own vehicles, if they provide copies of their valid driver's license, insurance verification and a signed parental permission form. Permission may be obtained from the office for the student to use such vehicle in case of an emergency. Students will NOT be permitted to sit in cars at any time during the school day. Students are NOT permitted to get into any vehicle during the regular school day, including lunch period. Cars should be locked at all times. While driving in the school parking lot students will obey the five-mile-per-hour speed limit and will give right-of-way to all pedestrians and school vehicles. This includes the parking area at OPSU when Goodwell Public Schools are holding extracurricular activities or taking concurrent classes on the university campus. Students will not park their vehicles on the front row or in the designated five-vehicle zone south of the gymnasium at any time. Improperly or illegally parked vehicles may be towed away at the owner's expense.

Loud and inappropriate music is prohibited on and around the grounds of Goodwell Public Schools. Abuse will result in loss of driving privileges. Further violations will result in action by the Police Department.

### **BAD WEATHER CONDITIONS:**

Should the superintendent decide that it is advisable not to have school because of weather conditions, he/she will notify the television and radio stations of the decision. The announcement will be aired by 7:00 a.m. and repeated every few minutes, if

possible, until 9:00 a.m. If there are no inclement weather announcements on any of the above media sources, **WE WILL HAVE SCHOOL.**

Should it be necessary to dismiss school during the school day, KGYN Radio and the bus drivers will be notified by the administration. When the buses have arrived, the pupils shall be dismissed in an orderly fashion.

### **FIRE AND TORNADO PROCEDURES:**

Fire and tornado drills will be held periodically throughout the school year. Each classroom shall have a copy posted of the rules, evacuation signals, evacuation routes and procedures for both fire and tornado emergencies. Each teacher and staff member shall make themselves thoroughly familiar with these procedures.

### **CONCURRENT ENROLLMENT:**

A senior student enrolled in an accredited Oklahoma high school may, if he or she meets the requirements set forth below, be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student:

He/she must meet the published criteria set by the State Regents (other than high school graduation and curricular requirements) for admission to the institution for which application is being made. This includes having participated in the American College Testing program or a similar battery of tests (i.e., Scholastic Aptitude Test).

He/she must be enrolled in less than a full-time load (fewer than six (6) credit courses per semester) at the high school which he/she is attending, as attested to by the high school principal or superintendent.

He/she must be eligible to complete requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of his/her senior year, as attested to by the high school principal or superintendent.

An eleventh grade student enrolled in an accredited Oklahoma high school may be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student by meeting the following requirements: (a) He/she meets the requirements listed above; (b) the student has achieved a composite score so designated by the University for admission on the American College Test (ACT) using Oklahoma norms, or whose combined verbal and mathematical scores on the Scholastic Aptitude Test (SAT) places him/her at or above the 90<sup>th</sup> percentile using national norms.

A high school student admitted under the provisions set forth above may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 school credit hours. For purposes of calculating workloads, one (1) high school credit course shall be equivalent to three (3) semester credit hours of college work. The collegiate portion of the student's workload must be taken from regular faculty members of the institution and may be provided off-campus if approved by the State Regents, and may use alternate delivery systems if approved by State Regents.

## **IMMUNIZATIONS:**

Oklahoma State Law requires the immunization against certain diseases of all students attending public schools. The law requires that parents/guardians of all minor children in grades kindergarten through twelve present a certificate of required immunizations upon school entry.

## **INSURANCE:**

The school will make accident insurance available to all students. This insurance is optional whether students choose to purchase this insurance or not. The Attorney General of the State of Oklahoma has ruled that a school district may not pay medical bills on its students. In making this insurance available, the school district assumes no obligation as an agent or representative of the insurance company.

## **ADMINISTRATION OF MEDICATION TO STUDENTS:**

Prescription medication may only be administered to students by an administrator or the administrator's designee by the following procedure:

### **Prescription Medication:**

- 1) A medication administration form must be completed by the parent(s)/guardian specifying the purpose of the medication, time(s) to be administered, and a termination date for administering the medication.
- 2) The medication must be in a container that indicates the student's name, name and strength of the medication, dosage and directions for administration, name of the physician or dentist, date and name of the pharmacy.

### **Nonprescription Medication:**

Nonprescription medication may be administered only with written permission of the parent(s)/guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective as follows:

1. A medication administration form must be completed by the parent(s)/guardian.
2. The medication must be in a container that indicates the student's name, name and strength of the medication.

The parent(s)/guardian may be given blanket permission or conditional permission for the student to receive nonprescription medication during the school day and may give permission for prescription medication to be given.

A medication administration/permission form will be sent to the parents, by the way of the student, at the beginning of the school year.

All medications must be turned into the administrator or the administrator's designee.

The parent(s)/guardian of the student are responsible for informing the designated official of any change in the student's health or change in medication.

**The school district retains the discretion to reject requests for administration of medication.**

**JUNIOR/SENIOR BANQUET AND PROM:**

Only Juniors and Seniors currently enrolled will be allowed to attend the banquet and prom. Only Juniors and Seniors will be allowed to have dates from outside the Goodwell High School student body. Dates who are not members of Goodwell student body must be approved by the administration in advance. After admittance to the Prom, no one shall be permitted to leave and return.

**SCHOOL-SPONSORED DANCES:**

There may be only three (3) school sponsored dances (other than the Junior/Senior Prom). These are to be sponsored by the Student Council or Lettermen's Club and their sponsors. These dances are open only to Goodwell High School students and visiting high school students if they are invited and approved by the administration prior to the dance. After admittance, no one shall be permitted to leave and return. Music provided shall be prerecorded and is subject to approval by the sponsors.

**SCHOOL PARTIES:** (Elementary Only)

Classes are permitted five parties each school year:

- 1) Halloween;
- 2) Christmas;
- 3) Valentines Day;
- 4) Easter;
- 5) End of Year.

**VALEDICTORIAN AND SALUTATORIAN:**

Each year for the graduating seniors, the Valedictorian(s) and Salutatorian will be determined by grade point, including all four years of high school beginning with the Freshman year and ending with their Senior year. The criteria for Valedictorian will be the Senior having the highest grade point average. (AP courses and higher levels of math and science will earn a higher weight based on a 5.0 scale). The Salutatorian will be the student with the second highest grade point average. Honor students will be students that have earned a GPA above 3.5. All ties will be honored \*\*A student must be a student of Goodwell High School for a minimum of three consecutive semesters to be eligible for the Valedictorian or Salutatorian Honor.

### **EIGHTH GRADE PROMOTION:**

To graduate from the eighth (8<sup>th</sup>) grade, a student must have a passing grade, sixty-five (65), all of their core subjects:

- 1) Math;
- 2) Language;
- 3) Arts;
- 4) Science;
- 5) Social Studies.

**A 90% attendance requirement is also mandatory for passing.**

### **STUDENT COUNCIL:**

Student Council is a laboratory of citizenship and a cooperative group working with the principal or superintendent to promote better understanding between students and faculty. Its membership is composed of representatives from the classes 7 through 12.

### **HONOR ROLL:**

In order to qualify for the superintendent's honor roll, a student must make straight A's, 90 percent or above. For the principal's honor roll, a student will earn all A's and or B's, 80 percent and above.

### **LOCKERS:**

Students will be issued lockers the first day of school by the principal or superintendent. It is unwise to leave valuables or money in lockers. If you must bring money to school, you may leave it at the office then redeem it when needed. Locker assignment changes may not be made without the permission of the principal or superintendent. Lockers are the property of the school district and may be searched by administration and teachers at any time. Any locker trouble should be reported to the principal or superintendent.

### **TEXTBOOKS:**

District-owned textbooks are issued each semester. Pupils are responsible for returning textbooks in good condition. Damaged or lost books must be replaced before credit will be issued. If a replaced book is found later, the price of the replacement will be refunded.

### **WITHDRAWAL FROM SCHOOL:**

If withdrawal from school is planned, a pupil should notify the principal/ superintendent of his/her intention and receive a clearance slip to be presented to each of his/her teachers.

If he/she has any school or district-owned books, equipment, supplies or library books, the pupil must return them to the teacher who distributed them. After each teacher's

signature is secured on the clearance slip, present it in the principal's/superintendent's office and receive any refund that is due.

### **SCHOOL TRIPS:**

School owned and operated vehicles will be used for any school sponsored trips. When an activity bus is taken on an activity trip, those riding the bus will go and return on that bus unless permission to return from the trip with the parent is secured from the sponsors of the activity. Parents must personally notify the sponsor before taking their student.

### **PAYMENT FOR MATERIALS USED IN CLASS:**

If a student purchases some optional item which is used in classes, the student shall be expected to pay for that item promptly. All purchases through the athletic department shall be paid for before the student receives the item (i.e., shoes, socks, shorts, etc.).

### **MONIES COLLECTED:**

All monies collected by an organization of the school shall be turned in to the office on the day collected or on the next school day. A receipt will be issued for the money and the money credited to the account of the organization in the Activity Fund. The money will be deposited in the bank in the Goodwell Activity Fund Account.

When a check is drawn on the fund for the organization, the sponsor of the organization will be notified of this check. The treasurer of an organization having money in the fund may request any time the amount which the organization has in the Activity Fund.

### **SCHOOL BUSES:**

Students who ride the school buses should be careful about loading and unloading. Always wait for the bus to stop.

After a student gets on the bus, he/she is under the control of the bus driver. The driver is a school official and has the same authority over the students as a teacher.

Any misconduct on the bus will be reported to the office and disciplinary action will be taken.

Students are to be at the bus stop on time. The bus driver will wait a maximum of three (3) minutes for a late student. If a student is **not riding** the bus either in the morning or evening, **please notify** the driver of the bus. This will not only help conserve time, but more importantly, conserve fuel.

### **CARE OF SCHOOL PROPERTY:**

The building and grounds reflect pride in our school. The help of the student body is

maintaining the appearance of the school is encouraged. Each student should feel an individual responsibility to keep the school clean and neat. Following any activities trip, students should remove all equipment and clean up any trash on the bus or vehicle.

Under no condition should one mark the walls, desks, or in any way deface school property. The destruction of school property will merit disciplinary action. This also applies to school buses. Parents are legally liable for the vandalism caused by their child.

### **TELEPHONE USE**

Telephone calls should be made before school, during lunch, after school, or between classes. Pupils should not ask teachers for permission to make phone calls during class time. Only for emergencies will students be called from class to speak on the telephone. Rare emergency exceptions must be approved by the administration.

### **SPORTSMANSHIP:**

All parents and all students will be required to abide by OSSAA rules and regulations at all school-sponsored activities. Failure to abide by those rules will result in the aggrieved party's removal from the premises where the event is being held with the possibility of no return for the remainder of the school year.

### **OKLAHOMA HONOR SOCIETY:**

Membership in Oklahoma Honor Society is limited to 10% of the student body. Students who have grade averages for the current semester and previous semester of the preceding year in the top 10% will be awarded membership certificates.

### **NATIONAL HONOR SOCIETY:**

The Goodwell Public Schools is a member of the National Honor Society and adheres to the rules and regulations of the society.

### **MEDALS AND CERTIFICATES:**

All individual medals, certificates and awards earned by the students in athletics, music, academic subjects and perfect attendance awards will be presented at the end of the school year at the Awards Assembly. Track medals are an exception.

### **EXTRACURRICULAR ELIGIBILITY REQUIREMENTS:**

To be eligible for participating in any activity, a student must be passing all classes in which he/she is enrolled, on a weekly basis. This is cumulative over the semester and begins on the second week of class. The first week of class will be considered a probationary week if there is a grade deficiency. The second and all succeeding weeks will result in one week of ineligibility with a grade deficiency.

### **PROGRESS REPORTS:**

Progress reports will be mailed to parents or guardians of students who are failing or at near failure the 4<sup>th</sup> week of each grading period. Progress reports may also be mailed (at teacher's discretion) signifying progress of students who were previously failing or near failure.

Teachers also have the option of providing weekly progress reports to all students and requiring that they be signed by student's parent(s)/guardian and returned. Teachers may award points for the proper return of these weekly reports by the student.

**REPORT CARDS:**

Report cards are issued following the end of a nine-week period. Students will be given their report cards following the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> nine-weeks, and the card should be shown to the parents. Grade cards may be held at the end of the school year for nonpayment of meal bills, shop bills, music bills, or other legitimate fees or charges.

The semester grades are recorded on the permanent record.

School officials will gladly cooperate with the student and the parents in an effort to determine the cause of failure and to encourage passing work. Parents should not hesitate to phone or visit the school in case of unsatisfactory work on the part of the student.

Special reports are made at periodic intervals to notify the parents that students are making unsatisfactory progress. Grades appearing on report cards and on the permanent records are:

90-100	A
89-80	B
79-70	C
69-65	D
64-Below	F

Pass/fail classes may be incorporated if designated by the Board of Education and the Administration.

**HIGH SCHOOL RECORDS:**

The school keeps a cumulative record of school progress. This record includes grades earned, scores on achievement tests, aptitude tests, intelligence tests, and others. It also includes records in citizenship, attendance, and many other areas. Once established, this data remains in the permanent files of Goodwell Public School.

**LUNCHROOM:**

Offer-vs.-serve meals are served before school and at noon each day in the lunchroom at a minimum cost to students. Students are encouraged to eat nutritional meals each day. Through the efforts of our lunchroom personnel, nutritional meals are served each

day.

All school lunches must be eaten in the cafeteria. No outside drinks will be allowed in the building.

Students not participating in the school breakfast program are encouraged to eat a good breakfast before coming to school, as a hungry child cannot perform up to his/her potential.

If you feel that you might qualify for free or reduced price meals, contact the principal's/superintendent's office for an application and federal guidelines for qualifications.

When a student's lunch bill exceeds \$33.00, or 20 days full price lunches, that student may not charge any meals in the lunchroom. The student may bring money each day in order to be able to eat or may bring their lunch. The school district is obligated to collect money for each meal served. It is recommended that parents check on applications for free and reduced lunches if there is any possibility that they may qualify. All applications are afforded strict confidentiality. Free and reduced lunch applications that are approved after meals are eaten may not be applied to the money owed for meals.

**Notice to Parents Regarding Child Identification, Location, Screening, and Evaluation** This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities: **Referral**

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special or related services may be referred for screening and evaluation through the local schools. Local school districts and Regional Educational Service Centers coordinate with the Soon Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services beginning at 3 years of age. The Oklahoma are wide Service Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

## **Screening**

Screen activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

- 1) **Readiness Screening** Personally identifiable information is collected on all

kindergarten students participating in school-wide screening to assess readiness prior to entry into first grade. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be screened for readiness or evaluated without prior notice to the child's parents or legal guardian or whose parents or legal guardian has filed written objection with the local school district.

**2) Educational Screening** Educational screening includes accepted procedure for the identification of children who may have special learning needs and may be eligible for special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA). Each school district in the State provides educational screening. No child shall be educationally screened without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district.

- Educational screening is implemented for all first grade students each school year.
- Second through Twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within six months from the date of such entry. Revised July 1, 1994 as amended by 70 O.S.Supp. 1994, 1210.81.

## **Evaluation**

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether the child has a disability, and, if so, the nature and extent of the special education and related services that the child requires. The term, "evaluation," means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to receiving an initial evaluation for special education and related services purposes.

## **Collection of Personally Identifiable Information**

Educational records containing personally identifiable information collected by schools in the identification, location, screening and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable

information in accordance with FERPA.

- To inspect the student's education records;
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights;
- To consent to disclose education records, except where consent is not required to authorize disclosure;
- To file complaints with Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR §99.1-99.67);
- To obtain a copy of the FERPA policy adopted by the local school district request being made to the local school administrator.

Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information contact the following person at your local school.

Freida Burgess  
Superintendent  
Goodwell Public Schools  
P. O. Box 580  
Goodwell, OK 73939  
Phone: 580-349-2271

I, \_\_\_\_\_, have received a copy of the Goodwell Public School handbook. I have had the opportunity to read, ask any questions concerning any policy, and understand all policy. I agree to adhere and follow all policies that have been approved by the Goodwell Board of Education.

Parent

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Student

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