

# Comanche High School



# Student Handbook

2023-2024

## Introduction

This handbook has been prepared for the purpose of acquainting you with the rules and regulations of our school and co-curricular activities which furnish such an important part of your education. It is important that you read all the material in this handbook very carefully for here you will find the answers to most of the questions about our school. If you have a question that the handbook does not address, please contact us at 580-439-2933.

## **Interpretation of this Handbook**

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

### **Principal Message**

It is my privilege to welcome you to the 2023-2024 school year. I'm very excited to have you as a student at Comanche High School. I am confident that your experience here will shape you in many ways. As with any experience, you get out of it what you put into it. Comanche High School students are pulled in many directions and have many expectations. At times this can be overwhelming, but rest assured that the faculty, staff, and administration is here to ensure your success. My door is always open if you are looking for advice, need someone to talk to, or just want to check in. I am honored to serve you as the principal of Comanche High School and look forward to the year ahead of us.

Everyday is a great day to be an Indian!

Jason Schreiner  
Principal Comanche High School

### **Mission Statement**

“At Comanche High School, we strive to be a place the youth of today can feel safe to learn and grow as young adults through academics, technology, and extra-curricular activities to develop into strong members of the community and workforce of the future.”

# Comanche High School Fight Song

Here's to ole Comanche High  
We've got the spirit to do or die.  
Send the banner up on high, and  
Shake down the thunder from the sky.  
Although the odds be great or be small,  
Comanche High will win over all.  
As our loyal saints go marching  
Onward to Victory!  
FIGHT!! FIGHT!! FIGHT!!

## Board of Education

Charlie Gay-----President  
Amy Shelby-----Clerk  
Peyton Hale-----Member  
Cody Gerard-----Member  
Thomas Winton-----Member  
Julie Bills-----Superintendent of Schools

## Important Phone Numbers

Superintendent's Office-----580-439-2900  
High School Office-----580-439-2933  
Middle School Office-----580-439-2922  
Elementary School Office-----580-439-2911  
Fame Academy-----580-439-2955  
Transportation Director-----580-439-2977

## **Admission to Comanche High School**

To be admitted to attend Comanche High School, a student must be a legal resident of the Comanche High School District, or have obtained a legal transfer. Students must be living with their parents or legal guardians to be considered a district resident and be willing to follow school policies within this handbook and set forth by the Comanche Public Schools Board of Education.

All enrolling students may attend Comanche Public Schools without payment of tuition. Proof of residency (utility bill) or proof of legal custodianship will be required before any student enrolls.

The following items must be on file before any student will be allowed to enroll.

1. **Immunization Records** - Students entering Comanche High School must show proof of completing the prescribed immunizations as outlined by the Oklahoma State Department of Health, or meet the requirements for obtaining exemption for the required immunizations.
2. **Transfers** - If the parent or legal guardian of the student does not reside in the Comanche School district, an approved transfer must be obtained before the student can attend classes.
3. **Admissions from non-accredited schools** - Those students attempting to enroll from a non-accredited school will be evaluated on a case-by-case basis as to the credits that may be accepted.
4. **Entering Comanche High School for the First Time** - Students entering Comanche High School for the first time after being enrolled in another school must.
  - a. Legally withdrawn for the previous school and completed all obligations and requirements for withdrawal from that school.
  - b. Present a transcript of work from the previous school.

If there are questions regarding any of the aforementioned items please contact the Comanche High School office.

## **Academic Eligibility**

Students of Comanche High are expected to maintain academic integrity at all times. In order for students to participate in any activity, field trip, or competitive event with another school,

students must have a passing grade of 60% or higher. The Oklahoma Secondary School Activities Association (OSSAA) requires that all students participating in competitive activities maintain a passing grade in all classes.

Monitoring of student grades will begin in the **3rd** week of each semester. Student grades will be monitored on a weekly basis for academic eligibility. At any time during the semester students are found to be failing a class they will be placed on academic probation for one week to allow them to raise their grade to a passing level. After the probationary week, if students are still failing they will be placed as ineligible until grade is brought to a passing level.

### **Six-week ineligibility**

In order for a student to be eligible under OSSAA policy, they must pass all subjects in which they are enrolled in and have passed any five subjects to be counted for graduation the preceding semester. The grade that a student receives and maintains during this six-week period will **NOT** erase this ineligibility period. At the end of the six-week period, a student's eligibility will be reinstated provided the student is passing all of their classes at that time.

## **Advanced Placement**

Comanche High School has implemented an Advanced Placement Program that allows qualified students to receive dual credit for a specific class. These classes are designed to have the academic rigors of a college course, and the instructors have received specialized training in the areas that they are teaching.

The grading scale for these courses will be as follows:

**A= 5 points**

**B= 4 points**

**C= 3 points**

Students in danger of receiving a grade lower than a "C" will be removed from the class and will not receive college credit. Students that wish to receive college credit may take the end-of-year exam for the class. If students wish to take the exam, they will be responsible for paying the testing fee before the exam will be administered. If a student scores a 3, 4, or 5 in the course, college credit will be awarded to the student.

In the event that an AP class is not offered, an Honors class may be added at the same grading scale, but there will be no college credit awarded.

## **Alternative School**

Comanche Public Schools offers Fame Academy as an alternative school for those students that are “at risk” of dropping out of school for whatever reason. Fame offers a way for students to remediate coursework that they may have fallen behind in and give them an “alternative” path to obtaining a high school diploma. “At risk” students will be evaluated on a case-by-case basis as to whether or not Fame Academy is the correct path for them.

## **Assemblies and Programs**

Assemblies are a regular part of the school climate and serve many purposes. Assemblies may be held to broaden the experience and interest of the students, boost school spirit, or present important material to the students. All students are required to attend assemblies unless they are excused by the principal. Students attending assemblies are expected to participate in any activities and behave in a manner that is fitting that of a Comanche Indian. Students will be courteous and respectful at all times during assemblies. The culture of our school is measured by that of the student body and students will conduct themselves in a way that is honorable to Comanche High School.

## **Attendance Policy**

In order for students to remain successful in high school they must attend regularly. Students are expected to attend a minimum of 90% of the time. To maintain a level of high standards of academic achievement and prepare the students for the workforce of tomorrow it is important that students are in attendance and on time each day. In the event that a student must miss it will be the responsibility of the parent or guardian of the student to notify the school.

1. If a student needs to miss a day of school it will be important for the parent or guardian to contact the high school office before 8:30 a.m. on the day of the absence and disclose the reason for the absence.
2. For an absence to be changed from unexcused to excused it will be the responsibility of the parent or guardian to contact the high school office within 3 days of the absence or it will remain unexcused.
3. If a student has 3 consecutive unexcused absences an attempt will be made to contact parents or guardians and a meeting may be set up with the student and parents with the principal to discuss the unexcused absences, and the student’s academic well-being.
4. Oklahoma State Law (Section 232) states that when a child is truant for four or more days, or partial days within a four-week period or the child is absent from school without excuse for ten (10) or more days, or partice days during a semester, the school shall

report such absences to City of Comanche and could result in legal action from the Stephens County District Attorney's office. Oklahoma Statute (70-10-106).

- **Leaving School**

Should any student need to leave school for any reason during the school day, the student must have permission from a parent/guardian by phone call, or by the parent/guardian submitting the request in person. Before a student is allowed to leave the school property, they **MUST** sign out in the high school office. Should a student leave the school without the permission of the parent, guardian, or administration, the student's absence will be unexcused and he/she will receive 1 day of In School Suspension. Any further offenses will result in further disciplinary measures.

- **Leaving Class**

Teachers may allow students to leave class only under extreme circumstances, or necessity. Students will not be allowed to leave a classroom to another teacher's classroom without a note, or phone call from said teacher. Students need to be engaged in learning throughout the class period. If students have "free time" in a teacher's classroom the student needs to remain non-disruptive to others by working on homework from another class or reading quietly. Students need to utilize breaks between classes for restroom breaks.

- **Tardiness**

Students will be considered tardy when they are not in the classroom ready to begin when the bell rings for each class period. Tardiness slows the learning process and disrupts the class room. Students will be allowed **three** tardies without repercussions. Any tardies after three will result in punishment from the teachers, who may set rules for their classrooms regarding punishment for excessive tardiness in their classroom.

- **Truancy**

**Truancy-** As defined by The State of Oklahoma, is defined as any absence from school or school activities lasting more than one or more days or part of any school day without a valid excuse and without the permission of a parent, guardian, or school official. Any student who stays out of, or leaves school, or any school activity without a valid excuse and permission shall be deemed truant. H.B. 1975, effective July 1, 1995, provides that if a child is absent from school without a valid excuse for four (4) consecutive days, or parts of days within a four (4) week period, the parent will be notified, or if a student is absent without excuse for ten (10) days or

parts of days within a semester, the building principal must notify the parent and immediately report such absences to the District Attorney’s Office.

**Enforcement-** It is the responsibility of the building principal to determine whether an absence constitutes truancy. The building principal can and should take all appropriate disciplinary action to enforce attendance. In the event of truancy, the parent or guardian of the truant student should be notified by telephone or otherwise. In addition, each truant student may receive a “zeros” (0) on daily assignments classes missed.

- **Removal from Attendance Roll**

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district’s attendance roll beginning with the eleventh day. Senate Bill 1715 effective July 1, 2010, designates the school principal as the approving authority and clarifies the responsibility for an absence.

## **Bell Schedule**

- **1st Period.....8:00-8:45**
- **FLEX.....8:49-9:04**
- **2nd Period.....9:08-9:53**
- **3rd Period.....9:57-10:42**
- **4th Period.....10:46-11:31**
- **Lunch.....11:31-12:06**
- **5th Period.....12:06-12:51**
- **6th Period.....12:55-1:40**
- **7th Period.....1:44-2:29**
- **8th Period.....2:33-3:18**

## **Book Bags and Purses**

Students will only be allowed to transport bookbags to and from school, not between classes. Part of being a high school student is learning to plan ahead. Students need to utilize the lockers that are furnished to them and carry the books and/or supplies needed to each class period. Book bags shall not remain in the hallways, classrooms, or at the entrance of the building. Bookbags include satchels, briefcases, large bags, backpacks, purses, and tote bags, etc. All purses should remain in lockers during the school day.



## **Bullying/Intimidation/Harassment**

Students attending Comanche Public Schools are expressly prohibited from committing any act or acts of threatening behavior, harassment, intimidation, or bullying while at school or while attending school sponsored activities. It is the policy of the 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.

1. 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.
2. 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 will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.
3. "At school" shall mean school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.
4. "Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer.

5. "Threatening Behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Each building principal is responsible for putting in place a policy or prevention of and education about harassment, intimidation, and bullying

All alleged acts of harassment, intimidation, bullying, or threatening behavior, should be immediately reported to the building principal. Upon receipt of such report, the building principal or the principal's designee, should conduct an immediate investigation into the alleged acts to determine the validity of such allegations and the facts surrounding such allegations.

If, at the conclusion of the investigation conducted by the building principal, it is determined that a student has committed or attempted to commit any act or acts of harassment, intimidation, bullying, or threatening behavior toward another student or school personnel, the offending student shall be subject to the following:

- A. For a first offense the appropriate building principal shall impose such disciplinary penalty as he/she deems appropriate under the circumstances, including, but not limited to out-of-school suspension not to exceed ten (10) days:
- B. In the event of any disciplinary action, a mandatory conference will be held as soon as possible involving, subject to availability, the student, his/her parent(s) or legal guardian, school officials, and others as deemed necessary by school officials to discuss prevention of future incidents of such behavior and the consequences of such behavior. At such mandatory conference, the building principal may recommend the available community mental health care options be provided to the student, if appropriate:
- C. In the sole discretion of the building principal, the student may, at the expense of the student's parents or legal guardian, be required to attend mandatory counseling with an appropriate counseling agency as determined by school officials. Such counseling agency shall make recommendations to the school officials concerning the reentry of the student into the student population:
- D. Any student who has been previously disciplined for any act or acts of harassment, intimidation, bullying, or threatening behavior pursuant to these regulations, may, upon committing a second or subsequent offense, be subject to suspension for the remainder of the current semester and the succeeding semester: and

- E. Each building principal who disciplines any student under these regulations shall prepare a report concerning the incident involved and the disciplinary action taken and shall send a copy of such report to the superintendent for his/her records.

Policy adopted by the Comanche Board of Education on December 14, 2010

## **Bus Passenger Regulations/Information**

Comanche Public Schools provides transportation to and from school at designated bus stops for students living within the district. If a student is a transfer the parent(s) or guardian will be responsible for transportation to and from school, or students may be brought to a designated bus stop within the school district for bus transportation.

Students will be required to follow all rules and regulations set forth by the transportation department and posted at the front of each bus. The school bus driver has the authority to assign seats on the bus as a disciplinary action to unruly students, and they may also have rules for their bus beyond the spectrum of what is posted. Bus stops are also considered part of the riding process and students shall be disciplined for inappropriate behavior at the bus stops. Students are to follow the bus regulations and treat the school bus driver with respect.

Bus transportation to and from school is a privilege granted to students, the building principal may suspend that privilege as a discipline for inappropriate behavior of the student while riding the bus. The bus driver may fill out a disciplinary form detailing the student's inappropriate behavior and deliver it to the building principal and the transportation director. At which time the video recording from the bus shall be reviewed and the proper disciplinary action taken against the student at the discretion of the building principal/transportation director. The length of time for suspension of bus riding privileges will be based on the severity of the offense and number of offenses the student has committed during the school year.

Any student that is not a regular bus rider on a particular bus must have a bus pass/note from the student's building principal to be eligible to ride any bus, or get off at a stop other than the stop designated to them.

For student safety please abide by the following:

1. Be on time at the designated school bus stop ensuring that the bus stays on schedule.
2. While waiting for the bus, a student must stay off of the road at all times. Bus riders should be aware of the need to observe safety practices while waiting for the bus.

3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching the bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has come to a complete stop.
6. Students that must cross the road to enter the bus shall not cross until the bus has come to a complete stop, with lights flashing and the stop sign is out. At this time they should wait for the bus driver to signal for them to cross.

### **Bus Rules:**

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the bus driver's attention and may result in an accident. **Do not distract the bus driver.**
4. Treat bus equipment as you would valuable furniture in your own home. Damage to the seats must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Do not leave books, lunches, or other items on the bus.
7. Keep books, packages, coats, backpacks, feet, and legs out of the aisle at all times.
8. Help look after the safety and comfort of small children on the bus.
9. Do not leave your seat while the bus is in motion.
10. Horseplay is not permitted around, or on the bus at any time.
11. Bus riders are expected to be courteous to fellow pupils, the bus driver, and patrol officers.
12. Keep absolutely **quiet** when approaching a railroad crossing.
13. In case of a road emergency, children are to remain on the bus unless instructed to exit by the driver.

## Cafeteria and Lunch Break

The cafeteria is provided for students as an opportunity to receive a well rounded, healthy meal at affordable prices. Parents are responsible for the paying of student lunch bills. Students will not be denied a meal, but the bill will be accumulated and must be paid.

Student behavior in the cafeteria should be based on courtesy and cleanliness. This includes eating and visiting quietly, along with leaving the table and surrounding area clean and in the condition that will allow another student to eat at the same place, if necessary. Students may also bring a sack lunch from home and eat in the cafeteria if they choose.

The cafeteria also offers an order ahead option that offers salads, cheese burgers, and mini pizza. To order ahead, students can go to [lunchroomzoom.com](http://lunchroomzoom.com) and click the order ahead button, then follow the prompts to complete their order. Order ahead meals will be brought to the high school and put on a table in the hallway with the student's name on their container. Orders for the order ahead option must be placed by 8:45 a.m. on the day of the order.

Students that get their food in the cafeteria, or through the order ahead option are not required to stay in the cafeteria to eat. If students take their meal from the cafeteria they are responsible for keeping the campus clean by depositing trash in the proper containers located around the campus. If trash on the campus becomes a problem, students may be required to remain in the cafeteria to finish their meal. Students should take pride in their campus and help keep it clean.

## Candy, Snacks, and Drinks

Once the bell rings to begin class, students will not be allowed to go to the vending machines. All snack purchases must be done before or after school, or during lunch. Students will not be allowed to bring outside drink containers into the building. Students may bring a reusable water bottle to school with them and refill it at the refill stations in the hallway. **No fountain drinks (styrofoam or plastic cups with a straw) will be allowed in the school building.** All containers must be able to be sealed.

## **Change of Address and/or Phone Number**

It is important that records are kept current in the office. In the event that parents need to be contacted it is imperative that address and phone numbers be kept current. If at any time during the school year, students move to a different address within the school district, or parents change jobs, **PLEASE KEEP THE OFFICE INFORMED** as to these changes of address and phone numbers, so that parents can be contacted in case of sickness and emergencies.

## **Chromebooks, Computers, Internet, and 1:1 Technology Use Policy**

All Comanche High School students will be required to read and sign an Acceptable Use Policy (AUP) agreement policy form before they are issued a Chromebook, or allowed to use the campus computers or 1:1 network. English teachers will go over the AUP with students in class and quiz them on the contents to ensure their understanding of the policy. Failure to follow the policy in any way may result in the student's technology privileges being removed.

### **Chromebooks**

In order for students to be issued a Chromebook all students must pay a device usage fee of \$35.00/year. Students are responsible for the proper care of the device as stated in the AUP Handbook and it should be returned at the end of the school year in the same condition as it was issued. Students are not to write on, add stickers, or alter the Chromebooks or cases in any way. Doing so may result in fees for the cleanup, and/or replacement of the Chromebook or case.

If damage to the Chromebook does occur students will need to take their device to the library as soon as possible. The first repair to the Chromebook will cost nothing. Any subsequent damage may require the student to pay the appropriate fee/fees before the replacement or repairs are made. Students may still receive a loaner device, but it will be required to be turned in at the end of each school day until fees are paid.

Further detailed information will be provided to the students regarding Chromebooks and 1:1 network usage in the AUP Handbook and Agreement that will be provided to them. If there are further questions, please contact the high school office.

Students that are issued Chromebooks will have access to the Network anywhere on the Campus of Comanche Public Schools. It is the responsibility of the student to ensure that they are using the network for the intended educational purposes set forth by the AUP handbook. Any students caught misusing, or accessing inappropriate material with the Comanche Public School network shall be subject to disciplinary action.

## **Civil Rights**

Comanche Public Schools, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, among other federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to admission, employment, financial aid, and educational services. If anyone has a question about a possible civil rights violation or grievance they should contact the principal's office at 439-2933.

## **Class Sponsors**

Each class will be assigned teacher sponsors that will aid the students in the business that each class needs to handle throughout their time at Comanche High School. The sponsors will help the students elect class officers, keep track of class dues, help organize fundraising events, aid in organizing prom, and prepare the students for the graduation ceremony when the time comes. The funds that are raised as a class at school go into their account for the class expenses for graduation, senior class trips, and prom expenses. These funds are in no way the same, or allowed to be used for project graduation that is put on by the class parents and their own organization.

### **Current Class Sponsor**

#### **Freshman (class of 2027)**

Alvarado  
Solis  
Dr. McGuire  
G. Robinson

#### **Sophomore (class of 2026)**

A. Miller  
Watson  
Hamel  
Kimbrow

**Junior (class of 2025)**

Bolton  
S. Morgan  
J. Morgan  
Richards

**Senior (class of 2024)**

McCauley  
Dobbins  
Kelly  
Prucha

Rotation: Robinson B., White, Miller, Basset

**Clubs and Organizations**

<b>Art Club</b>	<b>Krystal Solis</b>
<b>ASL Club</b>	<b>Sonya Kimbro</b>
<b>Band</b>	<b>Kirk Prucha</b>
<b>BPA</b>	<b>Jeri Donn McCauley</b>
<b>Cheer</b>	<b>Kristy Houston</b>
<b>Chess Club</b>	<b>Kirk Prucha</b>
<b>Choir</b>	<b>Kirk Prucha</b>
<b>FCA</b>	<b>Jonathan (Jack) Francis</b>
<b>FCCLA</b>	<b>Todd Richards</b>
<b>FFA</b>	<b>James &amp; Shelbi Morgan</b>
<b>NHS</b>	<b>Anthony Alvarado</b>
<b>Spanish Club</b>	<b>Anthony Alvarado</b>
<b>Speech/Debate</b>	<b>Kirk Prucha</b>
<b>Student Council</b>	<b>Jacy Dobbins</b>
<b>Thespian Club</b>	<b>Kirk Prucha</b>

**Code of Student Conduct**

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

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



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

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

Responses include, but are not limited to:

1. Written and/or verbal warning
2. Parental disclosure, i.e. phone and/or written notice, or conference
3. Temporary or permanent removal from class or group
4. Alternative school assignment
5. Work details at noon and after school
6. Corporal punishment with parental consent
7. Short term suspension with community service
8. Review committees with written recommendations
9. Financial restitution
10. Involvement of law enforcement agencies
11. Referral to social agencies for counseling and resolutions
12. Long term suspension
13. Expulsion
14. Any disciplinary actions deemed appropriate by the administration within the policies set forth in the policy handbook of the Board of Education of Comanche Public School.

<b>1<sup>st</sup> Referral Step :</b>	Mandatory Detention Saturday School
<b>2<sup>nd</sup> Referral Step:</b>	One Day In-School Suspension
<b>3<sup>rd</sup> Referral Step:</b>	Two Days In-School Suspension
<b>4<sup>th</sup> Referral Step:</b>	Three Days In-School Suspension
<b>5<sup>th</sup> Referral Step:</b>	One Day Out-of-School Suspension
<b>6<sup>th</sup> Referral Step:</b>	T Three Days Out-of-School Suspension
<b>7<sup>th</sup> Referral Step:</b>	Five Days Out-of-School Suspension

### **Referral Step 1**

- Refusing to follow classroom rules
- Refusing to participate in classroom activities or fulfill assignments.
- Eating or drinking in class without permission.
- Minor disruption of the orderly classroom process
- Inappropriate address of faculty or staff (Address by last name)
- Running, making excessive noise, or other disruption in halls, buildings, classrooms, or other supervised settings.

- Failure to comply with a reasonable request from administrator, teaching staff, and other school employees.
- Conduct that disrupts the school's activities and educational mission.

**Referral Step 2**

- Disrespectful or discourteous to staff.
- Intimidation of another student, threatening by word or deed.
- The use of profanity and/or vulgarities with students.
- Possession or use of artificial noisemakers in the building.
- Improper use of computer
- Unauthorized use of cell phone/ Smart Watch
- Public Display of Affection
- Throwing snowballs
- Leaving school without permission

**Referral Step 3:**

- Skipping one or more classes
- Mischievous theft or vandalism.
- Possession of vape or use of tobacco at school or at a school activity.
- Bullying and /or harassment

**Referral Step 4:**

- Possession of a knife
- Direct use of inappropriate language to teachers or staff.
- Open defiance of authority.

**Referral Step 5:**

- Students fighting.
- Willful destruction or defacing of student, staff or school property.
- Verbal threat to another student.

**Referral Step 6:**

- Verbal threat to teacher or staff.
- Possession of and/or drinking of and/or under the influence of an alcoholic beverage at school or at a school activity.
- Discharging pepper spray, mace, or any caustic or illegal substance.
- Possession and/or discharge of fireworks, lighter, or incendiary device.

**Referral Step 7:**

- Physical attack of a staff member.
- Physical attack of a student or staff member with a harmful weapon.
- Felony theft of student, staff or school property.
- Possession, use, or under the influence of illegal drugs, or possession of drug paraphernalia while at school or school activities.
- Sale of or possession with intent to sell illegal drugs.
- Willful destruction or defacing of student, staff or school property that would amount to felony damages.
- Possession of a compressed air device that discharges a projectile.

**Corporal Punishment can be substituted for an ASD (2 swat per detention) or ISS (3 swats). Swats can be substituted for only one day of ISS.**

## **Communicable Disease Policy**

The Comanche Public School board of education has concern for the health of students and staff in the district. Any person with knowledge of suspected or confirmed cases of communicable disease is responsible for reporting this information to the appropriate person. Exclusions from school may be required when it is deemed necessary to promote the safety and well being of all students and staff. Decisions about how best to provide educational services to those students will be made by the administration of the district with the advice available from district/county health officials.

Communicable diseases will be evaluated on an individual basis considering three prime factors.

1. Degree of life threatening condition.
2. Degree of communicability.
3. Whether or not the disease has been or should be confirmed with laboratory documentation.

Students who are excluded from school will be placed on the homebound program until they are able to return to school. School personnel who are required to be absent from their work site will be subject to the sick leave policy of the school. Re-admittance to school and/or work sites may require a statement by a physician or other health professional stating that the individual is no longer infected or able to transmit the disease.

## **Concurrent Enrollment**

Students of Comanche High School may attend an accredited University and receive dual credit for their coursework. Students will receive college credits toward their future degree, and they will also receive a high school credit toward their high school graduation requirements.

Concurrent enrollment is a great way for highly motivated students to get a head start on their college coursework and keep them challenged academically. The requirements for students that plan to take concurrent courses will be as follows:

- The student must meet the published criteria (other than high school graduation and curricular requirements) for admission to the university to which the application is being made.
- The student must be enrolled in less than full-time load (fewer than six credit courses per semester) at the high school which they are attending. This must be attested by the high school principal and/or counselor.

- The student must be eligible to complete requirements for high school graduation no later than the Spring of their senior year. This must be attested by the high school principal and/or counselor.
- A concurrent high school senior must earn an ACT composite score of 19 or higher - or - have a GPA of 3.0 or higher and rank in the top 50% of their graduating class.
- Students taking a College Algebra course must score a minimum of 19 in ACT Math or have a cumulative grade point average of 3.25.
- A concurrent high school junior must earn an ACT of 23 or higher - or - have a GPA of 3.5 or higher.
- Concurrent students will be allowed to enroll in a combined number of high school and college courses not to exceed 19 semester credit hours. (One high school course shall be equal to 3 semester hours of college work.)
- Concurrent students must maintain a college GPA of not less than a 2.0.
- Students that have an ACT composite score of 26 or higher **AND** a 3.0 GPA or higher will be eligible for a full tuition waiver, while maintaining a 3.0 college GPA in 6 semester hours.

## **Conferences with Teachers**

Each teacher is provided with a conference period each day. Parents who desire a conference with a teacher must contact the front office to arrange a conference time or contact the teacher by email. All email addresses are attached to the school website and can be found at [cpsok.org](http://cpsok.org).

## **Control and Discipline**

Oklahoma Statute § 70-24-100.4: the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the district or classroom presided over by the teacher.

## **Corporal Punishment**

Corporal Punishment may be administered at the discretion of the principal. Parents will be contacted prior to the administering of corporal punishment. Corporal Punishment may be used for serious offenses or for repetitious offenses when other methods of control have failed. In the case a parent does not want a child to receive corporal punishment; the parent must provide written notification. Upon receipt of written notice, an alternate form of punishment will be used.

## **Dental and Medical Appointments**

Medical and dental appointments should be made for non-school hours if possible. If unavoidable, guardians should call the office to make arrangements for the absence. Students must check out through the office when they leave and check back in upon their return.

## **Discipline Policy**

“The school’s primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, or the School’s discipline policy, corrective actions are necessary for the benefit of the individual and of the school.”

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

“Each local Board of Education will adopt a policy for the control and discipline of all children attending public school in that district. The local policy will provide options for the control and discipline of the students. The parent or guardian of every child residing within a school district will be notified by the local Board of Education of its adoption of the policy and will receive it upon request. Provided, the teacher of a child attending a public school will have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.”

The goal of any disciplinary policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district. Discipline action is at the discretion of the administration and will be determined on a case by case basis.

## **Deficiency Reports**

Deficiency reports shall be completed and mailed to the parents of any student that is not performing at an acceptable level, or is not performing at a level that the student is capable of achieving. Deficiency reports may be mailed out at any time during the 4 nine-week grading periods.

The purpose of the deficiency report is to notify parents of a potential problem that exists through each grading period. However, just because a deficiency report is not completed and mailed to parents does not assure that a problem may not be developing. Parents are encouraged to follow their child's academic progress through Powerschool.

## **Deliveries for Students**

Students at Comanche High School are allowed to receive deliveries at the school. All deliveries will be delivered to the high school office and the student will be notified to come to the office and pick up their items after school, or during lunch break. After receiving a notification of their delivery, it will be the responsibility of the student to come to the high school office to pick up their items. If deliveries become a nuisance, or students are not picking up their items then the principal may stop allowing deliveries.

## **Detention**

Detention is assigned as a disciplinary action and is held from 11:30-12:05 on Tuesdays, Wednesdays and Thursdays. If students fail to show up for assigned detention, further steps will be taken for not showing up for detention. At the discretion of the principal any of these steps may be skipped at any time. Further disciplinary action may also be taken if the student is disruptive or does not follow the rules of the teacher in the detention room. Further disciplinary actions are as follows:

- First no-show=Saturday School
- Second no-show=Saturday School
- Out of School Suspension (Short-term)
- Out of School Suspension (Long-term)

## **Distribution of Printed Materials**

All printed materials that anyone wishes to distribute or display in the high school buildings for the attention of the student body must be approved by the principal. Inappropriate material will not be tolerated and a violation of this policy may result in suspension.

## **Dress Code**

Students of Comanche High School are expected to present themselves in a manner of pride and self respect at all times. Any form of dress or hairstyle that is deemed inappropriate, offensive, or counterproductive to the learning environment will not be permitted. Students of Comanche High School are expected to use self-control and good judgment when selecting school clothing and their appearance. The following guidelines shall be followed at Comanche High School.

- Dress regulations for students at Comanche High School are based on personal cleanliness, respect for oneself and others. Ultimately the faculty and principal have the final say regarding a student's appearance as a disruption of the educational process.
- If a student's appearance is considered by a teacher or administrator to be indecent or causing a distraction, the teacher will send the student to the office with a referral for disciplinary action. If the referrals for dress become habitual, further disciplinary actions may be taken, including out-of-school suspension if deemed necessary.
- Hats or other head coverings are not to be worn in the buildings. This includes hoods, toboggans, ball caps, bandannas and/or headbands. If the weather is cold, toboggans and hoods may be worn outside.
- Hair color must be of natural color. Hair can be dyed as long as it is of a natural color and not an artificial color. Hair dyed or spray-painted to an unnatural color is prohibited.
- Students will be allowed to wear shorts that hang below the middle knuckle when the student is in a standing position with arms to their side. No bicycle shorts, or short shorts will be allowed. Holes in shorts will not be permitted at any time.
- Jeans may not have holes that are above the acceptable length of shorts, below the middle knuckle when the student is standing with arms to their side. Jeans must also fit properly at the waistline. Sagging is not permitted.
- Skirts and dresses must be of appropriate length at or below acceptable length of shorts.
- Shirts may not be low cut exposing the chest.
- Blankets or bed coverings are not permitted in the classroom.
- Tights may be worn, but the student must wear a shirt that covers the buttocks when in a standing position with arms parallel to the shoulders.

- No see-through apparel, halter tops, tube tops, or tank tops will be allowed. Students wearing sleeveless tops must have a strap over the shoulder no less than three fingers wide. No spaghetti straps, or open back shirts.
- Shirts must meet the waistline of the pants that the student is wearing. The midriff must be covered with arms extended parallel to the shoulders.
- No undergarments may be visible at any time.
- Inappropriate words, vulgar connotations/innuendos, advertisements for alcohol, or drug references will not be allowed.
- Nothing that may be regarded as gang-related colors, or bandanas, may be worn or displayed.
- Body piercings must be of a nature that is not distracting to the learning environment. Final say will be at the discretion of the principal.
- No pajama pants are to be worn; however, sweatpants are allowed/joggers.

Offenders of the dress code will receive no warnings. It is the responsibility of the parents and student to read and understand what the dress code says and comply. If a student must be sent home for a dress code violation they will receive 2 detention days for their first offense. Further infractions will result in further disciplinary action up to out of school suspension.

## **Driving to School**

A valid Oklahoma drivers license is required for all students driving a vehicle to school.

## **Early Graduation**

Generally it is of the benefit of the student to stay at Comanche High School and traditionally graduate in the allotted 4-year term. Therefore, we generally discourage students from early graduation. However, some students are an exception to this rule and early graduation may be beneficial or acceptable. The following guidelines must be met before a student may be considered for early graduation:

1. Students must notify the high school principal in writing of their intentions and the reason that they wish to graduate early.
2. The student and the parents must meet for a conference with the high school principal and counselor.
3. The final say will fall on the approval of the Superintendent.



Students seeking early graduation may earn credits through accredited Summer school and other approved correspondence courses. The student can only earn 2 credits through approved correspondence courses and 2 credits through approved Summer school. Students planning to graduate early will not be considered for Valedictorian or Salutatorian. The student will be allowed to participate in the graduation ceremony, but will not be eligible to receive any honors that a 4-year member of the senior class would be eligible for.

## **Electronic Devices**

Students are **prohibited** from using cell phones or smart watches during the school day. Cell phones and smart watches should remain in the student's locker while on campus.

### **First and Second Offense:**

Parents must pick up electronic devices at the end of the school day.

**Third Offense and each recurring offense:** Parents must pick up electronic devices at the end of the school day and an office referral will be issued to the student.

Only a parent or an adult family member may pick up the electronic device if it is confiscated during the school day. Only administrators can allow exceptions to the rule when circumstances arise.

## **Emergency Drills/Procedures**

### **Fire Drills/Emergency**

During the first three weeks of each semester of the school year, the staff and students of Comanche High School will participate in a fire drill. The following procedures will be used during a fire drill, or in the event of an actual fire.

- An alert will be sounded with three (3) short bells. Be calm and follow the instructions given by your teacher to clear the building quickly and safely.
- Each room will have a posted chart mapping the route that will be taken in the event of a fire or fire drill. Follow the directions from the map and your teacher when exiting the building.
- Classes need to stay together and teachers need to double check that all students from their class have safely exited the building.

## **Tornado Drills/Emergency**

Early in the first and second semesters, (usually September and March) the staff and students of Comanche High School will participate in a tornado drill. During a tornado drill, or actual tornado emergency, an alert will be sounded consisting of two (2) short bells. All staff and students in the high school buildings will make their way to the door that exits to the patio at the East end of the hallway, (just before entering the Home Ec. Room). Upon exiting the high school building everyone should proceed to the North door at the middle school, (closest to the bus line), and proceed down the stairs into the basement of the middle school.

Staff and students that are coming from the Annex should proceed to the South doors of the middle school and proceed down the stairs upon entering the middle school building. Those in the gymnasium, Vocational (Ag./ Technology), or Greenhouse should proceed to the main high school building and make their way to the middle school basement as quickly and safely as possible.

In the event that a tornado hits without warning, all persons are to move to the main hallway of the high school building. Those in the Annex should move to the middle of the hallway, and students in the gymnasium or Vocational (Ag./Technology) should lie on the floor in the Southwest corner of the respective buildings. Students in the greenhouse should move to the main high school hallway if at all possible. Always refrain from seeking shelter near windows.

## **Lockdown/Intruder Drill/Emergency**

Early in the first and second semesters, the staff and students of Comanche High School will participate in a Lockdown/Intruder drill. During a lockdown drill, or actual emergency, an alert will be sounded consisting of **1 long bell**. A second long bell will be sounded to signal all clear. All teachers will lock classroom doors and move students to the opposite side of the classroom from the door and keep students away from windows. Classroom doors are to remain closed and locked until the all clear is given by the principal.

## **Enrolling from Home Schooling**

Unless homeschooling has been done from an accredited school accredited by the Oklahoma State Board of Education, a student will be required to take a placement test if he/she re-enters

the public school system. Results of the test may be used to determine grade placement and/or credit for the student. All examinations will be administered by the receiving school and results will be kept on file for one year.

## **Excused Absences**

Students requesting a pre-arranged absence must pick up an absence form located at the front office at least three days prior to the absence. Reasons for the absence should be noted on the form and communicated with the front office to determine eligibility. The form must be presented to all teachers and to administration prior to departure. If the absence is not approved and the student does not attend classes, then the absence will be recorded as an unexcused absence. Students who request a pre-arranged absence are expected to be fully prepared on the day of their arrival. This includes the completion of all assignments and tests identified prior to departure. The student shall assume all responsibility for requesting assignments prior to leaving. Reasons for an excused absence include:

- Student Illness
- Death in the immediate family;
- Doctor or Dentist Appt.
- Religious Holidays
- Cancellation of Bus Routes (Inclement Weather)
- Special cases which must be excused through the administration before the absence.

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

## **Excused Tardies**

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

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

## **Extra Curricular Activity And Event Requirements**

A student is permitted by the Oklahoma Secondary School Activities Association (OSSAA) rule, a maximum of ten (10) absences per class hour per school year for any and all extra-curricular activities, (including athletics, band, speech, debate, vocal music, FFA, FHA, Comanche High School Student Council, TSA, SADD, Science Club, FCCLA, etc.), which shall not be used for determining class absences. If a student, because of involvement in multiple activities, goes over

the allotted ten absences during the school years, the student may submit a request for additional activity day to the building principal. The building principal may present a request for additional activity days to the Board of Education. This request will only be presented if the student is in good academic standings and if the student, with the exception of activity absences, demonstrates good attendance habits. Other factors, such as the student's disciplinary record, etc. may be considered in this recommendation as well. If a student is not granted additional days for absences, any day missed will be counted as an absence from class and will be dealt with in the manner described in the handbook attendance policy. Students at school sponsored off-campus events shall be governed by school district policies, OSSAA rules, and state statutes. All students of Comanche High School, whether participant or spectator, will be subject to the same authority and guidelines as if the event was taking place at the facilities of Comanche Public Schools (OK 21-643, OK 21-844, OK 21-1362, OK 70 6-113 & 114, and OK 70 24-101).

## **Family Educational Rights and Privacy Act** **(FERPA)**

Comanche High School staff is trained yearly, highly supports, and complies with the Family Educational Rights and Privacy Act, (FERPA).

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level (U.S. Department of Education (2021, August 25). Family Educational Rights and Privacy Act (FERPA). U.S. Department of Education.

**[www2.ed.gov/print/plic/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/print/plic/gen/guid/fpco/ferpa/index.html)**

## **Field Trips**

Field trips that are designed to stimulate student interest and provide opportunities for social growth and development are considered appropriate extensions of the classroom. Field trips must be authorized by the building principal before the event is scheduled.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to assimilate the experience during and at the conclusion of the trip. Teachers and principals will be expected to consider the following factors in the selection of field trips:

1. Value of the activity to the particular class or group
  2. Relationship of the field trip activity to a particular aspect of classroom instruction.
  3. Suitability of the activity and distance to be traveled in terms of the age level.
  4. Mode and availability of transportation.
  5. The cost of the field trip
- Each regular classroom group is limited to two (2) field trips per school year.

Educational field trips shall be planned and conducted in accordance with the following guidelines:

1. The teacher shall review the educational value of the field trip with the principal and receive the principal's approval prior to making arrangements for the field trip.
2. A signed parental permission slip is required for each student participating in the trip.
3. The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation information, eating arrangements, date and time of departure, itinerary, and estimated time of return.
4. In addition to the teacher, one or more adults will accompany each class on a field trip unless otherwise approved by the principal. Teachers are responsible for informing adult chaperons of their responsibilities.
5. The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has the primary responsibility for the conduct of the students. Students who cannot be self-controlled or teacher-controlled may be excluded from future trips.
6. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision of the students that do not attend the field trip.
7. Student safety will be a primary consideration.
8. The buddy system, or partners, is recommended to assure constant awareness of each student's whereabouts, needs, and participation.
9. Should an emergency situation occur, the teacher is responsible for notifying the principal by telephone as soon as possible.
10. Use of private vehicles should be discouraged in favor of district transportation.
11. Arrangements for buses are to be made through the transportation director. Teachers should reserve buses at least 3 days in advance of the trip.

12. Students will not be permitted to leave the field trip grounds during the trip unless prior arrangements are made by parents.
13. If students return to the school from a field trip after school hours, the teacher and the principal should make provisions for their safe departure home, taking into consideration the age of the student.
14. Before a student may go on a field trip, they must have an emergency medical treatment form completed and signed by their parents prior to the date of departure for the trip. The emergency medical treatment form must be in the possession of the field trip sponsor during the field trip.

## **Fighting**

Students of Comanche High School are expected to treat each other with dignity and respect. Fighting, or those instigating/promoting a fight is strictly prohibited and considered a serious offense. Violations will result in out of school suspension for all parties involved.

## **Flag Salute**

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

## **Food and Drink**

Food and drink are not allowed in the classroom, lockers, or halls with the exception of water stored in a clear plastic container.

## **Gang Activity**

It is the policy of the board of education that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs which initiate, advocate, or promote activities which threaten the safety or well being of



Each teacher may have their own policy regarding late work and whether they accept late work, and/or how they will grade it. It is ultimately the responsibility of the student to turn assignments in on time.

## **Graduation Requirements**

### **Minimum requirements**

The minimum requirements for graduation from Comanche High School is 24 units of approved courses taken in the 4-year span of high school from 9th through 12th grade. Correspondence coursework may be included in the 24 units, provided the coursework is completed through an accredited educational institution and if the work was approved and supervised by the principal or counselor of Comanche High School. 18 of the 24 units required for graduation shall be earned in the 10th, 11th, and 12th grades.

Local school district requirements may exceed state graduation requirements. Students must have the following units of competencies for graduation from Comanche High School:

- **4 Language Art (1 per year)**

- **3 Mathematics**

From the following list:

- Algebra I
- Geometry
- Algebra II
- Trigonometry
- Pre-Calculus
- AP Calculus
- Math of Finance

- **3 Sciences**

From the following list:

- Biology I
- Biology II
- Physical Science
- Botany/Zoology
- Physics
- Physiology/Anatomy
- Chemistry
- AP Physics



- AP Chemistry
  - Certain qualified agricultural courses, (Including, but not limited to Horticulture, Plant and Soil Science, Natural Resources, Environmental Science, and Principals of Technology).
- **3 Social Studies**  
From the following list:
    - ½ unit of Oklahoma History (1 Semester)
    - ½ unit of United States History (1Semester)
    - 1 American History
    - ½ Geography (1 Semester)
    - ½ Government (1 Semester)
- **2 Arts**  
These may be included, but are not limited to, courses in Visual Arts and General Music.
    - Art
    - Band
    - Choir
    - Music Appreciation
    - Speech/Debate/Drama
- **10 Elective courses**  
These may include athletics, Ag., Home Economics, etc.

**Total=24 Units**

## **College Entrance Requirements**

Students that enroll in a university in the State of Oklahoma must meet the following requirements for unconditional admission to the university:

- **4 Units**.....English
- **3 Units**.....Algebra I, II, Geometry, or above.
- **3 Units**.....Biology I, II, Physics, Chemistry, Physical Science, Botany/Zoology, Horticulture or Anatomy/Physiology.
- **2 Units**.....Social Science, Oklahoma History, U.S. History, American History, and/or World History.
- **2 Units**.....Computer Science or Foreign Language

- **1 Units.....**Citizenship, Government, Geography, Economics

The above (15) units listed above are required for college admission. Students must complete the remaining (9) units of electives in order to meet the graduation requirements of Comanche High School. The following information is also important when considering elective courses in preparation for university admission. The Oklahoma Regents for Higher Education lists 2 units of the **SAME** foreign language as a “**Priority Academic Elective**”. The Regents additionally list the following courses as acceptable elective for college admission:

- Computer Science
- Economics
- Sociology
- Psychology

Students pursuing admission to a college degree program, including Associate in Arts, Associate in Science, OR Baccalaureate Degree programs may not count courses used to make up high school curricular deficiencies toward satisfaction of their degree program requirements. In other words; if these courses are not taken in high school the student will have to pay to take them in college and receive no college credit toward their degree.

## **Guidance and Counseling**

The counselor at Comanche High School helps direct students on their path to success academically, emotionally, and socially. The counselor is also available for personal counseling sessions as well, if a student has the need. Many times this can help a new student settle into the new environment, or help a student decide which course is best for them to take for their college prep. The counselor is always available to guide students and help them through academic, emotional, or social difficulties.

## **Hall and Classroom Expectations**

Students are expected to be prompt to class and in their seats when the tardy bell rings. The teacher determines when class has concluded, not the bell. All non essential items should be left in your locker, Students are not allowed to leave the classroom without a written pass from the teacher which states the destination of the student, the time excused, and the teachers initials. Running and shouting are not allowed in the hallways.

## **Harassment Policy**

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 will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will reply, upon the judgment and discretion of the administrator, to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Behavioral contract
3. Conference with parents
4. Detention
5. In-school suspension
6. Changing student's seat assignment or class assignment

7. Requiring a student to make financial restitution for damaged property
8. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
9. Restriction of privileges
10. Involvement of local authorities
11. Referring student to appropriate social agency
12. Suspension
13. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, and/or prom activities.

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. Unwelcome physical contact.

Comanche Public Schools has adopted the Safe Schools flowchart to ensure that all incidents are investigated in their entirety and that discipline is issued appropriately.

# Comanche Public School

## Harassment/Bullying Incident Report Form

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Student(s) Initiating Bullying/Harassment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff/Student(s) Affected: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Harassment alleged:

Racial       Sexual       Religious       Other: \_\_\_\_\_

Check all boxes that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Name Calling           | <input type="checkbox"/> Stalking                | <input type="checkbox"/> Inappropriate Gesturing |
| <input type="checkbox"/> Staring/Leering        | <input type="checkbox"/> Writing/Graffiti        | <input type="checkbox"/> Threatening             |
| <input type="checkbox"/> Taunting/Ridiculing    | <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Spitting                |
| <input type="checkbox"/> Demeaning Comments     | <input type="checkbox"/> Stealing                | <input type="checkbox"/> Damaging Property       |
| <input type="checkbox"/> Shoving/Pushing        | <input type="checkbox"/> Hitting/Kicking         | <input type="checkbox"/> Flashing a Weapon       |
| <input type="checkbox"/> Intimidation/Extortion | <input type="checkbox"/> Cell Phones/Smart Watch | <input type="checkbox"/> Text Messaging          |
| <input type="checkbox"/> Other: _____           |  |  |

Describe the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness Present:

Physical Evidence:

Graffiti       Notes       Email       Web Sites       Video/Audio  
 Other: \_\_\_\_\_

Staff Signature \_\_\_\_\_

Date/Time \_\_\_\_\_

Parent/Guardian Contacted - Date/Time \_\_\_\_\_

Administrative action taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Health and Wellness**

The health and wellness policies can be found on the school website under the district tab, under the nutrition link at cpsok.org.

## **Honor Roll**

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

## **Immunizations**

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

All students entering the seventh grade will be required to present a record of having received one dose of Tdap vaccine. There is no grace period allowed for students to comply with this requirement. Students not meeting this requirement will not be allowed to attend school until the requirement is met.

This requirement will be implemented incrementally over a six year period; each year another grade will be added to the requirement.

## **Inclement Weather**

The Comanche Public Schools District Calendar of school days will be accordingly. In the event that inclement weather necessitates a closing, Comanche Public Schools has a call system that notifies faculty and parents of a closing. Local television and radio stations will be notified to report on any closings as well. Facebook will also be used as a platform for notifications as well.

In the event that an inclement weather closing needs to occur after the start of a school day, parents will be notified by our call system and the Comanche High School Facebook page. Busses will run early for those students that need it and all others will be picked up, or allowed to leave.

## **In-School Suspension**

In-School Suspension (ISS) is a form of social discipline that allows the student to remain at school and better maintain their academic standing. Students may be assigned ISS for a number of reasons including, but not limited to the following: discipline issues, mischievous behavior, not completing classwork, etc. The principal will have the final say as to whether students will be assigned ISS. Students will be required to follow all rules set forth by the ISS teacher. If the student fails to follow the rules, they may be assigned another day, or if the behavior is habitual the student may receive out-of-school suspension.

## **Leaving School/ Open Campus**

When a student arrives at school, they are not allowed to leave until their academic day is complete or by permission of the school and parent. Such permission during school hours shall be given only in cases of Early College High School, Concurrent Enrollment, High School Open Lunch, Senior Internship, illness, or upon personal request of the guardian if within the discretion of the principal or designee.

Parents or guardians must sign a student out through the office if they make a request. The student must sign out and into school through the main office. Students leaving school without permission of school authorities will be considered truant.

Comanche high school students may participate in open campus for lunch and are expected to follow all traffic rules and abide by all local and state traffic laws. Failure to do so may result in revocation of open campus privileges for the remaining semester.

## **Lockers**

Each student in the high school will be assigned a locker at the beginning of the year. The assigned locker number will be printed on the student's class schedule. The locker is a place for students to store their school and personal belongings during the school day. Lockers may be subject to a random check or search at any time if teachers and/or administrators deem it necessary.

Students can provide their own lock for their locker if they choose. An extra key or lock combination must be on file with the office before a lock can be placed on a locker. **Never** store anything of value in a locker without a padlock. Comanche Public Schools will not be held accountable for student property that is lost or stolen.

## Lost and Found

Students should make every effort to mark all personal belongings like coats, books, calculators, athletic equipment, and other school supplies that they bring to school. If a student loses an item they should notify the office of the lost item. If the item has been turned in to the office it will be returned to the student upon the item being identified.

## Meningitis

Meningitis is a potentially severe or fatal disease caused by a bacteria, virus, or fungi causing inflammation of the tissues that cover the brain and spinal cord. Symptoms of meningitis may include fever, rash, headache, stiff neck, nausea, vomiting, and fatigue. Symptoms in infants may include irritability, lethargy, extreme fussiness, or refusal to eat. It is important to determine the cause of the meningitis for purposes of treatment and whether preventive treatment of persons who have had contact with respiratory fluids is needed. Since viral and bacterial meningitis often have similar symptoms, it is important to seek medical care immediately if you or your child has those symptoms.

Viral meningitis is the most common form of meningitis and can be caused by several different viruses. Approximately 90% of meningitis cases are viral meningitis. These viruses are typically spread from person-to-person through direct or indirect contact with fecal material, usually on unclean hands or contaminated environmental items. There is no specific treatment for viral meningitis, most patients will completely recover on their own with bed rest and plenty of fluids, however health care providers often will recommend medicine to relieve symptoms such as fever and headache.

## National Honor Society

Students that maintain a 3.5 or above grade point average are eligible for membership in NHS. **Students in NHS must be continuous, active members of at least 2 organizations or activities.** The following will count as 1 activity: band, choir, 2 sports (including cheer and pom), yearbook, academic team, FCCLA, Foreign Language Clubs, FFA, student council, or any other **approved** out of school service organization. For more detailed information about the NHS, students need to see the NHS sponsor, Mr. Anthony Alvarado.



# Oklahoma Honor Society

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

## Parent/Student/Teacher Compact

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students, and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out and to support student success in school and in life.

As a **STUDENT**, I will keep my focus on what is important in meeting my goal of learning by:

- Being in class on time, every day, with my homework in hand and prepared to work;
- Allowing the teacher to teach and everyone in class to learn;
- Completing my work on time and accurately;
- Keeping my hands, feet, objects, and comments to myself; and
- Respecting others and their property.

As a **PARENT/GUARDIAN**, I will support Comanche Public School programs and activities that give my child the optimum opportunity for learning by:

- Expecting my child to complete daily homework assignments independently and discuss his/her results for improved learning, and check for a timely return to school;
- Accentuating the positive events at school and help my child resolve issues of concern and conflict;
- Supporting the discipline policy and reinforcing the highest expectations of the school staff;
- Reading to and listening to my child read daily as a way of building a lifelong interest and joy of reading;
- Seeing that my child gets adequate rest and is in school on time with a positive outlook;
- Attending conferences to discuss my child's progress and attending events which showcase my child's work and learning experiences; and
- Providing and maintaining accurate information on my child's records for contact.

As a **TEACHER**, I will provide your child with every opportunity to learn and grow by:

- Maintaining a quiet and organized workplace;
- Having a high expectation of myself and my students;
- Giving instruction and assignments appropriate for the skill and development required by state and district standards;
- Monitoring student work on a daily basis to ensure success and progress; and
- Reporting regularly to parents with returned work, written notices, and conferences.

## **Prom**

The prom is an annual event in which the Junior class entertains and honors the Senior class each year. The Junior class, their sponsors, and parents are the hosts of the prom and banquet. The Junior class is responsible for selecting a theme and organizing the event.

### **Prohibition of Race and Sexual Discrimination**

The following concepts may not be taught to students, included in curriculum or instructional materials, included in employee professional development, or included in diversity, equity or inclusion plans:

1. one race or sex is inherently superior to another race or sex,
2. an individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
3. an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
4. members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
5. an individual's moral character is necessarily determined by his or her race or sex,
6. an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
7. any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
8. meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

If a violation occurs, a person may file a complaint by completing, signing and turning in the district complaint form to Mr. Schreiner, High School Principal, at 580-439-2933 or [jasonscreiner@cpsok.org](mailto:jasonscreiner@cpsok.org).

## **Prom Attendance**

Comanche Public School Juniors and Seniors may bring dates to the prom. If the date does not currently attend Comanche Public School, Out Of Town requests must be picked up from the front office, filled out in entirety, and submitted to the principal for approval. All Junior and Senior dates must be in at least 9th grade, but not over the age of 20.

### **Pupil-Dangerous/ Weapons-Dangerous/ Substance-Electronic Devices**

The superintendent, principal, or teacher of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil, when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as identified in the Dangerous Substances Act of the Oklahoma Statutes, electronic paging devices or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee of the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. The superintendent, principal, or teacher searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, electronic paging device, cellular telephone, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages or missing or stolen property.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances, intoxicating beverages, low-point beer, electronic paging device, cellular telephone, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district.

## **School Bus Policies**

The school board will furnish transportation for students and will do everything in its power to provide safe buses and competent drivers.

Bus routes are established to give the best possible service to all individuals. Buses will come as close as possible to the child's home, but they should not be expected to leave maintained roads when doing so would jeopardize the safety of their passengers, or risk collision.

The school bus driver is the sole authority over the passengers of the bus. He/She is expected to keep good order and discipline at all times. He/She is granted the same authority to correct an unruly child that the teacher has in a classroom. Students that misbehave while being transported on district owned vehicles may lose their bus riding privileges.

## **Search and Seizures**

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

## **Semester Exam Exemptions**

Students with perfect or exemplary attendance for the entire year, calculated by semester, are eligible for exemptions on the semester exam. Exemptions are granted on a class by class basis and absences for funerals or school sponsored activities including college days are not calculated in the number of absences. All other absences including suspensions will count against the semester exam exemption.

Students are exempt if they fit into one of the following scenarios:

- Grade of C with 1 or fewer absences
- Grade of B with 2 or fewer absences
- Grade of A with 3 or fewer absences

Students must be enrolled in Comanche Public School for the entire year to be eligible for semester exemptions. Every three tardies equal an absence and will count against semester exam exemptions. Students in grades 9-12 are not required to attend school on test days in which they are exempt.

## **Semester Exams**

Semester exams will be given at the end of each semester. These assessments shall reflect instruction that has been given throughout the semester. All students in grades 9-12 are required to take semester tests unless they qualify for an exemption. Each semester exam will count for one fifth of the semester grade.

## **Student Council**

Student Council helps share students' ideas, interests, and concerns with teachers and school administrators. They often help to raise funds for school-wide activities, including social events, community projects, and school reform.

## **Student Health**

Every student has the potential for having an illness, injury, or condition that may require special attention. It is essential for parents and students to keep school staff informed of any condition that may manifest itself in the form of physical effects. Examples include, but are not limited to fainting, seizures, blackouts, or any other condition that would be important for the staff to be aware of. Such conditions may create some embarrassment for the student, but they can also be potentially life threatening if staff is not made aware.

If students become ill, or are injured while at school, they should be sent to the office, if they are physically able, or the teacher will notify the principal of the situation. Every effort will be made to contact a parent or guardian to come and get the child. All accidents involving students at school should be reported promptly. Accident reports will be filled out for all accidents that happen on school property that involve students. The teacher that was in charge when the injury occurred will complete the form on the same day as the incident. This form will be given to the building principal.

## **Student Parking**

All students legal to operate a motor vehicle under Oklahoma law must park in the parking lot located South and West of the High School. Students are not allowed to park in front of the Ag building. All vehicles are to be parked forward and may not be backed into a parking spot. It is the responsibility of the student to ensure that these rules are being followed. All student vehicles are subject to search.

Students who are enrolled in ECHS or Concurrently in on-campus classes at OPSU may drive their own vehicles, if they provide copies of their valid driver's license, insurance verification and a signed parental permission form. Permission may be obtained from the office for the student to use such a vehicle.

Students will **NOT** be permitted to sit in cars at any time during the school day.

Students are **NOT** permitted to get into any vehicle during the regular school day without permission except for open campus lunch periods.

Cars should be locked at all times.

While driving in the school parking lot students will obey the five-mile-per-hour speed limit and will give right-of-way to all pedestrians and school vehicles. This includes the parking area at the sporting complexes when Comanche Public School is holding extracurricular activities.

Loud and inappropriate music is prohibited on and around the grounds of Comanche Public Schools. Abuse will result in loss of driving privileges.

Further violations will result in action by the Police Department.

## **Student Transfers**

Students who do not reside in the Comanche School district may apply for open transfer throughout the course of the school year on a first come first serve basis. Transfer applications can be found on the school website. Consistent with board policy FE some transfers may not be granted on the basis of availability, staffing, space, discipline, and adjudication.

## **Suspension Absences**

Absences due to disciplinary suspension will count against the semester exam exemption.

## **Suspension for Possession of a Firearm**

Firearm possession shall result in expulsion from school for a period of one calendar year. The term firearm means any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device. No distinction is allowed for loaded or unloaded firearms. For purposes of this section, the term "Firearm" shall mean and include all weapons defined by 18 U.S.S., Section 921. The superintendent may recommend this expulsion requirement be modified on a case-by-case basis under this policy.

## **Tardies**

Students are expected to be in their seats when the bell rings to start the period.

Any student tardy to any class will be issued an unexcused tardy unless documentation is received by administration to note otherwise. This includes teacher documentation for times when students are detained and late to the following class. A student more than 30 minutes tardy to a class will be considered absent and the excused/unexcused absence policy will be in effect. Three tardies equal one absences and will be counted against the semester exam exemption.

**3<sup>rd</sup> Tardy:**

Lunch privileges revoked for two weeks  
Verbal documentation of unexcused absence

**4<sup>th</sup> - 6<sup>th</sup> Tardy:**

One Day In-School Suspension  
Written documentation of unexcused absence

	Lunch privileges revoked for the remaining nine weeks and applied to each additional tardy.
<b>7<sup>th</sup> - 9<sup>th</sup> Tardy:</b>	Three Days In-School Suspension Charges will be filed in pursuant to title 10 O.S§ 10-105 (D) upon receipt of ninth tardy.
<b>10<sup>th</sup> - 12<sup>th</sup> Tardy:</b>	One Day Out-of-School Suspension Charges will be filed in pursuant to title 10 O.S§ 10-105 (D) upon receipt of twelfth tardy.
<b>12<sup>th</sup> and 15<sup>th</sup> Tardy:</b>	Three Days Out-of-School Suspension Charges will be filed in pursuant to title 10 O.S§ 10-105 (D) upon receipt of the fifteenth tardy.
<b>16<sup>th</sup> Tardy:</b>	Five Days Out-of-School Suspension Recommendation for long term suspension with a formal hearing to be held.Charges will be filed pursuant to title 10 O.S§ 10-105 (D).

## **Telephones**

All classroom and office phones used in the district are for business use and should only be used as such unless there is an emergency. Students may be allowed to use classroom phones in the presence of that teacher with their permission. Students are not allowed to use phones other than those times in which permission is granted by the front office, administration or teacher.

## **Ten Day Activity Rule**

Students involved in school sponsored activities must abide by the rules set by OSSAA and State Board Of Education. The total number of student activity absences allowed from any one class period shall be ten (10). Once a student has had ten activity absences from any one class period, the student must be reported to the principal's office for consideration for further absences.

## **Tobacco Use Prohibited**

The Comanche Public School Board recognizes that the use of tobacco has been shown to be linked to illnesses and disabilities and that the federal and state law prohibits smoking in any indoor facility, or other grounds thereof, which is used to provide educational services to children.

Therefore, smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property at all times. This prohibition extends twenty-fours per day, seven days a week, three hundred sixty-five days a year.

1. "School property" is defined as all property owned, leased, rented, or otherwise used by any school in the district including but limited to the following:

- a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. The term shall not apply to buildings used as residencies, i.e., teacher housing.
  - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreational areas, and parking areas.
  - c. All vehicles used by the district for transporting students, staff, visitors, or other persons.
2. “Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes cloves or any other product packaged for smoking.
  3. “Use” is defined as lighting, chewing, inhaling, or smoking any tobacco as defined within this policy.
  4. “Staff” includes, but is not limited to, full-time, part-time, and contract employees.

Signs will be used in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. Employees and patrons shall refrain from the use of tobacco.

Students are also prohibited from possessing tobacco products on, in or upon any school property. If students are found to be carrying cigarettes or any other tobacco product, the tobacco product must be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

REFERENCE: 21 O.S.1247  
63 O.S. 1-1522, et seq.  
20 U.S.C. 6083

## **Unexcused Absences**

Students and parents should realize and understand that unexcused absences will have a serious effect on the student’s grade. Unexcused absences are given when no note is brought by the student or there has been no contact with the parent on the day of the absence. **Assignments may be made up at the discretion of the teacher.** The teacher may require completion of all assigned work to insure the student understands the subject material with no credit given.

Comanche Public Schools maintains a truancy policy consistent with the requirements of Title 10 O.S§ 10-105 (D).

Once a student has accumulated three (3) unexcused absences during a school year, the parent must be warned orally or in writing in compliance with Oklahoma’s compulsory attendance law.



Thereafter, if the student continues to accrue unexcused absences charges will then be filed pursuant to Title 10 O.S§ 10-105 (D).

Reasons for an unexcused absence include:

- Family Vacation
- Child Care Situations
- Non-School Related Activities
- Personal Transportation Situations
- Any absence in which the parent has not been made aware of has prior knowledge of.
- Other reasons unacceptable to the principal or his designee.

**Note:** Students attending Comanche Public Schools shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for that grade and make satisfactory academic progress in order to be unconditionally recommended for promotion to the next grade. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum except those excused absences for religious holidays, participation in a military funeral honors ceremony, or extracurricular activities that do not exceed the maximum number allowed. These absences shall not be counted for the purpose of determining a student's eligibility for promotion or revocation of transfer. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests.

All absences must have a written or verbal explanation provided by the parent/guardian within 48 hours of the student's return to school. An absence for which no acceptable explanation is received shall be deemed unexcused.

Administration shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for retention based thereon.

Parents/guardians shall be notified, in writing, of any recommendation for retention (non promotion) or revocation of transfer due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time). Retention/revocation of transfer actions due to excessive absenteeism may be appealed by the parent/guardian.

## **Valedictorian and Salutatorian**

Each year for the seniors, the valedictorian(s) and salutatorian(s) will be determined by grade point, including all four years of high school beginning with the freshman year and ending with their senior year. The criteria for Valedictorian(s) will be the senior having the highest grade point average. (AP courses and higher levels of math and science will earn a higher weight based on a 5.0 scale). All seniors with at least a 4.0 GPA or higher will be considered as Co-Valedictorians. The Salutatorian will be the student with the second highest grade point average. Honor students will be students that have earned a GPA above 3.5. All ties will be honored \*\*A student must be a student of Comanche High School for the last three consecutive semesters to be Valedictorian or Salutatorian.

## **Weekly Eligibility**

Students must be in attendance 90 percent of the time. Those who have failed one class during the week shall be placed on probation for the following week. If the student fails a class during the week of probation, that student shall not be allowed to participate in any extracurricular activities during the following week thereafter until the grades are satisfactory. Each Friday, teachers shall report to the principal a list of all students who are failing their classes.

Below are the activities that require eligibility to be met in order to compete:

Football	Basketball
Track	Cross Country
FFA Stock Shows	Softball
Music/ Band Contests	FFA Jackpot Shows
FFA Contests	Basketball Clinics
Speech Contests	Cheerleading
FFA State Convention	Student Council
Baseball	Wrestling

## **Withdrawal From School**

When a student withdraws from Comanche Public School, they should follow the following procedure:

1. Notify instructors at least 24 hours in advance so grades may be compiled.
2. On the morning of the last day of attendance, get a withdrawal slip from the office.
3. Return all textbooks and library books, complete any other requirement set forth by the school and have the withdrawal slip signed by the instructor.
4. Return the withdrawal slip to the office for signature. A copy of this slip is kept by the office; the original is given to the student to present to the new school.

## **Workload**

All students must be enrolled as a full time student. Those who are participating in concurrent enrollment or early college high school must not exceed 19 credit hours.