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Phone Numbers

Superintendent's Office	580-393-2101 ext 4
Jr. High/Sr. High Principal	580-393-2112 ext 1
Elementary Principal	580-393-2112 ext 2
School Fax Line	580-393-4747
High School Fax Line	580-393-4334

School Hours

Grades K through 12	8:30AM – 3:20PM
Pre-Kindergarten	8:30AM-11:15AM 12:30PM – 3:15PM

Web Site

www.sentinel.k12.ok.us

Administration

Superintendent – Mr. Jason Goostree
Secondary Principal – Mr. Theron Graybill
Elementary Principal – Mrs. Paula Combs

All rules and regulations contained in this handbook are developed so that the best educational opportunities can be provided for our school children while in a safe and secure environment. We realize that rules cause an occasional inconvenience, but we are sure that you understand that they are made with the best interest of all students in mind. We encourage both parents and students to wholeheartedly support these guidelines. Specialized and additional Elementary Policies can be found on pages 32-36 of this handbook.

SCHOOL PROCEDURES AND INFORMATION

NOTICE TO PARENTS

Parents are always welcome to visit the school. If parents wish to have a conference with a teacher, they should contact the office at least one day prior to the desired meeting day and schedule a time. Unnecessary interruptions consume time and hinder the program. Parents should not interrupt class without first gaining permission from the office. **When a parent or patron has concerns, the proper chain of command is to visit with the teacher/coach/advisor/sponsor first, principal second, and superintendent third. The last resort is addressing school board members at a regularly scheduled board meeting.**

6th-12th BELL SCHEDULE

1 st Period	8:35-9:25
2 nd Period	9:30-10:20
3 rd Period	10:25-11:15
4 th Period	11:20-12:10
LUNCH	12:10-12:35
5 th Period	12:40-1:30
6 th Period	1:35-2:25
7 th Period	2:30-3:20

GENERAL SUGGESTIONS TO PARENTS

1. Encourage your child to come home immediately after school is dismissed.
2. Please do not call, text or message your child during school hours unless there is an emergency. Parents should discourage phone calls, texts or messages from their child during school hours. There are phones in the offices that students can use in case of an emergency. Students that feel ill should see the nurse or an administrator before contacting a parent via phone call or text.
3. Place names on all articles of outer clothing – coats, gloves, hats, caps, sweaters, raincoats, etc.
4. The school maintains a lost and found department. Please feel free to investigate if your child loses or misplaces something.
5. Instruct your child never to converse with a stranger, never accept a gift from a stranger, and never to get into a car with a stranger.
6. Your child must have plenty of sleep each night for him or her to do good school work.
7. If there is something that you want to know about school, if something has happened at school that worries you or your child, if there is a misunderstanding, or if you need more information for any reason, see your child's principal.
8. Visit our school. You, as a parent, are not only welcome at school, you are urged to visit. It is highly desirable that you attend the various meetings arranged by the principal.
You will also want to know your child's teachers. If you wish to confer with a teacher, please call the school and make an appointment. You should not take his/her class time to discuss an individual problem.

ARRIVAL AND DISMISSAL

Students should arrive in the mornings after 7:45 a.m. If grade school students arrive early, they should go to the auditorium until 8:05. Students will stay in this area until they are instructed by a staff member to go to their class. Secondary students should be in either the cafeteria area or gymnasium seats.

Students Pre-Kindergarten – 5th grade will be dismissed at 3:15 p.m. Bus students will load on buses at 3:20 p.m. and will depart at 3:25 p.m.

Students walking or riding a bicycle to or from school should not get in other people's yards or property. Parents should advise their children not to accept rides, clothing, gifts, pills, eats, drinks, etc. from stranger. Parents should advise the Principal if unusual incidents of this nature occur to their child.

If it becomes necessary for a parent to pick up a child before regular school dismissal, the parent must notify someone in the school office. No student will be dismissed without office approval. This is a protective measure for the student.

When it becomes necessary to dismiss school early because of emergency situations, the school will notify the parent or contact person of each student by sending a School Messenger text, email and/or voice message. If a parent hears through the media or otherwise of an early dismissal, the parent is encouraged to call the school to make arrangements for their child.

The following regulations apply for students who ride bicycles to school: The rider should know & observe all traffic laws. Bicycles are to be parked in bicycle racks upon arriving at school and not ridden again until after school. The school will not be held responsible for stolen bicycles.

ENTRANCE REQUIREMENTS

For admission to the Sentinel Public Schools, a student must be a resident of the School District or a legal transfer, must be living with parents or legal custodian, and must be willing to abide by the rules and regulations set forth by the Board of Education, Administration, and Teachers of the school.

Certain requirements for enrollment into the schools of Oklahoma have been determined by the legislature. Detailed requirements are recorded in the Oklahoma School Code. Basic requirements are as follows:

A pre-kindergarten child must have attained the age of four years on or before September 1 to enroll. A kindergarten child must have attained the age of five years on or before September 1 to enroll. Children wishing to enroll after previously enrolling in another school district shall be considered on a case by case basis.

If the enrollment is the first into public school after attaining the legal age for kindergarten and/or first grade, the student must present at the time of enrollment: a. Birth Certificate, b. An Immunization record designating that the child is adequately protected against diphtheria, whooping cough, tetanus, measles, mumps, rubella and polio, c. Social Security Number.

Any student enrolling in the school for the first time must present a proper immunization record and provide the school with the address of the previous school attended and authorize the school to request records from that school. State law requires for school entry kindergarten and first grade no less than: 5 doses DTaP/DTP (note: 4 doses if 4th dose given on or after 4th birthday); 4 doses Polio (note: 3 doses if 3rd dose given on or after 4th birthday); 2 doses MMR; 3 doses Hepatitis B; 2 doses Hepatitis A; 1 dose or history of disease Varicella. All students entering seventh grade must have 1 dose TDAP vaccine. No grace period will be allowed for students.

WITHDRAWAL PROCEDURE

Students who are moving or leaving this school for any reason should come to the Principal's office before school on the last day of attendance to get proper instructions on withdrawing. All books must be checked in, workbooks paid for and fees and lunch bills paid before a transcript of grades can be forwarded to another school.

INCLEMENT WEATHER PROCEDURES

When conditions exist which may cause the dismissal of school, students and parents should not call teachers or other school-related personnel. School Messenger texts and/or emails will be sent to the primary contact for each student that is signed up for this service. News concerning the dismissal of schools for any reason will also be broadcast over KWTW (Channel 9), KOCO (Channel 5), and KFOR (Channel 4), as well as 105.9 FM and 96.5 FM radio stations.

ONE MINUTE OF SILENCE

Sentinel Public School District will observe one minute of silence each school day as mandated by SB 815 for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their **individual choice**.

EMERGENCY ALARMS

When an emergency alarm or warning is sounded, school staff members are to implement the procedures as directed in the Standard Emergency Operating Procedures pamphlet and announcements and directives given. If a student is not under the supervision of a staff member at the time of the alarm or warning, they shall proceed directly to the nearest school staff member and follow any announcement and directions given. Students and staff members alike should respond in accordance to the safety procedures as they have been trained.

Students should stay with their teachers. Teachers should take their class roll with them and take roll upon arrival to the designated area. During a crisis or emergency situation, students will not be released without the approval of the principal.

SCHOOL VISITORS

Parents are always welcome to visit the school. If parents wish to have a conference with a teacher, they should contact the office at least one day prior to when they want to meet and schedule a time. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the program. Parents should not interrupt a class without first gaining permission from the office.

For the protection of the students, security of the school, and minimizing disruption of the educational process, it is required that any person coming on the school campus during the school day go directly to the office before going to any other part of the school. They must register at the office and state the reason for their visit and pick up and wear a Visitors Tag. Visitors will not be allowed to visit classrooms or mingle with students during class or noon breaks without a necessary reason and without receiving special permission from a school administrator. Students are not allowed to bring other children as visitors to school.

Parents, patrons and visitors do not need to register if attending a special function, program, game, assembly, elementary class party, or if their presence has been requested by a school staff member.

USE OF TELEPHONE

The school's telephone was installed primarily to aid in carrying on official school business. It is available for the use of students only in emergencies deemed justifiable by the Principal. All calls made by students should be brief, and good manners and courtesy should be practiced. Students may use the office phones by permission only.

Persons calling students while the student is in class will be asked to leave a number or a message for the student, except in emergencies. The student may return the call between classes.

Long distance calls may be made on the school telephone only upon the approval of the Principal.

CAFETERIA COLLECTION POLICY

All lunch bills must be paid by the 10th of the month following the month charged. Past due accounts must be paid on a daily basis. All returned checks will be charged a \$15.00 fee.

CLASSIFICATION OF STUDENTS

In order to more clearly show a students expected graduation date, they will be classified according to the following:

Freshmen.....	Less than 5 units
Sophomore.....	5 to 10 ½ units
Juniors.....	10 ½ units
Seniors.....	16 or more units

Sentinel Public Schools offers a full curriculum. Credit recovery or correspondence courses must be accredited through the State Department of Education. Courses will be considered on an individual basis by the Principal.

ATTENDANCE

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Schoolwork takes precedence over everything else. All visiting, shopping, dental appointments and other engagements are expected to be planned so that parents will not request or permit students to remain away from school. The work offered in Sentinel Public Schools is based on the assumption that the student will be present every day. Experience has shown that a high quality of work is not possible with irregular attendance. All students will be required to attend **90** percent of the time during the semester to receive credit for coursework or **90** percent of the time during the school year to be promoted to the next grade. If an emergency situation exists and proper documentation is presented to the principal, the attendance rule may be waived. When absences exceed the number allowed, the parents will be notified. **Parents should notify the elementary or secondary office if a student is to be absent. This should be done on the day of the absence before 9AM. If communication with the school is not made, the principal or office staff will contact the parent. Documentation verifying doctor appointments should be given to the principal upon returning to school. Sentinel Schools will enforce the Sentinel City ordinance on truancy.**

No student will leave school except by checking out through the front office upon a phone call or written request of the parent or guardian. After permission has been secured by their parent/guardian, the student must sign the checkout sheet in the office stating the time of departure and the student's destination. When the student re-enters school, the student must then check the time of his return on the checkout sheet. Do not sign the checkout sheet in the office until you have received official permission to leave the school grounds. **The attendance policy can be found at the end of this handbook.**

STUDENT ATTENDANCE

A student may have up to a total of nine (9) absences per semester. After reaching the tenth (10th) absence, NO CREDIT may be issued for the students' class (es) in which they have 10 absences. A maximum of two (2) excessive absences may be made up at the discretion of the school administration. Absences that are considered to be "excused" are school related activity absences, medical absences with signed documentation, and family funerals with documentation. Dentist appointments, orthodontist appointments, or routine medical checkups are NOT considered to be excused medical appointments and should be scheduled after school or on days school is not in session as much as possible. For an absence to be counted as excused, adequate documentation shall be presented to the front office upon a student's return to school.

Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Sentinel Police (City Ordinance 2010-2 section 12-21) and then to the Washita County District Attorney (70 O.S. ss 210-105; S.L.O. ss 229). Parents will be notified when the child reaches five (5) absences, eight (8) absences, and ten (10) absences in which they will receive NO CREDIT for the class(es) for the semester. Upon ten(10) absences over the course of a semester all appropriate authorities shall be notified including local police, district attorney, DHS, and county sheriff's office.

Appeals or Justification of child's absences may be done so within two (2) weeks of notification with the Principal. Any appeals after the two (2) weeks will have to be made to the Superintendent and/or Sentinel Board of Education.

In accordance with rules set forth by the OSSAA, a student must be in attendance 90% of the time to be eligible to participate in all OSSAA sanctioned events and activities.

TARDINESS

All tardies are considered unexcused except when specified otherwise by a classroom teacher or the Principal. Upon the fifth tardy over the course of a semester in a class, a student will be given one day lunch detention. On the 6th tardy, a student will be required to attend lunch detention for two days. On the 7th and all subsequent tardies for that semester, a student will be required to attend lunch detention for three days.

Any student that has open campus privileges and is tardy for 5th hour will automatically receive lunch detention the following day they are present at school.

For attendance purposes 3 tardies will equal 1 absence for the class in which the student is tardy.

ADMISSION AFTER ABSENCE

On the day following an absence, the student goes to the office for an admit slip, unless otherwise noted on the posted absentee sheet. The student must have a written excuse from their parents or guardian (when a phone is not available) or the parent must call before the admit slip will be given. Each teacher signs the slip, and the student at that time arranges for make-up work. It is the student's responsibility to see the teacher about the make-up work.

EXCUSES FROM CLASS DURING THE DAY

A student may not be excused from classes by a teacher of another class at any time. If the situation warrants, permission to miss a class may be obtained from the Principal. The student is required to personally present it to the teacher. Under no circumstances should a student expect a teacher to accept a verbal excuse.

PERMITS TO LEAVE SCHOOL

No student may leave school except at regular dismissal time without permission from the office. If the student knows in advance that he will need to leave school, his parents should call the school explaining the necessity of leaving school and the time the student should be dismissed. The student must check out through the office before leaving campus.

GRADING

GRADING

Your teacher will use the following standard: however, there may be a few exceptions.

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

Any student contracting to take an Advanced Placement (AP) course will have ten points added to their average for all purposes, including eligibility, grade reports, and semester grades.

CHEATING

No credit should be given or expected for any work that is not your own. Cheating is as dishonest as stealing. Any student caught cheating in any form, including assisting another student cheat, may receive a “zero” for the assignment. Cheating will not be tolerated. Multiple offenders will be dealt with harshly.

REPORT CARDS

Report cards are distributed every semester. A child is graded against grade level objectives. Letter grades of A, B, C, D, and F reflect the child’s performance against grade level requirements. Students may be retained if they do not pass basic skill objectives at their grade level. If there are any questions about your child’s report card, please contact his/her teacher immediately.

PROGRESS REPORT

Students will receive progress reports approximately every fifth (5th) week of each semester including a midterm progress report approximately the 10th week of each semester.

HONOR ROLL

At Sentinel Public Schools an Honor Roll is published each semester. To be eligible for the Superintendent’s Honor Roll, a student must have straight A’s. To be eligible for the Principal’s Honor Roll, a student must have all A’s and B’s.

MAKE UP WORK AND INCOMPLETES

When students miss school it is important in most situations that work missed be made up. Junior High and High School students that have excused absences will be given an equal number of days of their absences to make up work missed. If the work is not completed in this time, it will go into the grade book as a zero. If a student misses a portion of the school day, they should get their assignments missed upon returning to school.

FAILURE AND RETENTION

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the District's appeal process. They may appeal to the principal, a committee assigned by the superintendent, and the Board of Education, in the order listed. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board.

PROFICIENCY BASED PROMOTION POLICY

Sentinel Public Schools will follow all state requirements concerning Proficiency Based Promotion. Students will have the opportunity for proficiency based promotion in the core areas of social studies, language arts, the arts, languages, mathematics, and science. Assessment will be made using appropriate tests, portfolio, thesis, project, products and/or performance. Students must score 90% or above on tests to be successful. All assessment will be made during the last ten school days of April or during the month of August. Parents must register for their children to take the assessment two weeks prior to the assessment. Assessment will be administered by a counselor or classroom teacher. If the student is successful in the assessment, a committee will be formed consisting of the building principal, counselor, classroom teacher, and a parent of the student. This committee will review the student's records and plan for the student's educational needs. Students demonstrating proficiency in a core curriculum area will be given credit for their learning, and appropriate notation will be placed on the high school transcript. Failure to demonstrate proficiency will not be noted on the transcript. Options for accommodating student needs for advancement after they have demonstrated proficiency may include individualized instruction, correspondence courses, independent study, concurrent enrollment, cross-grade grouping, cluster grouping, grade/course advancement, individualized educational programs, or other appropriate options.

SUMMER REMEDIATION

During the first half of the spring semester, any student in grades 3-8 who has an average of 69 or below (grade average will include 1st semester and current) in math and/or reading will be considered for summer remediation.

A committee consisting of teacher, parent, counselor, and principal will use the following guidelines and considerations:

- Other assessments showing that the student is working below grade level
- Attendance is below 80%

CONCURRENT ENROLLMENT

The concurrent enrollment program provides an opportunity for interested junior and seniors to expand their course studies. A cooperative program set forth by the State Board of Education and the Regents for Higher Education, concurrent enrollment allows juniors and seniors enrolled in accredited Oklahoma high school to be admitted provisionally to a college or university in the Oklahoma State System of High Education as special students, provided they meet certain requirements. The school counselor has further information about ACT and GPA requirements for eligibility. A concurrent student must bring proof of enrollment back to the high school and once a semester is completed, must provide the high school with a college transcript. If the student drops a college class, they must enroll back at Sentinel Schools. The student will be responsible for their own transportation.

In addition to the traditional concurrent enrollment model, Sentinel will be partnering with TEL Library and Excelsior College, beginning in the 2019-2020 school year, to offer online concurrent courses to be taken on campus at Sentinel Public Schools. More information is available through the school counselor.

Dual Credit

Beginning in the 2019-2020 school year, all college courses taken while a student is enrolled at Sentinel High School will also be counted for high school credit. A concurrent course in a CORE area (Math, Science, English, and History) may take the place of a required course at Sentinel High School. All concurrent courses will be graded on a 10 point curve when the final grade is added to the student transcript as a high school level course.

RANK

Rank is figured from the GPA reported on transcripts, which is GPA rounded to two digits past the decimal.

VALEDICTORIAN AND SALUTATORIAN SELECTION

Valedictorian and Salutatorian will be determined on College Preparatory/Work Ready Curriculum for high school graduation and overall grade- point average (weighted*/non-weighted). Determination is based on the students' grade- point average figured from semester grades (ninth through first semester of twelfth grade) and the midterm grade of the second semester of the twelfth grade year figured into the calculation .

To be eligible a resident student must be in attendance the last two full semesters prior to graduation (first day of school their senior year). An out of district transfer student must be in attendance four semesters prior to their graduation (first day of school their junior year).

Concurrent enrollment will be transcribed as a core course(s) for NCAA Clearinghouse purposes only and will not count toward Valedictorian and Salutatorian standings unless the approved course is being taken in lieu of required course for graduation. Then the course(s) will be calculated for Valedictorian/Salutatorian, GPA, and class rankings. Any student who signs to option out of College Preparatory/Work Ready Curriculum will not be considered for Valedictorian and Salutatorian selection.

College Preparatory/Work Ready Curriculum for High School Graduation

(Title 70 O.S. § 11-103.6)

In order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

4 Units English

to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 Units Mathematics

limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 Units Laboratory Science

limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 Units History and Citizenship Skills

including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements;

2 Units of the same Foreign or non-English language, or 2 Units Computer Technology

approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 Additional Unit

selected from the courses listed above or career and technology education courses approved for college admission requirements; and

1 Unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech

23 Total Credits 17 cores 6 electives

***Honors (AP) courses that are on a 5.0 weighted grade scale will be converted to a 4.0 grade scale and then figured into the overall GPA, with a 4.0 being the highest GPA possible. Concurrent grades will not be weighted.**

Junior High School GPA, for selection for valedictorian and salutatorians, are figured from semester grades earned in the seventh grade and first semester of the eighth grade plus the 3rd nine weeks grades of the eighth grade year. To be eligible

a resident student must be in attendance the last two full semesters prior to graduation (first day of second semester of their seventh grade year). An out of district transfer student must be in attendance three semesters prior to their graduation (first day of class of their seventh grade year).

Schedule changes are permitted during the first 3 days of each semester. Change of class forms must be obtained from the building principal, filled out, and turned back in to the building principal before any class can be changed.

DISCIPLINE

STUDENT CONDUCT GENERAL RULES

1. Students shall not have in their possession any gun or weapon while on school premises or at school-sponsored events, either on their person, locker, bags, vehicle, etc.
2. All forms of harassment, intimidation, and bullying are prohibited and students involved in such behavior will be subject to appropriate discipline, including suspension and expulsion.
3. Book bags, sports bags, and back packs should not be left unattended other than in designated storage areas or lockers.
4. Playing cards will not be allowed during school hours.
5. Students who are not in their classroom after the last bell stops ringing will be tardy.
6. No student may leave the campus without being checked out by their parent/legal guardian through the front office. The only exception will be 7th hour athletics students when they must go to the hitting barn for their 7th hour offseason/baseball/softball class.
7. Students are expected to treat all staff and faculty with respect. This includes addressing them properly. Students shall address staff and faculty as Mr., Mrs., Ms. or Coach.
8. Students are not permitted to play in the gym or P. E. building after school hours unless they receive permission from one of the coaches or administrators.
9. Students will not be allowed to possess any tobacco/e-cigarettes/vaporizer products on school grounds or in the school building at any time.
10. Any student using profanity should be immediately taken to the appropriate principal for disciplinary action.
11. Fighting on school campus is prohibited.

- 12.No physical contact or public displays of affection (including but not limited to holding hands, hugging, kissing, etc...) by students in halls, classrooms, campus or buses at any time.
- 13.Students should not run to class or to the lunchroom.
- 14.No one will be excused to go to the beauty shop or barber shop during school hours.
- 15.Remember that all teachers have authority at all times and places during school and school activities and will be backed fully by the administration.
- 16.Students may not bring cups, cans or glass bottles filled with drinks into school buildings. All drinks in these containers should be finished before entering the building.
- 17.A drink container brought into the building to be filled at a water fountain or water bottle fill station must be able to be resealed.
- 18.Students are not allowed to have drinks, food or candy in classrooms without permission from the teacher and principal.
- 19.No food or drinks are allowed in the gym during school hours.
- 20.Students in grades 10-12 will have open campus privileges during the lunch period. School administrators have authority to stop all off-campus privileges at any time. All other students will have a closed campus.
- 21.Students involved in inappropriate behavior while off campus during school hours will be disciplined and may lose their open campus privileges.
- 22.Students may carry prescription inhalers, prescription insulin and prescription EpiPens with the Principal's approval. All other medication should be delivered to the principal's office and will be administered by the principal's designee.
- 23.**Loyalty to Sentinel Schools is to be encouraged at all times.** Camaraderie among our student body is essential to a positive learning environment. **Therefore, adherence to school colors is expected when wearing public school apparel.**

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, corrective actions are necessary for the benefit of the individual and of the school.

By Oklahoma statutes, the teacher of a child attending a public school shall have the same rights 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 this disciplinary policy is 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. Faculty response to student misconduct is a

matter directly influencing the moral of the entire student body. As such, all students will be treated in a fair and equitable manner.

Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. Examples of these circumstances are: The student's attitude, the seriousness of the offense, and its potential effect on other students, among other things.

In administering discipline, consideration will be given to alternative methods to insure that the most effective discipline is administered in each case. In all disciplinary actions, the faculty will consider consultation with parents on disciplinary measures that might prove most effective in particular instances. In considering alternatives for disciplinary action, the faculty and administration of Sentinel Public Schools will be using items from the following:

- Conference with student and parents
- Corporal punishment
- Probationary period
- Parental conference/Advise parents
- In-School Suspension
- Out-of-School Suspension
- Expulsion
- Removal from class or group (temporary or permanent)
- Financial restitution
- Reference to other social agencies
- Involvement of law enforcement
- Saturday detention
- Noon & after school detention
- Isolation
- Graduated Sanctions
- Any other disciplinary action deemed appropriate under the circumstances

We would like to emphasize the alternatives for discipline will include the items listed above, but will not be limited to the list, nor should it be misconstrued in any way that this list reflects an order or sequence of events as to how disciplinary actions will take place.

The Principal shall have authority to suspend any pupil who is guilty of any of the following acts while in attendance at school or in transit by school transportation or under school supervision to or from school or at any school function authorized by the school district or when present on any facility under the control of the school.

- Immorality or profanity
- Violation of written school rules, regulations or policies
- Possession, threat, or use of a dangerous weapon, as defined by the State Statute

- Assault and Battery
- Possession of any narcotic drug, stimulant, barbiturate or alcohol
- Conduct which jeopardizes the safety of others
- Conduct calculated to disrupt the operation of the school
- Truancy
- Violent acts or threatened violence

When the Principal has determined that a pupil is guilty, he/she may suspend said pupil from school for the current semester and the following semester. When any pupil is determined to have threatened or attempted to use a dangerous weapon or to have used a dangerous weapon, the Principal shall for the tranquility of the school, and the safety of others suspend the pupil for the balance of the current school year.

Suspended students may not be on school property or attend school activities until the student is reinstated in good standing with the school by the Principal. It may be considered trespassing and charges filed if a student is found to be on school property. When a student is suspended, there must be a parent/principal conference before the student can be reinstated.

Suspended students will have the right to appeal their suspension to the appropriate committee.

Any student who is determined to have brought a firearm to school shall be expelled from school for a period of no less than one year except that the superintendent may modify such expulsion on a case-by-case basis. Such pupil suspended shall have the right to appeal the decision of such Principal to the Board of Education. Such pupil shall give notice in writing to the superintendent within the five days of his appeal to the Board of Education. The Superintendent shall notify the Board of Education immediately, which shall as soon as possible 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.

CLASSROOM BEHAVIOR

Every teacher is in charge of the class they are teaching during the period that class meets. Teachers may take disciplinary action when needed. These teachers are giving a valuable gift of knowledge and deserve all respect from the students.

If everyone is courteous at all times it is easier to learn and to enjoy learning. Not only do fellow students and teachers deserve our courtesy, but also the school administrators who keep our building in excellent working order.

DRESS CODE

Proper clothing and good grooming is an asset to anyone and should be a part of your training. You should dress for school each day in a manner that would be acceptable in the business world. This is part of your training for applying and holding a job; therefore, you will be expected to conform to these suggestions:

Clothing shall not display any figures or lettering which carry a connotation of immorality, vulgarity or obscenity. Hats, caps and hoods are to be removed upon entering the building. School sponsored organization shirts may be worn. Hair must be clean and well groomed. The sponsors of extracurricular activities may set their dress code more strictly than those listed, as long as the code is reasonable. They must have their code approved by the principal and superintendent. **Final authority on any dress code matter or policy rests at the discretion of the building principal.**

Students attending any school function, such as dances, proms, graduations, etc. are expected to dress appropriately for the occasion. Students wearing attire that is either inappropriate or too risqué will not be admitted, or may be asked to leave or change.

These items of clothing are prohibited:

1. Any apparel that is Too Revealing, Too Sheer, or Too Low Cut
2. Halter Tops, tube tops, spaghetti strapped tops
3. Midriff-Baring Tops
4. Off the Shoulder Tops
5. Backless Shirts
6. Muscle Shirts or Tank Tops
7. Mesh Tops or See Through Shirts
8. Unstrapped Overalls
9. Pajama-Type or Bedtime Wear or House Shoes
10. Mini-Shorts, Mini-Skirts, or any Short or Skirt that is not below the Middle of the Thigh (Basic Check for Students – shall come down to the tips of fingers when standing and arms straight down and fingers extended.)
11. Shorts, Jeans, Slacks, or Pants Worn Below the Waist Line (Sagging) or with excessive or too revealing Holes/Rips/Tears
12. Students that choose to wear leggings must wear an additional garment on the lower half of the body (shorts, skirt, dress) that meet dress code requirements.
13. Headgear such as Hats, Bandannas, Stocking Caps, or Sunglasses. Any exceptions are only at principal's discretion.
14. Any Chains, Such as Bill Fold Chains, Bike Chains, Animal Chains, and extended length belts.

15. Any Apparel or Accessories with Offensive or Suggestive Slogans or Logos that Pertain to Immorality, Vulgarity, Obscenity, the Use of Tobacco, Alcohol, Drugs or The Promotion of Violence and/or Gang or Cult Activity

PENALTIES FOR DRESS CODE VIOLATIONS:

First offense- documentation, call parent, and change clothes

Second offense- documentation, call parent, and send home for rest of the day.

Third offense and thereafter- documentation, call parent, and three day suspension.

If a student is sent home, he/she will be counted absent until they return to school with appropriate clothing.

ELECTRONIC DEVICES

It is an understanding of Sentinel Public Schools that cell phones and other electronic devices are a part of everyday life. However, they can also be a distraction to the school day and learning process that is the priority of Sentinel Schools. Therefore, cell phones will be allowed in student possession before school, during lunch, and during passing periods. During class time, **phones are to be placed in the pocket keepers that are on the wall of each classroom.** Use of cell phones during class time for educational purposes will be left up to individual teachers. Exceptions may be made through the building principal, but must be made before the start of the school day, and will only be given in extenuating circumstances.

Penalties for Violations:

1st offense-student will receive detention and device may be confiscated for the remainder of the school day at the principal's discretion

2nd offense-student will receive detention, device will be confiscated and parent will be required to conference with principal to receive device

3rd offense-device confiscated and suspension of student

MUSIC PLAYING DEVICES

The use of music playing devices (iPod, mp3 player, cell phone used to listen to music or other music capable electronic devices) will be allowed at the teacher's discretion in their classroom. Music playing devices may not be used between classes. Headphones and earbuds must be removed from ears between classes. Grades 6-12 students may use electronic devices and music playing devices while sitting in the gym before school until 8:30 a.m. and during their lunch break while sitting in the gym until 12:35 p.m.

SOCIAL NETWORKING POSTS

Posting to any social networking sites during school hours is prohibited.

Penalties for Violations:

1st offense-Student will turn in their phone/device to the Principal each day for 1 week, as soon as they arrive at school. Phone/device will be returned at 3:20 each day.

2nd offense-Student will turn in their phone/device to the Principal each day for 1 month, as soon as they arrive at school. Phone/device will be returned at 3:20 each day.

3rd offense-Student will turn in their phone/device to the Principal each day for 6 months, as soon as they arrive at school. Phone/device will be returned at 3:20 each day.

***It will be the responsibility of the student to find the Principal each day at 3:20 to get their phone/device back.**

BUS RIDER RULES

Riding a school bus is a privilege, and the privilege may be removed for not abiding by the bus rider rules.

Prior to loading, students should:

1. Be on time at the designated school bus stops--keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
4. Be careful in approaching bus stops.
5. Wait until the bus comes to a complete stop before attempting to enter.
6. Respect people and their property while waiting for the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus, students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own!)
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles, and keep the aisle clear.

9. Help look after the safety and comfort of small children.
10. Not throw objects in or out of the bus.
11. Remain in the seats while the bus is in motion.
12. Refrain from horseplay and fighting on the bus.
13. Be courteous to fellow pupils, the bus drivers, and the patrol officers or driver's assistants.
14. Remain quiet when approaching crossing stops.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus, students should:

1. Go at least 10 feet in front of the bus, stop, check traffic and wait for bus driver's signal, then cross road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the schools officials.

LOCKERS

Pupils shall not have any reasonable expectations of privacy towards school personnel in the contents of a school locker, desk or other school property. Such items may be opened and examined by school officials at any time, and no reason shall be necessary for such search.

SEARCH AND SEIZURE

Student search may be made based on reasonable suspicion of a violation of school rules and/or state or federal law by a student. The search shall be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student shall be justified at its inception, based on reasonable suspicion and reasonable in scope and in light of the age and sex of the student and the nature of the infraction. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes. Return of the property may be made to the parents/guardians of the student. Illegal contraband or other property will be turned over to law enforcement.

DRUG/ALCOHOL POLICY

Students found to be under the influence of or in possession of drugs, alcohol, drug paraphernalia, concealed weapons, mood altering substances, or other prohibited items, will be expelled for the remainder of the current semester

and the following semester. Within five days of the incident, an evidentiary hearing will be held between the parents and a hearing panel. The hearing panel will consist of the principal and two other people appointed by the principal. If the parent and student present evidence and offer reasons for the student to be reinstated, the hearing panel may waive the expulsion if they feel such evidence and reasons are sufficient cause for leniency.

For a first offense a student may have the time of suspension reduced to 30 school days upon completion of substance abuse and intervention services that have been approved by school administration.

Sentinel Schools may acquire the services of a drug dog, which will make unscheduled, periodic visits to our school building and grounds. The dog and dog handler will have access to all buildings, rooms, vehicles, and lockers located on school property. If the dog alerts on anything on school grounds, standard legal procedures will be followed.

Students and their parents have all rights to due process. If parents have any questions about due process rights, they may contact a school administrator.

Sentinel Schools will provide, free of charge, urine screening drug test upon request by a parent. Alcohol detection kits will also be provided upon parent request.

STUDENT ACCOUNTABILITY RELATIVE TO SUBSTANCE ABUSE POLICY

Attending classes alert and ready to learn is a prime responsibility of students at Sentinel Schools. The inability to function in class may occur because of several reasons including illness, injury, or drug use (prescribed or illegal). A student may be referred to the principal's office after demonstrating one or more of the following behaviors:

- Sleeping in class
- Drowsiness or listlessness
- Slurred speech
- Poor general health (red eyes, flushed skin, etc.)
- Odor of smoke or alcohol
- Abnormal, erratic, or suspicious behavior
- Inability to concentrate
- Wearing jewelry or clothing which promotes drug or alcohol use
- Fighting, violence, or inciting behavior
- Possession of an illegal drug, alcohol, or possession of medication without notifying office
- Unexcused absences or tardiness

A trained employee of Sentinel Schools may check neurological function by means of a simple examination of the pupillary reflexes and muscle functions of the eye. If neurological dysfunction is suspected, regardless of the cause, the parent or guardian of the student will be contacted immediately.

The above behaviors, as well as the neurological examination, may be sufficient probable cause to search for illegal drugs or drug paraphernalia in the student's clothing, locker, or automobile.

DRIVING PERMIT

1. Each student who drives a street legal vehicle must sign a driving permit.
2. Street legal vehicles are not to be parked in the bus parking area or anywhere else except in the designated areas.
3. Street legal vehicles are not to be driven on the school grounds around the grade building and behind the Technology Building.
4. Students may not drive more than 10 mph on the school grounds.
5. Students are not to honk horns near school grounds.
6. Spinning wheels on take-off is prohibited.
7. Excessive speed in front of the school will not be permitted.
8. Students are not to allow anyone to ride on fenders or in the back of pickups.
9. Driving misconduct outside of school area is considered an offense.
10. No sitting in/on parked street legal vehicles.
11. Unlicensed drivers are not permitted to drive on campus at any time.

Penalties for Violations:

First offense – warning

Second offense – stop driving for two weeks

Third offense – stop driving for four weeks

Fourth offense – stop driving for remainder of year

BULLYING

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with

school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another person, 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 school’s educational mission or the education of any student. Harassment, intimidation, and bullying included, but are not limited to, a gesture or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited,

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one’s grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcomed physical contact.

This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. §24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to “create an environment free of unnecessary disruption” and also requires school districts to actively pursue programs for education regarding bullying behaviors.

The Sentinel Public Schools’ student conduct code prohibits harassment, intimidation, and bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Bullying, harassing, and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes

with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

Any student exhibiting threatening behavior either verbally, in written form, or by gestures towards another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and either:
 - A. Document the incident and place the student on a five-day probationary period, or
 - B. Implement the following intervention procedure. The student will be subject to an immediate suspension from school for a minimum of three days.
 - C. The student's parents(s)/guardian will be notified.
 - D. The Sentinel Police Department and Washita and/or Beckham County Sheriff's Department will be notified.
 - E. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not limited to, the following:
Police, Washita and/or Beckham County Sheriff, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
 - F. The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student's re-entry to school. A conference shall be held with the site school counselor, an administrator, and the student prior to the student's re-entry to school.

If it is determined that the student may not return to school, further counseling and /or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.

Any student who has been previously discipline for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative

placement or suspension shall not exceed the remainder of the current semester and the succeeding semester. A site administrator shall file a report on any student disciplined under this policy and send the report to the superintendent.

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which would result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students and employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

EXTRA-CURRICULAR ACTIVITIES

SPORTSMANSHIP CODE

This code is to promote friendliness, respect, cooperation, cheerfulness, fairness, loyalty and sincerity toward the students of the participating schools and citizens of the communities.

We will be courteous and gracious to all schools. This not only pertains to when they are our guests, but when we are accepting their hospitality, as well. Our opponents will be greeted with a sincere welcome and will be congratulated whether they win or lose.

Schools will cooperate with each other in making pre-game arrangements, in observing local rules and regulations, and will show a genuine willingness to cooperate. We will strive to maintain cheerful associations before and after the game. We will strive to maintain a sense of balance by keeping our emotions and sentiments from overcoming our better judgment and common sense. We will appreciate the game for its own sake and not for what winning will bring. We will be fair and considerate to all our opponents and visitors in each and every sporting event in which we participate. We will win without boasting and lose without excuses.

EXTRA-CURRICULAR ACTIVITIES

- Extra-curricular participants must have passed at least 5 courses the last semester enrolled in school or will be ineligible for the first 6 weeks of the current semester.
- Weekly eligibility checks will begin after the 3rd week of each semester. If at any time a student is failing for two consecutive weeks in any class, that student shall be ineligible for a period of one week, beginning on Monday. To regain eligibility the student must be passing all subjects at the next eligibility check. They will be eligible to compete the following Monday.
- All OSSAA eligibility requirements will be followed by Sentinel Schools.
- Sportsmanship and citizenship must be displayed at all times, or the athlete may forfeit their eligibility.

The athlete must represent Sentinel Schools in a way that is acceptable by fans and school officials.

Students may also be declared ineligible to participate in an athletic event as a disciplinary measure for inappropriate conduct, attitude, absences, and irresponsibility for athletic uniforms and equipment. Cheerleaders will be required to fulfill the same eligibility rules as team players to be eligible to perform at athletic games.

DRUG AND ALCOHOL TESTING

Secondary students wishing to participate in extra-curricular activities at Sentinel Schools must submit to drug testing. Students and their parents must sign a consent form prior to participation in extra-curricular activities.

All extra-curricular participants are subject to random drug testing throughout the school year. The number and frequency of random tests will be based on the judgement of the High School Principal and/or Superintendent. Any student that

tests positive will be included in all future random tests. Sentinel Public Schools may administer any of the following drug test collection methods for any random test: urine, hair follicle or saliva.

Parents/Guardians of students that have a positive drug test will be notified by administration by phone call, email or letter. Method of communication will be determined by availability. Multiple methods of communication may be used. Only school administration, the student in question, parents of that student, the extra-curricular coaches and/or sponsors of that student and any staff deemed necessary by school administration will be notified of the positive test results.

Penalties for a positive drug test result are as follows:

- 1st offense: 10 day suspension; No extra-curricular activities for the current semester and the next semester. Student will be allowed to stay in the class associated with the extra-curricular activity and participate in practice/class. Student may not travel to away meets/activities/games/scrimmages. Student may be in the dugout/on the bench for home meets/activities/games/scrimmages at the discretion of the coach and administration. Student may be drug tested at any time.
- 2nd offense: 10 day suspension; No extra-curricular activities for one calendar year. Student will be allowed to stay in the class associated with the extra-curricular activity and participate in practice/class. Student may not travel to away meets/activities/games/scrimmages. Student may not be in the dugout/on the bench for home meets/activities/games/scrimmages either. Student may be drug tested at any time.
- 3rd offense: 10 day suspension; Student is not allowed to participate in any extra-curricular activities for the remainder of their high school career.

Extra-curricular suspensions that span different school years will include the summer months. This would prohibit participation in summer meets, activities, camps, scrimmages and games. Only summer practices for first time offenders would still be allowed.

CLUBS

Following is a list of clubs and organizations provided at Sentinel Public School. Please be advised that parents need to notify the school office if they choose to withhold permission to allow their child to participate in any club or organization.

The purpose of each club or organization is to provide activities for students to enhance educational opportunities in that particular area.

Academic Team (HS)	Nathan Friesen
Academic Team (JH)	Cheryl Rose
Academic Bowl (5 th -6 th)	Cheryl Rose
Athletics (Boys)	Tate Beer/JJ Leaper
Athletics (Girls)	Tatum Ridling/Whitney Montgomery
Annual	Amy Beaty
Beta	Jacy Goostree
Cheerleaders (HS)	TBD
Cheerleaders (JH)	TBD
FFA	Garrett Saunders
FCCLA	Nicole Clancy
Gifted/Talented 7-12	Deborah Miller
Senior 4-H	Susan Baker
Junior 4-H	Susan Baker
Student Council	Amy Beaty
TSA	Travis Funkhouser

MISCELLANEOUS POLICIES AND PROCEDURES

NOTICE TO PARENTS

The Sentinel School District is part of a joint venture involving the Oklahoma State Department of Education to collect selected information on physically, emotionally and mentally handicapped children, birth through 21 years of age, for the purpose of determining present and future program and placement needs for statistical reporting.

As a parent you are guaranteed the right to inspect any such information which is subject to collection and to require the accuracy of such information. Access by any unauthorized person to information which would identify an individual child without the informed consent of the parent is expressly forbidden.

This agency is responsible for the confidential maintenance of this information and for its destruction. It is required that this data be destroyed following the completion of special services to the child, but not sooner than five years after a record is generated. Parents will be notified and asked to consent to submission prior to the entry of any personally identifiable data for this collection and prior to the destruction of this data. If you have questions regarding confidential data on your child, you may contact the school.

The Sentinel Public School District may disclose any of the items listed as directory information to military recruiters without prior written consent, unless notified in writing to the contrary. The parents, legal guardian of the student, or the student age 18 or over may also provide written notification to the principal within 10 days of the time the handbook is issued to the student requesting directory information not be released to the military service recruiters. If you do not fully understand this notice, please ask the school to explain its meaning to you. This notice is placed here under federal regulations related to the confidentiality of information.

Sentinel JH Zero Policy

Students at Sentinel Junior High (grades 6-8) should take pride in building character that includes a strong work ethic. Therefore when an assignment is made for a student in the classroom, it is expected that it will be completed in the manner and time frame put forth by the assigning teacher. If a student fails to turn in an assignment on the day that it is due, their name will be given to the building principal on the following day and that student will be assigned a working lunch with the principal. The time frame for credit on the assignment will be given as follows...

1st day – working lunch and assignment accepted for full credit

2nd day – working lunch and assignment accepted for 50% credit
All subsequent days – student will be assigned working lunch until the assignment is turned in, however, no credit will be given.

This policy does not take effect if the student was absent from school on school business. All students absent will still be given a day to make up work for every day that they were absent from class.

Semester Tests/Exemptions

Per the policies of Sentinel High School all students in grades 6-12 are required to take a semester test for all subjects except Athletics/PE. Semester tests will be given at the end of each semester.

SENTINEL PUBLIC SCHOOL TERMS AND CONDITIONS FOR USE OF INTERNET

Internet access is available to students and teachers in the Sentinel Public School district. We are very pleased to have this access to Sentinel School and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in Sentinel Public Schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. electronic mail communication with people all over the world.
2. information and news.
3. public domain and shareware of all types.
4. discussion groups on an abundance of topics ranging from diverse cultures to the environment to music to politics.
5. access to many university catalogs.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Sentinel Public School has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Sentinel Public School user violates any of these provisions, his or her access will be terminated and future access could possibly be denied. Signature(s) at the end of the use of internet document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet - Terms and Conditions

- 1) Acceptable Use - The purpose of Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- 2) Privileges - The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Sentinel Public School faculty member pertaining to the proper use of the network. The school administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access.
- 3) ***Students may not use social networking sites.*** Examples of this include, but are not limited to Facebook, MySpace, Twitter, LinkedIn, Vine, Flixster, Tumblr, Instagram, Snapchat, and Redditt. For bona fide school usage of a social networking site, a filtered alternative will be provided.
- 4) Netiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a) Be polite. Your messages should not be abusive to others.
 - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - c) Do not reveal your personal address or phone number or the addresses and/or phone numbers of students or colleagues.
 - d) Illegal activities are strictly forbidden.
 - e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - f) Do not use the network in such a way that you would disrupt the use of the network by other users.

- g) All communications and information accessible via the network should be assumed to be private property.
- 5) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to login to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet. **Students shall not use the Internet without the direct supervision of school personnel.**
- 6) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet.

CHILD IDENTIFICATION/AWARENESS

Child Find Services of Sentinel Public School is seeking information concerning handicapped children who might be eligible for educational services from the public school and vocational-technical education program.

The Bureau of Education for the Handicapped has mandated that the public education facilities will be responsible for education of all handicapped children aged 0-21 regardless of their handicapping condition.

The State Department of Education has approved regulations to meet minimum guidelines to implement such services. Sentinel Public School is asking for everyone's help in locating all unserved handicapped children. It is the responsibility of each local school district to locate and refer all handicapped children who are not receiving education services from the public school.

To refer a child with a suspected handicap, please call 580-393-2101 for information and programming available for handicapped students.

DISCRIMINATION POLICY

The Sentinel Public Schools, in compliance with Title VI of the Civil Rights Act of 1964 (P.L. 38-352) Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap or status in any of its policies, practices or procedures. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the compliance coordinator, which is Superintendent of School, P. O. Box 640, Sentinel, OK 73664, (580)393-2101.

NOTICE REGARDING ASBESTOS

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The Sentinel School district has complied with the act. A management plan documenting these inspections is on file for public review. You may examine the plan, located in the elementary principal's office, upon request.

The Sentinel Public Schools annually notifies parents, teachers, and other employees by handouts. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by handouts when they arise.

The asbestos identified in our management plan is checked regularly by an asbestos company and our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by the EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

Paula Combs and Randy Carlson, Asbestos Coordinators

ADDITIONAL ELEMENTARY POLICIES

ATTENDANCE

If a student is absent because of an emergency or illness, please call the office before 9:00 a.m. on the day of the absence. If communication with the school is not made, the principal or office may contact the parent.

TARDINESS

When an elementary student is late for any period, the student must obtain a tardy permit from the Principal. All tardies are considered unexcused except when specified otherwise by the principal. A parent will be notified when a student is tardy three times during the first nine weeks of a semester and after the sixth first period tardy local law authorities and District Attorney will be notified.

DISCIPLINE

In order for all Sentinel students to learn, live, and work together in a productive, safe environment, appropriate behavior is necessary. The school system, the school, and each class have established realistic and reasonable guidelines for all students to follow so that learning can take place without disruption. Minor problems are handled in a routine manner by the classroom teacher. Repeated disruptive incidents will be handled by the principal. In most

cases parents will be contacted regarding this. Your cooperation and understanding is essential.

The schools are established for the benefit of all students. The educational purpose of the schools is accomplished best in a climate of student behavior which is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts this process or which infringes upon the rights of other individuals will not be tolerated.

What are some of the forms of discipline that the principal will use? They include but are not limited to: Conference with student, conference with student and parent, detention during noon recess and/or P.E., working by cleaning the school grounds or school property, corporal punishment (parent's permission form), not being allowed to go on certain field trips, suspension, and any other discipline deemed appropriate by the principal.

ARRIVAL AND DISMISSAL

Students should arrive in the mornings after 8:00 a.m. Parents of students who need to arrive before 8:00 a.m. should make arrangements with the Principal. If grade school students arrive early, they should go to the cafeteria area until 8:15. Students will stay in this area until they are instructed by a staff member to go to their class. Secondary students should be in either the cafeteria area or gymnasium seats.

Students Pre-Kindergarten – 5th grade will be dismissed at 3:15 p.m. Bus students will load on buses at 3:20 p.m. and will depart at 3:25 p.m.

Students walking or riding a bicycle to or from school should not get in other people's yards or property. Parents should advise their children not to accept rides, clothing, gifts, pills, eats, drinks, etc. from stranger. Parents should advise the Principal if unusual incidents of this nature occur to their child.

If it becomes necessary for a parent to pick up a child before regular school dismissal, the parent must notify someone in the school office. No student will be dismissed without office approval. This is a protective measure for the student.

When it becomes necessary to dismiss school early because of emergency situations, the school will notify the parent or contact person of each student by sending a School Messenger text, email and/or voice message. If a parent hears through the media or otherwise of an early dismissal, the parent is encouraged to call the school to make arrangements for their child.

The following regulations apply for students who ride bicycles to school: The rider should know & observe all traffic laws. Bicycles are to be parked in bicycle

racks upon arriving at school and not ridden again until after school. The school will not be held responsible for stolen bicycles.

PERMITS TO LEAVE SCHOOL

No student may leave school except at regular dismissal time without permission from the office. If the student knows in advance that he will need to leave school, his parents should call the school explaining the necessity of leaving school and the time the student should be dismissed. The student must check out through the office before leaving campus.

MAKE UP WORK

In grades 3-5, one day will be allowed for each day missed to make up work. For example, if a student missed two days, he or she would have two days to make up the work missed. After that time, credit will not be given for work not completed. Kindergarten, first and second grade make up work will be handled on individual need basis.

PLAYGROUND AND P.E.

All students are expected to participate in class activities unless they have a note from a parent stating that they have an illness or injury. Elementary students are expected to go out on the playground at noon unless they have a note from a parent, or a teacher permission slip signed by the teacher, requesting the student to stay in the classroom.

ELEMENTARY EXTRA-CURRICULAR ELIGIBILITY

Extra-curricular “elementary school” activities are basketball (4th/5th/6th), music trips during school, tri-track meet, and 4-H events that require a student missing school. **All 4th, 5th, and 6th graders who participate in grade school basketball must have a physical on file.**

A student in grade 4, 5, or 6 will not be allowed to participate/attend a school function extra-curricular activity if he/she does not meet the following requirements:

- Must be passing (60 percent minimum passing grade) on core subjects of math, reading, science, language/spelling, and social studies**
- Must be meeting 80 percent attendance rule.

Students may also be declared ineligible to participate in an athletic event as a disciplinary measure for inappropriate conduct, attitude, absences, and irresponsibility for athletic uniforms and equipment.

AWARDS

Students are presented various awards at the Elementary School Awards Program during the last week of school each spring.

LUNCH

A lunch program is provided in the cafeteria for the benefit and convenience of the students. Official applications for free and/or reduced lunches are made available to every student, and parents may submit them for approval if they desire.

Students may bring their lunches, but they will be required to eat in the cafeteria. No soft drinks such as pop or colas are permitted at the lunch table during lunch. No elementary students are to be excused to go off campus for lunch unless accompanied by a parent or designated adult.

PARTIES

Parents may assist with three parties during the school year: Halloween, Valentines and Christmas. Grades PK-2 will also have an Easter party.

HOMEWORK

Sentinel School recognizes the fact that homework is desirable and necessary. Students at Sentinel Public Schools may be assigned homework as a means of encouraging independent study, establishing good work habits, and reinforcing basic subject skills. Homework may be given the entire school year. All homework assignments may not be written, but could be in the form of study or review for a test or research for projects or book reports. All written homework will be checked, graded, filed, or returned to the student in order to provide relevant feedback.

Parents should be aware of the purpose of homework and encourage and support the school in completion of all assignments.

PERFECT ATTENDANCE REQUIREMENTS

In order to have perfect attendance at Sentinel Public Schools a student must:

- Be here every school day.
- It will be considered a half-day absence if a student arrives at school after 10:20 a.m.; is away from school for more than one-and-one-half hour; checks out of school before 1:45 p.m. (Three times maximum allowed for entire year)

Please note: School related absence(s) will not count against perfect attendance.

DRESS CODE

The dress code for elementary students in grades PreK-5th grades will be determined by the elementary Principal. Dress code for grades 3 – 5 will follow the junior high/ high school dress code, found on pages 18 and 19, as closely as possible, as appropriate.

ELECTRONIC DEVICES

PK-5 students may not use private electronic devices at school unless it is approved by the teacher and Elementary Principal.

ATTENDANCE POLICY (REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the curriculum program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in curricular activities via distance learning.

Any student who is absent without a valid excuse for four days, or parts of days within a four-week period, or for ten days, or parts of days within a semester, shall be reported by the designated attendance officer of the district, first, to the student's parent, guardian, or custodian, and second, to the district attorney for juvenile proceedings pertaining to truancy.

Schoolwork takes precedence over everything else. All visiting, shopping, dental appointments and other engagements are expected to be planned so that parents will not request or permit students to remain away from school. The work offered in Sentinel Public Schools is based on the assumption that the student will be present every day. Experience has shown that a high quality of work is not possible with irregular attendance. If an emergency situation exists and proper documentation is presented to the principal, the attendance rule may be waived.

When absences exceed the number allowed, the parents will be notified. Parents should notify the elementary and/or secondary office if a student is to be absent. This should be done on the day of the absence.

No student will leave school except by permission of the office, and such permission during school hours shall be given only in case of sickness, or upon personal or written request of the parent or guardian, within the discretion of the principal. After permission has been secured from the principal, the student must sign the checkout sheet in the office stating the time of departure and the student's destination. When the student re-enters school, the student must then check the time of his return on the checkout sheet. Do not sign the checkout sheet in the office until you have received official permission to leave the school grounds.

At no time shall a student be allowed to leave the school grounds during the school day unless such leaving is in compliance with clear approval by the parent or guardian of the student. No teacher may excuse a pupil to leave the school during the school day unless the student checks out through the office.

Admission After Absence

On the day following an absence, if a student has a note (doctor's, dentist, etc...) documenting the absence(s), it should be brought to the front office. It is the student's responsibility to see the teacher about the make-up work.

Elementary Make Up Work

When students miss school, it is important in most situations, that work missed be made up. In grades 3-5, two days will be allowed for each day missed to make up work. For example, if a student missed two days, he or she would have four days to make up the work missed. After that time, credit will not be given for work not completed. Kindergarten, first and second grade make up work will be handled on individual need basis.

In accordance with the policy of the board of education, each student in High School and Junior High School (See FDC-R2 for K-6) is required to attend each class, in person or through distance learning, unless an absence is excused, a minimum of 90% of the time in order to receive credit for that class.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Death in the family
3. Medical appointments
4. Legal matters, including service on a grand, multicounty grand, or petit jury *
5. Extenuating circumstances deemed necessary by the principal
6. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school by 9:00 a.m. if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. Students that have excused absences will be given an equal number of days to their absence to make up work missed. If the work is not completed in this time, it will go into the grade book as a zero. If a student misses a portion of the school day, they should get their assignments missed upon returning to school.

It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in every excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

*Students that have more than 14 days of consecutive excused absences may be asked to provide documentation in order to receive the medical exemption.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
2. Requirements a, b and c refer to a 100% virtual online program. This is done through an application process only for students in grades 9, 10, 11 or 12. This option is only available for extreme circumstances and will require school administration approval.
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
 - b. The student is on pace for on-time completion of the course as required by the school district,
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

3. Requirements d, e and f refer to students that are temporarily required to participate in distance learning. This is available for students that are sick, have symptoms or other medical condition that warrant not being physically present at school.
 - d. Complete all the learning steps assigned each day within the same time frame as students that would be physically present in class, unless there are circumstances that prevent completion of learning steps which must be pre-approved by school administration. Learning steps may include, but are not limited to, assignments, quizzes, tests, discussions or other work designated by the teacher.
 - e. Respond to all school correspondence/communications within 8 hours, unless there are circumstances that prevent correspondence/communication, which must be pre-approved by school administration.
 - f. Attend all virtual class sessions, when offered, for each class unless there are circumstances that prevent attending sessions, which must be pre-approved by school administration.
4. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.
5. If a student fails to meet the above criteria in item #3 for 3 consecutive days, parents will be notified and reminded of expectations that the student participate in each class on a daily basis. The teacher will report the student as absent. If direct contact is not made, a return email or phone call from the parent is required within 24 hours.
6. If a student fails to meet the above criteria in item #3 for 4 consecutive days, the teacher will again report the student as absent. Parents will be contacted and a plan to have the child begin attending physical classes will be formed and finalized.

If a student fails to meet the above criteria in item #3 for 5 consecutive days, the teacher will again report the student as absent. The student will be considered truant and local authorities will be contacted to enforce compulsory attendance laws.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. In order to take an absence by arrangement, the parent, or guardian, must submit, at least one week prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence. If the request is not approved by school administration, the absence will be treated as an unexcused absence.
2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.

Excuses from Class During the Day

A student may not be excused from classes by a teacher of another class at any time. If the situation warrants, permission to miss a class may be obtained from the principal. The student is required to personally present it to the teacher. Under no circumstances should a student expect a teacher to accept a verbal excuse.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Nine unexcused absences may result in that student not receiving credit in that class for the semester.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. The student may be subject to further disciplinary action.

Tardies

1. Students who are not in their classroom after the last bell stops ringing will be tardy. When a student is late for any period, the student must obtain a tardy permit from the principal and/or the front office. All tardies are considered unexcused, except when specified otherwise by the principal.
2. A student who is more than 15 minutes late is counted absent for the period.

If a student exceeds three tardies in a nine week period, they will be required to attend detention with the principal.

Any student who exceeds the 9 day limit for unexcused absences per semester may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.