



**Sweetwater Public School  
Student Handbook  
Grades 7-12  
Revised 2016-2017**

## **VISION STATEMENT**

**Preparing Today's Students for Tomorrow's World**

## **MISSION STATEMENT**

**Sweetwater Public School's goal is to enhance the education of each individual student socially, academically, physically, and affectively.**

Our goal is to provide each student with a quality education to become a productive citizen. We strive to provide opportunities to help each student develop his or her own potentialities.

The teachers and administrators of Sweetwater School are ready at all times to council and assist the students with any problem. A highly-qualified staff stands ready to assist the student.

The students also have a contribution to make to the Sweetwater School system as well as the Sweetwater community. Becoming a productive member of the Sweetwater School will help the student realize their potential as well as improve the society in which we live.

## **STUDENT POLICIES**

### **I. Objectives**

- A. Learn to be a good citizen
- B. Learn to live in a diverse culture
- C. Develop skills in reading, math, writing, speaking and listening.
- D. Understand and practice democratic ideas and ideals
- E. Learn to work collaboratively.
- F. Become a lifelong learner

### **II. Building and Premises**

- A. The school is financed by the taxpayer. Maintaining the school is expensive and destruction of the school property will be a burden on the taxpayer and the community. Students should use the materials wisely and be responsible for the care of the building and materials.
- B. School building hours are 7:45 AM until 4:00 PM. Instructional time is **8:00 AM** until **3:20 PM**.  
All students should be supervised in the building by a teacher, sponsor, or administrator at all times.
- C. Students may not leave the school property after coming onto the property without the permission of the administration. A teacher cannot give a student permission to leave the school property.
- D. The use of tobacco and alcohol for minors is illegal. The use of any type of tobacco or alcoholic beverages by any student on school property is forbidden. This includes any school activity that the student is participating in.
- E. As per state law, there is no smoking allowed on school property.
- F. NO firearms, knives, or any weapons on school premises.

### **III. Cafeteria**

- A. The school operates a school breakfast and lunch program, which is sponsored and regulated by state and federal agencies. Parents will receive notification of the lunch prices at the beginning of each year and receive a statement of the lunch account for their student once a month. Lunch bills should be paid promptly.

B. Reduced and free meal applications are available in the central office.

#### **IV. Transportation**

A. The school bus driver shall have the complete authority to maintain order and discipline on the bus, whether it is a bus route, activity trip, field trip or any activity in which students are riding a bus.

B. Disciplinary action will be taken against students who do not abide by the school bus driver's instructions. The right to ride a bus can be withdrawn if the student repeatedly fails to obey the bus rules.

C. The school will provide school transportation for all school sponsored activity trips. A fully certified driver will be provided.

D. Alternative means of transportation must be approved by the administration.

E. The use of school buses for student transportation for class parties and other trips that are not classified as approved activity trips will not be allowed. The use of school buses by classes must receive approval from the administration. If necessary, a driver will be paid by the class. The school vehicles will not be used on class parties.

#### **V. Scholastic Achievement**

A. The Sweetwater School Board of Education has adopted the following academic course requirements for all Sweetwater Students in accordance with the Oklahoma State Board of Education requirements and the Board's own desire to provide a quality education for the students.

##### **REQUIRED CREDITS and SUBJECT AREAS**

<b><u>Subject area</u></b>	<b><u>Unit</u></b>
<b>Language Arts</b>	<b>4</b>
<b>Math</b>	<b>3</b>
<b>Science</b>	<b>3</b>
<b>Social Studies</b>	<b>3</b>
	(Am His 1)
	(1/2 Gov't)
	(1/2 Ok His)
	(1/2 World)
	(1/2 Geo)
<b>Arts</b>	<b>2</b>
<b>Elective courses</b>	<b>11</b>

---

**TOTAL** **26**

B. The student may receive up to ½ unit per year for physical education. These units will be elective units. Any class in which the student enrolls and is not one of the above courses will be an elective

C. A final grade in a course of less than 60 for a semester will result in that student repeating that course for the semester.

**D. Grading Scale:**

**A. 90- 100**

**B. 89- 80**

**C. 79- 70**

**D. 69-60**

**Failing under 60**

**E. INCOMPLETE GRADE:**

An incomplete grade at the end of the grading period will become a zero after one week. The student will have one week to complete the necessary assignments or tests.

**F. CLASS LOAD**

The regular class load of any student in grades 7 through 12 will be seven or eight academic or vocational courses and one physical Ed course. A student not participating in a physical Ed course may enroll in an elective or required course.

Concurrent enrollment in college and high school for the senior year will be allowed for those students meeting the criteria.

Senior and Juniors will arrange for a counseling session to ensure all graduation requirements are being met.

All students will attend a full year of academics their senior year, as per state law.

## **G. EXAMINATIONS**

Each semester will be one 18 -week period.

### ***SEMESTER TESTS***

All students must take a cumulative semester test worth 20% of semester grade.

### **2016-17 Grade Policy**

Semester grade based on a cumulative assignment running total.

Mandatory progress reports sent out each 6 weeks to parents.

Eligibility recorded in the office weekly by the teacher.

The semester grade will be:

### **SEMESTER GRADE**

80% Running Total

20% Semester Test

The **running total** will consist of (60%) daily work, homework, and projects, and 40% tests.

## **VI. ACADEMIC AND ACHIEVEMENT AWARDS**

The following awards may be awarded to students based upon awarded grades or upon achievement as determined by the principal or an appointed representative.

### **A. 8<sup>th</sup> Grade Valedictorian & Salutatorian**

#### ***8<sup>th</sup> Grade Valedictorian***

The valedictorian award shall be given to the student that has been in attendance in Sweetwater Public Schools for at least three consecutive semesters in grades seven through eight before the final semester and shall have acquired the highest GPA. Determination will be made in January of the graduation year based on the previous four semesters.

#### ***8<sup>th</sup> Grade Salutatorian***

The Salutatorian award shall be given to the student who has been in attendance in Sweetwater Public Schools for at least three consecutive semesters in grades seven through eight before the final semester and shall have acquired the second highest GPA. Determination will be made in January of the graduation year based on the previous four semesters.

Students awarded either the valedictorian or salutatorian award shall be students in good standing and must be enrolled as full time students. Co Valedictorian and/or Co Salutatorians will be awarded in those instances when grade points are exactly the same when carried out two places.

## **B. HIGH SCHOOL Valedictorian & Salutatorian**

### **Current Policy for classes graduating in 2016, 2017, & 2018**

To be eligible for the Valedictorian or Salutatorian honor, the student must have attended Sweetwater Public Schools for their Junior and Senior years.

All grades beginning with the Freshmen year up to and including the third nine weeks of the Senior year are to be used in the GPA calculations.

Grade Point Average for **Valedictorian** would be 3.5 or better and **Salutatorian** would be 3.25 or better.

Candidates will have an ACT composite score of 22.

Students must be in good standing with the school, be in attendance regularly and have represented the school in a positive manner in all activities.

### **Current Policy for Classes 2019 and beyond**

#### **Valedictorian & Salutatorian Board Policy**

To be eligible for the Valedictorian or Salutatorian honor, the student must have attended Sweetwater Public Schools for their Junior and Senior years.

All grades beginning with the Freshmen year up to and including the third nine weeks of the Senior year are to be used in the GPA calculations.

Grade Point Average for **Valedictorian** would be 3.8 and a 19 ACT score in each subject area and **Salutatorian** would be 3.25 and a 19 ACT score in each subject area.

A grade of “D” in any class disqualifies the student for either award.

Students must be in good standing with the school, be in attendance regularly and have represented the school in a positive manner in all activities.

### **C. Honor Rolls:**

Students may be awarded recognition for achieving grades, which automatically place them on either the superintendent's honor roll or the principal's honor roll.

1. *Superintendent's Honor Roll*: A student must have all A's in each class for the specific period (nine weeks and/or semester)
2. *Principal's Honor Roll*: A student must have all A's and only one B in all classes
3. *Perfect Attendance*: The perfect attendance award shall be awarded to those students who were neither absent nor tardy for the specified period.
4. *Curriculum Awards* are based on the criteria set by the teacher of the class and are presented during awards assembly at the end of school.
5. *Activity Awards* are based on the criteria set by the coach and are given at the Athletic banquet or the Awards Assembly.
6. *Vocational Awards* are based on criteria set by the vocational instructor and are presented during the vocational banquet or Awards Assembly.

## **VII. ABSENTEEISM, TARDINESS, EXCUSES**

- A.** The Sweetwater Board of Education and the Administration believe that a direct relationship exists between regular school attendance and academic achievement. The following absences will be considered excused when validated by either a parent or guardian: Illness, health appointments, necessary dental appointments, death or serious illness in the family, school related activity trips which have received administrative approval and serving as a legislative page. Other reasons may be allowed by the administration. Students receiving an excused absence shall be given two days for each day missed to complete any missed assignment and or examinations. Failure to complete missed assignments and or examinations as specified in this paragraph shall result in a zero being recorded for the assignments and or examinations.
- B.** Unexcused absences shall be all absences not identified above. The student shall have a zero recorded for any assignment and/or examinations
- C.** School approved activities shall not be considered as absences except in those instances when a student attends without prior approval of the activity sponsor. This absence will be unexcused.



- D.** Three tardies will make an absence in the class in question. Tardiness by any student shall not be acceptable conduct and disciplinary action will be taken. All students who are late for school in the mornings shall report to the office for an admit slip.
- E.** Students shall not be permitted to leave school except when a written request is provided by the parent or guardian. A parents or guardian may pick up a student. ALL Students must sign out with the administrator and sign the log in the office before leaving school prior to the end of the school day.
- F.** Students cannot leave school with anyone except a parent or guardian unless that parent or guardian sends written permission. The administrator may call the parent to verify such permission. Any absence is subject to the rules of absenteeism.
- G.** Students shall be expected to coordinate with respective teachers to receive homework assignments for those classes when the student knows that he or she will be absent.
- H.** The state law requires that all students attend **90% of the semester**. If a student is absent ***(either an excused or unexcused absence)*** more than 10% or more than **NINE** days, that student shall fail the class in which he was enrolled and was absent.  
Excessive absenteeism is against the law and the District Attorney's office will be notified of the truancy.  
A committee of teachers, administrators and a board member is in place to review excessive absenteeism. Notices will be sent to parents.

## **VIII ATHLETICS AND VOCATIONAL**

- A.** The Sweetwater Public School system shall sponsor FFA and 4-H, as well as Cross Country, Basketball, and Track.

### **B. STUDENT PARTICIPATION**

1. Students in grades 7<sup>th</sup> through 12<sup>th</sup> may participate in scheduled Physical Education classes. Those students choosing not to enroll in PE classes will take an elective or a required course.
2. All athletes will conduct themselves with good leadership, sportsmanship, and citizenship both on and off the playing field. If the student fails to demonstrate acceptable conduct, disciplinary action will be taken which may or may not include suspension from the team.
3. All students attending an activity as a participant or spectator shall adhere to the rules and regulations both written and oral that have been put forth as rules of conduct.

4. The use of alcohol or tobacco or drugs while on school property, a school trip, or school sponsored activity is prohibited by law and by the school rules and the use thereof shall constitute a reason for suspension or expulsion of the student.

### **C. SPORTSMANSHIP**

1. Students are reminded that their conduct both on and off the playing field and while participating in school activities is directly related to ratings which are published by the Oklahoma Secondary School Activity Association. Students, teachers, players, coaches, and patrons are rated by OSSAA each year to determine sportsmanship.
2. Poor sportsmanship during these activities impacts the attitude towards this school of those doing the officiating and those that compete against us in various events. The score does not necessarily determine the success and failure of a team of a school.
3. Sweetwater Public Schools, its staff, administration and school board disapproves of poor sportsmanlike conduct on or off the playing field. We expect the assistance of all concerned to help insure a high rating in this area with OSSAA.

### **D. ELIGIBILITY**

1. All requirements of The Oklahoma Secondary School Activity Association (OSSAA) will be followed by Sweetwater Public Schools.
2. The school sponsors FFA and Sports.  
Students must be:
  - a. regularly enrolled
  - b. maintaining a grade of 60 or better in each class
  - c. in attendance 90% of the school year.
  - d. healthy and pass a required physical and drug test.
  - e. conducting themselves in good sportsmanship.

### **E. ATHLETIC EVENTS**

1. A student must be in attendance a minimum of four periods on a given day in order to be considered eligible to participate in a school-sponsored activity that same evening. A student missing any part of the day shall be declared ineligible if the absence is unexcused or without the knowledge and permission of the administration.
2. Students will ride the school provided transportation to and from any school activity unless otherwise approved by the administration or coaches.

## **F. LETTER AWARDS, JACKETS, HOMECOMING ACTIVITES**

1. A player shall be awarded a letter in Basketball after participating in sixteen (16) quarters of regularly scheduled games.
2. An athlete shall be awarded a letter in Cross Country after participating in 75% of the meets & Regionals.
3. An athlete shall be awarded a letter in Track after participating in 75% of the meets & Regionals.
4. After letting in any authorized school sport, players will be authorized to purchase a letter jacket

## **IX. PRIVATELY OWNED VEHICLES (POV)**

1. Students may drive to school if they have a valid driver's license. A copy should be placed in student file in central office.
2. Students must park on school property and not enter or move their vehicle again until the release time or only with permission from the administration.
3. Students may not loiter in the parking lot by their vehicle or anyone's vehicle during school hours or a school activity.
4. Failure to be on time shall constitute reason for revoking the right of any students to drive a POV to school.

## **X. SCHOOL ORGANIZATIONS**

### **A. CLASS ORGANIZATIONS**

1. Classes will organize the first day of school and elect the following officers.

President  
Vice President  
Secretary  
Reporter  
Student Council (2)  
Class parents

### **B. OTHER ORGANIZATIONS**

1. All school-sponsored organizations must be approved in the central office.

2. All school-sponsored organizations must as a minimum fill the following offices:  
PRESIDENT  
SECRETARY/TREASURER  
SPONSOR (Certified staff member)
3. Record books and receipts will be kept by the sponsor and turned into the school treasurer at the end of the year or whenever necessary for audits.

### **C. ORGANIZATION MEETINGS**

1. Should meet after school or during a designated time that does not include a scheduled academic class
2. Written minutes shall be maintained of all meetings.

### **D. SOCIAL FUNCTIONS**

1. A class may not have more than one class party per semester which is school-sponsored.
2. All class parties must be approved by the administration.
3. A sponsor and class parent shall be in attendance at all meetings in which decisions of parties and trips are made.
4. All class functions must be adequately supervised and sponsored.
5. All class functions shall end by 10 PM on weekdays and by 11 PM on weekends, unless otherwise approved.
6. The use of tobacco, drugs, and alcohol is prohibited.
7. Transportation will be provided by the class parents. If the school provides transportation, all expenses of gas and driver will be paid by the class.
8. Swimming is not allowed at a school function unless it is in a public pool with certified lifeguards in attendance.
9. Students from other schools may not be invited without prior consent from the principal and sponsor.
10. Travel distance for a class party may not exceed 65 miles.

## XI. MISCELLANEOUS

### A. DRESS STANDARDS

#### SWEETWATER STUDENT DRESS CODE

1. NO undergarments should be seen
2. No Midriff showing at all.
3. Modest length shorts  
Shorts must be longer than your fingertips with hands down at your sides  
Skirts should be no shorter than 3” above the knee  
No Cutoffs, all shorts must be hemmed  
No tight shorts  
No extremely loose fitting shorts or jeans  
No holes in jeans or pants above the knee
4. Must wear a complete blouse or shirt.  
No sleeves cut out.  
No tank tops.  
No see through blouses or shirts.  
No tube tops.
5. No alcohol, tobacco, or inappropriate materials or words on clothing
6. No Pajamas
7. Leggings must be worn with shirt equal to length of shorts (defined above)
8. No tattoos showing.
9. Students must have good personal hygiene.  
**Also not permitted**  
Sunglasses  
Hats or head-covering including hoodies in the school or classroom  
Earphones or earbuds

Please keep these items in your locker and do not wear them in the school building.

\*These items will be kept in the Administration office for no less than one week if they are taken from a student.

STUDENTS who are inappropriately dressed will be called into the office. The parents will be contacted and the student will be required to change clothes before returning to class.

## **B. SCHOOL PROPERTY**

1. Students and parents are responsible for lost or damaged school property and shall pay repair or replacement, including textbooks and laptops that are lost or damaged.
2. Students may not remove school materials, supplies, equipment, or other property from the school without permission.
3. Library and Accelerated Reader books or student laptops may not be removed from the libraries without the student following proper procedure in checking these items out.
4. Electrical and mechanical equipment may not be used by student unless that student has received safety instructions relative to the equipment and has permission.

## **C. PROHIBITED ITEMS**

1. Students are prohibited from bringing the following items to school or on a school sponsored activity:

- Knives
- Pliers
- Explosives
- Firearms
- Weapons
- Drugs
- Non-prescription drugs
- Alcohol
- Tobacco

2. School Administrators may authorize these items on school property for instructional purposes only.

## **D. BREAKS AND NON-CLASSROOM SITUATIONS**

1. Students should utilize restrooms and get water fountain drinks during breaks between classes.
2. Students should not be in the hall without teacher permission during class time.

## **E. ANNOUNCEMENTS**

1. Announcements by students should be approved in advance.
2. Announcements distributed to classes or posted on bulletin boards by students should be approved by the administration.

## **F. GYMNASIUM and VOCATIONAL FACILITIES**

1. Students are not permitted to use the school facilities without permission from the administration and **with adult supervision only**.
2. **No** student or person should walk on the gym floor with **street shoes**.
3. Equipment and supplies should not be removed from the school property without permission.

## **G. TELEPHONES**

1. Students may not use the phone without permission of the administration or a teacher.
2. Students may not receive calls during the school hours unless it is an emergency. A message may be taken and delivered from a parent or guardian.

## **H. CANCELTION AND DISMISSAL OF SCHOOL**

1. Parents will be notified through our One Call System as early as possible of school cancellation due to bad weather or other emergencies. Weather cancellations will also be made over Oklahoma City television stations as soon as a determination of need is made. Generally an announcement to cancel school will be made prior to 7:30 AM
2. In some instances school may be dismissed early. In that event, we will also use the One Call System to notify parents. Students unable to contact parents and unable to care for themselves will remain at school under the supervision of school officials.
3. Student insurance  
Is available upon request to the administration.

## **I. STUDENT BEHAVIOR**

1. Students are expected to exhibit good behavior at all times and in all places sponsored by the school. Failure to adhere to the rules and regulations, which have been published in writing, shall result in disciplinary action.

2. Married students will adhere to the same rules and regulations which individual students are expected to observe.
3. Should a case arise whereby the a student's willful action causes disgrace to the school or the student body, the superintendent may dismiss him/her from the school, and he/she shall not be reinstated until he/she has appeared with his/her parents and shown just cause for his/her reinstatement. In case of a second dismissal, his/her reinstatement will be reviewed by the Board of Education. If reinstatement is approved, he/she may return at the beginning of the next semester.

## **XII. VOCATIONAL AGRICULTURE and FFA**

- A. FFA members conduct shall reflect credit to their local chapter, state organization, future farmers, and the school and community at all times.
- B. Vocational and FFA equipment, vehicles, and trailers will not be loaned to any individual or organization without the consent of the Vocational Instructor and the Administration.
- C. The FFA shop is under the direction of the FFA instructor/sponsor. No one will use that building except with his permission. The building will be left in the order in which it was found left in the order in which it was found.

## **XIII. HOMECOMING ACTIVITIES**

- A. Homecoming will be under the direction of the Student Council and sponsor.
- B. A written policy will be maintained for selection of students receiving honors during these activities.
- C. The principal must approve all homecoming activities.

## **XIV. FUND RAISING ACTIVITIES**

- A. The Board of Education must approve ahead of time all fund raising activities.
- B. Classes and organizations must turn in a list of possible fundraisers to the Sweetwater School Board of Education at the September board meeting for approval. All other fund raising activities must be approved in advance by the administration.
- C. The Junior Class will be responsible for the concession stand during basketball season. The concession stand may be used by other classes and organizations for special events with the approval of the junior sponsor and the administration.
- D. The Sophomore and Freshmen classes are allowed TWO fundraisers per year, not including Halloween carnival or Spring Fling.
- E. All outside organizations must have permission to have fund raising activities within the school and they must be approved by the administration.
- F. All fund raising events that use the school facilities must be approved by the administration.



## XV. ELIGIBILITY RULES AND REGULATION

### A. Attendance

1. A student who has not attended classes 90% of the time for the semester becomes ineligible.

### B. Semester Grades

1. A High School student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended 15 or more days.
2. A junior high student must be passing 5 classes to be eligible at the second semester.
3. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate in sports or activities for the first SIX WEEKS of the next semester.
4. Pupils enrolling for the first time must comply with the same requirements of grades.
5. Scholastic eligibility for students will be checked at the end of the third week of the semester and each succeeding week thereafter. The grades shall be a running total for the semester.
6. Teachers will turn in the grades of the students making below a 60 in each class to the principal on Friday afternoon.
7. A student must be passing all subjects he/she is enrolled in during the semester. If a student is not passing all subjects enrolled in at the end of a week they will be placed on probation for the next one week period beginning on Monday and ending on Sunday. If a student is still failing one or more classes at the end of their probationary period, they will be ineligible to participate in competitive activities. This week of ineligibility will begin on MONDAY and end on SUNDAY.
8. All students who have lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under "scholastic eligibility" with the first class of the new one-week period (Monday through Sunday).
9. "Passing Grade" Means work of such character that credit would be entered on the records were the semester to close at that time.
10. A 12<sup>th</sup> grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12<sup>th</sup> grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. PE and Athletics cannot be counted.
11. Incomplete grades will be considered to be the same as failing grades in determining eligibility. The administration may make an exception of this rule.
12. One summer school credit earned in an accredited program may be used to meet the requirements of B 1 above at the end of the spring semester.
13. The school will run an eligibility check on Fridays. The period of eligibility will always begin on the following Monday.

## **C. CONDUCT OF STUDENTS**

1. A student whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated by the Administration.
2. A student who is disqualified during a game or contest because of flagrant or un-sportsmanlike conduct shall be ineligible until reinstated by the Administration.
3. A disqualified student shall be ineligible until reinstated by the Administration and a written report of details of the incident and action taken has been filed with the Administration for review with the School Board of Education.
4. A student disqualified by school officials for flagrant or un-sportsmanlike conduct shall forfeit the right to participate in one contest before reinstatement.
5. If a student who is ineligible transfers, the Principal will notify the receiving school and the OSSAA Executive Secretary of the Student's eligibility status.
6. Any student who is a member of a fraternity, sorority, or secret society in violation of the State Law of Oklahoma or the regulations of the Board of Education is not eligible.

## **D. AMATEURISM and AWARDS**

The OSSAA endorses the general principal of amateur athletics that prompts an individual to participate in physical activity solely for personal pleasure and satisfaction.

In order that students may retain their amateur standings and be eligible to participate in high school, college, national, and amateur athletics, it shall be the duty of the Principal to instruct the students as to how they may avoid jeopardizing their eligibility.

## **E. PARTICIPATION**

1. A student shall not be eligible after attending eight semesters in grades 9-12, inclusive. Attendance for part of fifteen separate days or participation in an interscholastic contest during a semester shall be regarded as a semester under this rule.
2. No student shall participate in more than four seasons in any sport, nor shall he have more than three seasons of opportunity in any sport after attending two semesters in ninth grade.
3. Participation in junior high school athletics by students in the ninth grade shall count as one year against the high school period of eligibility.