

Buffalo School Handbook 2026-2027

Mission Statement

Buffalo Schools will promote in its students a desire for lifelong learning, acceptance of responsibility, and the ability to think critically and logically.

Welcome to Parents and Students

We are pleased to welcome you to the new school year. This handbook has been prepared to help parents, guardians, and students become familiar with the policies, procedures, and expectations that support a successful school experience. Please review it carefully and refer to it as needed throughout the year.

Directory Information Notice: Parents/guardians who do not want their student's name, photograph, or other directory information included in school publications, including but not limited to the website, yearbook, newsletters, programs, honor rolls, or other school-related media, must notify the school in writing within the first two weeks of school. After that time, the school may use directory information as allowed by policy and applicable law.

School Personnel:

Superintendent
HS Principal
Elementary Principal/Athletic Director
Counselor

Mr. Dale Spradlin
Mr. Terry Mulbery
Mr. Dusty Yauk
Mrs. Tracy Pipins

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Elementary	Middle/High School	Office
Mrs. Susan Bentley, Pre-K Mrs. Monica McGough, Kindergarten Ms. Julie Dies, 1st Mrs. Lauren Jordan, 2nd Mrs. Amanda Zollinger, 3rd Mrs. Gayle Carrell, 4th Mrs. Jo Catlin, 5th Mrs. Kyrach Hirsch, Special Ed. Mrs. Denise Manning, Special Ed. Mrs. Andrea Storer, Music Mrs. Cindy Storer, Librarian Mrs. K. Johnson, Speech Path Mrs. Halea Cueto, RTI	Mrs. Kathleen Buckhaults, JH Science Mrs. Patti Dies, JH English/Geography Mrs. Baylie Woolfolk, JH Reading/Psych Mrs. Brooke Alley, JH Math/Coach Mr. J.J. Manning, Social Studies/Art/Coach Mr. Daryl Buckhaults, HS Math/Coach Mrs. Anita Cosby, HS Science Mrs. Mandy Bowles, Comp./Yearbook/Esports Mr. Tim Harland, Ag. Ed. Mrs. Angie LeForce, FACS Mrs. Kory Howard, HS English Mrs. TeNille Mulbery, PE/Aide Mr. Kol Bomhoff, Social Studies/Coach Mr. Caleb Howell, Social Studies/Coach/PE	Mrs. Kim Harland - Finance Ms. Megan Rohrer - HS Secretary/Registrar Mrs. Maria Lizardo - Elementary Secretary/Child Nutrition

Kitchen	Aides	Custodians/Maintenance	HPTC Driver
I. Gonzales J. Mata S. Ortiz	E. Mota, PK T. Appleton, K	Y. Immell B. Bowles M. Barboza C. Rios S. Cueto	H. Shafer

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Buffalo Public Schools

Enrollment Requirements: To gain admission to Buffalo Public Schools, a student must be a legal resident of this district or a legal transfer. The student must reside with the student's parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Buffalo Board of Education.

Academics: All students will participate in rigorous educational courses. The teachers are highly qualified in their subject area and will present coursework to prepare the students for college or further training.

Required Credits for Graduation

Buffalo Public Schools/Oklahoma SDE		Beginning with the graduating class of 2029	
English	4	English	4
Science	3	Science	3
Math	3	Math	4
Social Studies	3	Social Studies & Citizenship	3
Foreign Language or Computers	2	Pathway Courses (Appendix E)	6
Additional unit from the courses listed above	1	Approved by local school board (electives)	3
Fine Arts	1	Total	23
Electives	6		
Total	23		

Note: ½ credit of Economics or Financial Literacy is required by 2013 to meet Oklahoma graduation requirements.

Note: CPR/AED is required to meet Oklahoma graduation requirements.

Graduation: Students may participate in graduation ceremonies if they have completed Buffalo High School's requirements. If the student lacks .5 or ½ credit toward the graduation requirement, they may participate in the graduation ceremonies but not receive their diploma until the requirements have been met. The State of Oklahoma requires high school students to receive ½ units of Economics (Personal Finance) before graduating, as well as all students are required to receive instruction in CPR and the usage of an AED at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student with a disability. A student may also be excused from the requirement if a parent or guardian objects in writing.

Student Classification

Junior High (6-8 grades) requirements:

Math	3
English	3
Science	3
Social Studies	3
Electives	12

A review committee will review the academic performance of each junior high student to determine eligibility for high school admission. The committee will include Junior High Teachers, Counselor, and the Principal.

High School requirements:

Freshman 0 - 6 credits

Sophomore 6 ½ - 12 credits

Junior 12 ½ - 18 credits

Senior 18 ½ plus credits

Grading Scale:

A	90-100	S+	95
B	80-89	S	85
C	70-79	S-	75
D	60-69	N	65
F	0-59	U	55
P	(Pass) 70		
F	(Fail) 50		

Advanced Placement Courses (AP): are rigorous and academically challenging. Each year, the Buffalo Board of Education formulates a list of AP courses and the prerequisites for each class. Available for juniors and seniors only according to the guidelines in Appendix E..

Credit Recovery/Independent Study: Edmentum Courses may be taken for credit recovery or additional coursework for high school credit at the principal's discretion.

Concurrent Enrollment: is encouraged and available for eleventh or twelfth-grade students if they meet specific requirements. The chart below is the basic criteria. This enrollment will allow the student to be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student. (2001-02)

NWOSU	19 ACT or 3.0 GPA and Top 50% Rank
Oklahoma State University	21 ACT or 3.0 GPA and Top 33% Rank
Regional Universities	20 ACT or 3.0 GPA and Top 50%
Two-year Colleges	19 ACT or 3.0 GPA

Concurrent courses allowed to satisfy Buffalo Public School graduation requirements are:

College Course	High School Credit Awarded
ENGL 1113 - English Composition I	½ Unit English IV
ENGL 1213 - English Composition II	½ Unit English IV
MATH College Algebra	Algebra II (1.0 credit)
HIST American History: 1877 to present	United States History (1.0 credit)

Grades for credit: The final letter grade awarded by the college is the official grade recorded on the Buffalo Public Schools transcript for each concurrent course. Grades will not be altered, rounded, or converted by the district. Transcript format will appear as example: English IV (Concurrent-ENGL 1113 English Composition I OPSU) A. The courses for English IV credit will be an average of Composition I and Composition II. Concurrent students are allowed to use personal laptops during their assigned concurrent hour only.

High Plains Career Tech: Students may attend Career Tech in Woodward during their Junior and Senior years. The bus leaves at approximately 7:00 a.m. each morning. Career Tech students **are required** to ride the bus unless previous arrangements have been made with the principal.

Class Ranking: Seniors will be ranked at the end of the first semester of their senior year to determine honor designations. Grade point averages are based on the total accumulation of credits earned in grades 9-12 (the exception

being courses taken as 8th graders for high school credit).

Valedictorian/Salutatorian (Honor Students): Students will be selected from each graduating class for the award of Valedictorian or Salutatorian. The highest grade point average student will be chosen as class Valedictorian. The next highest will be designated as a class Salutatorian. Multiple valedictorian honors will be given if numerous students achieve a 4.0 GPA or tie for the highest GPA. The next highest GPA will be the salutatorian, and multiple salutatorian awards will be given in the event of a tie. An A grade will equal a 4.0, a B grade a 3.0, etc. No weighted averages will be included in the calculations.

- The composite score will be calculated using the grade point average of grades earned in the 9th, 10th, 11th, and first semester of the 12 grades. College classes will count as credit hours but will not be included in GPA calculations. College classes may take the place of electives for graduation requirements.

Superintendent's Honor Roll will be for the students who maintain all A's for the semester grading period.

Principal's Honor Roll will be for the students who maintain all A's and B's for the semester grading period.

Oklahoma Honor Society: Students with the top 10% GPA in grades 9-12 for High School and top 10% of grades 7 & 8 for Junior High Oklahoma Honor Society. The GPA is determined by the second-semester grades of the preceding school year and the first semester of the current year.

Buffalo Honor Society: The Buffalo High School's Honor Society is an organization that honors students with academic achievement and outstanding character, leadership, and service. Membership is limited to tenth through twelfth-grade students. The selection will be determined by the following process: (1.) a student having all A's and B's on their first and second-semester grade cards from the previous school year, (2.) teacher recommendation, (3.) interview process with the Buffalo Honor Society committee. Students who complete all three steps successfully will be admitted into the Buffalo High School Honor Society. The seniors will wear the Buffalo Honor Society honor cords at graduation.

Proficiency-based promotion: tests may be taken in December and May each year. The student must notify the Principal at least 30 days in advance of the test. To receive credit, the student must score a minimum of 90% on the test. There is a limit of 2 tests per semester. A processing fee is charged. The student should contact the counselor for additional information.

Incomplete Grades: Any student not completing all requirements by the end of the quarter may receive an incomplete (I). The student will be allowed the first ten school days of the next grading period to complete the requirements. If the "I" occurs in the last quarter, the student will only have five days to complete the requirements. If the student does not complete the work within the allowed time, the student will be given a zero for the uncompleted work.

Schedule Changes: must be completed within the first week of each **semester**. All changes must be approved by the releasing and accepting teachers, parents, counselors, and principals.

Grades:

- Students in grades 2-4 will receive a report card at the end of each nine-week period. Parents/Guardians will also receive a mid-nine-week progress report. At the beginning of a new nine-week period, grades will start over.
- Students in grades 5-12 receive semester grades. Semester grades are a culmination of 18 weeks of grades taken in each subject. Report cards for these grades will consist of the following: a mid-nine-week interim report, a nine-week progress report card, and a semester final report card. Grades in each subject will reset at the beginning of the second semester period.
- Interim Progress Reports are distributed as a benchmark to communicate their student's progress to parents/guardians before the quarter report.
- The First/Third Nine Weeks Report card aims to facilitate mid-point communication with the

parents/guardians. At the start of the Second/fourth nine weeks, the student's grade will continue without resetting.

- The report sent at the end of the First and Second semesters is a cumulative final for the Semester.
- Information is also available for each student on our web-based grade book program. >www.buffalo.k12.ok.us, "Gradebook" link. Passwords are issued through the office.

Ineligibility: Students must maintain academic eligibility to participate in school activities. Academic eligibility occurs when a student passes all courses in which the student is enrolled. In the first week, if a student fails, the student will be on probation. For the second consecutive week, if a student fails any subject, the student will be ineligible. The student will remain ineligible until they receive a passing grade in **all courses**. The teachers will turn in their ineligible lists on Monday mornings beginning the 3rd week of each semester. Any work to be included in a student's grade computation must be turned in to the teacher no later than the end of the school day on Fridays.

- **"A student who is not eligible will not compete or suit up." (OSSAA Guidelines)**
- A student must be in class at least half the day of the competition or event with a note from a parent or guardian. The exceptions are regularly scheduled doctor's appointments, family business/illness/funeral, and legal business. These must be approved by the principal or superintendent.
- A student who has not attended classes 90% of the time in an OSSAA member school for the semester becomes ineligible. The principal may make exceptions due to illness, injury, death in the immediate family, or valid reasons for late enrollment.

Testing

State Mandated Tests

Test	Levels	Date
Star Literacy	Grades: KG-3	Aug, Oct, Jan, April
Oklahoma State Test	Grades: 3,4,5,6,7,8	April
State Test	11 th Grade Science, ACT & Social Studies OCCT,	April

English Proficiency

ACCESS Test (WIDA)	Preschool through 12th-grade bi-lingual students (until proficient -Oral, Reading, Writing & Listening)	March-May each year
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Semester Tests are given in grades 6-12 to students with NO unexcused absences or disciplinary infractions during that semester. The semester tests may count for 20% of the semester grade average. Students who are required to take semester tests and miss the test may have a zero counted as 20% of their semester average. Students exempt from semester tests may only take them to improve their average.

SEMESTER TEST EXEMPTIONS:

Students may be exempt from semester tests on a class-by-class basis if they meet the following attendance requirements:

- A, B, or C average - exempt with no more than three absences
- D or F average - no exemption
- *Only approved school activities are excused

In addition to absences, to qualify for an exemption, the student must:

- BE IN “GOOD STANDING”
 - have no zeroes or missing assignments for the semester
 - have no referrals to the admin office during the semester
 - have no unexcused absences during the semester
 - have never been placed on the ineligible list during the semester

Attendance Policy

Regular attendance is essential for promotion and success in your schoolwork. When an absence is necessary, the student must make up this work on time (One day for each day you were absent). Example: Absent one day – student has one day to make up their work, that is, if absent on Tuesday, return to school on Wednesday, and make up work due Thursday. If a student is absent for 1 week, Monday through Friday, you have the next week to make up your work, with all assignments due the following Monday. An excused absence is merely an opportunity to make up work. It will be treated as an unexcused absence if a student fails to do the work missed. Zero (0) will be given for that day. Excessive absences, even though excused, are bound to affect students’ grades.

1. If students are absent, their parents must call the office. The office will be open at 7:30 a.m. The phone number at the school is 580-735-2448. It is the parents' responsibility to notify the school the day the student is absent.
2. If it is not possible to call, the parent is asked to write a note explaining the student's absence, which the student will bring to school the day he/she returns. If this is not done on the day the student returns, an unexcused absence will be recorded.
3. If the student has a dentist or doctor's appointment, the student needs to check out through the office. Upon returning, the student needs to bring an appointment card with the time of the appointment and a note signed by the doctor.
4. If a student becomes sick at school, they must report to the office to be dismissed. A parent will be notified.
5. The student must always check out at the office before leaving school for any reason. Failure to do so will constitute an unexcused absence.

Attendance Laws and Regulations: Oklahoma State Law: It shall be unlawful for a parent, guardian, custodian, or other person having control of a child who is over the age of five (5) years unless such a child has been screened as provided for in Section 1210.282 of this title and such child is determined not to be ready for kindergarten, and under the age of eighteen (18) years and who has not finished four years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the entire term the schools of the district are in session. (Note: The county district attorney will be notified in case of chronic absence.)

- Oklahoma Secondary School Activities Association (OSSAA): A student who did not attend classes ninety percent (90%) of the current semester is not eligible to compete in any intra-school competition governed by the association. e.g., athletics, band, FFA, FHA, FCCLA, etc.

10 Day Rule: Regulations for Loss of School Time for Activities: *The following is from the State Department of Education Administrators’ Handbook:* The State Board of Education encourages students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students in the development of solid work habits, responsibility, and self-discipline. Since the educational merit of the co-curricular program is recognized, the goal of the State Board of Education is to facilitate a balanced education for each student. It is with the above goals and philosophy that the State Board of Education established the following attendance/activities regulations:

- A. The State Board of Education intends that the Superintendent and local board of education annually review the

scheduling of activities so that minimal interruptions occur in a student's instructional program.

- B. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten for any one-class period of each school year. Excluded from the number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. (The criteria for achieving the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.)
- C. Each local board of education shall appoint an Internal Activities Review Committee at the beginning of the school year. This committee shall be responsible for reviewing and recommending any deviation from the activities policy to the local board of education.
- D. Each school district shall be responsible for maintaining a supplement to the attendance records to verify the conditions within the school system that apply to the above regulations.
- E. Procedures for filing complaints:
 - a. A signed written complaint must first be filed with the local board of education. If the complaint is not resolved at the regional level, then the complaint should be filed with the Accreditation Section of the State Board of Education. Upon receipt of the complaint, the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report for the State Board of Education and the Accreditation Section. This complaint must include a list of the name(s) of the student(s), date(s), and class(es) missed which exceed Regulation 2.
 - b. The school district shall provide the monitoring team with the necessary records during the on-site visit to verify or deny the violation specified in the written complaint.
 - c. The monitoring team shall submit a written report to the superintendent and the local board of education within ten school days of the on-site visit.
- F. Upon the monitoring team's recommendation, the superintendent may be called to appear before the State Board of Education to determine the appropriate action to be taken. In cases of flagrant violation, state funds may be deducted/withheld from the school district.

Principal will decide: All decisions on attendance will be left to the discretion of the Buffalo School District principal. Principals will also have the discretion to determine absences and circumstances other than those addressed in the handbook.

Skippping of Class/Truancy: A student who is absent without a valid excuse for four (4) or more days or parts of a day within four weeks or is absent without a valid reason for ten (10) or more days or parts of days within a semester will be reported to the student's parent(s) and the Harper County District Attorney. Also, a student is considered truant when absent from the classroom without the knowledge of either the school/teacher or their parent(s)/guardian(s). *Truant students cannot make up for work missed during their truancy.* The student may be subject to further disciplinary action.

Makeup Work Policy: If students are going to be absent due to school-related activity, they shall, if possible, secure their assignments in advance. Any prearranged assignments or tests shall be due upon return to class, regardless of the kind of absence (school-related, excused, etc.). If they choose, students may turn in the assignment(s) before the absence. Extra time on makeup work may be given depending upon the circumstances involved and the teacher. Points may be deducted, and grades adjusted accordingly.

- The teacher may allow work to be turned in after a due date for legitimate reasons determined by the teacher and the principal. The late work will receive less credit. However, no work may be turned in for credit purposes after the final school day for the 9-week grading period (3:00 p.m.). (Ex: Late work for the first 9-week grading period may not be turned in during the second 9-week grading period.) Without valid excused absences, zeros may be given on pre-announced assignments, tests, etc. Students' work is due when they return from suspension—no Late Work.

Homework: Student homework assignments may be given per the teacher's classroom policy. Students will be allowed a minimum of a day per day of absence to turn in homework when the student has been absent from school with permission. (For example, a student who is absent for two school days due to a documented illness has two school days to turn in assignments for the classes missed.)

Students absent without permission or approved documentation will receive a grade of zero on missed class assignments, including homework.

- **Classwork/Homework:** Most assignments are designed so they can be done in class. You must proofread your work carefully before submitting it for a grade. Assignments need to be turned in to the designated tray in the classroom.
- Students will be notified of the due dates for all assignments and any changes to those due dates. Students who do not turn in assignments by the designated due date may be subject to grade penalties per school policy. The following is the penalty that will be applied:
 - **One Day Late:** maximum grade of 88%
 - **Two Days Late:** Maximum grade of 78% (parent will be contacted regarding the late assignments).
 - **Three to Five Days Late:** Maximum grade of 68%
 - **After five school days, work will not be accepted,** and the student can receive a grade of zero unless prior arrangements have been made with the teacher

Absences – Truancy – Suspensions – Tardies

Absences: The only legitimate reasons for school absence are sickness, death in the family, or medical or dental appointments. Regular attendance is of tremendous value to the pupil and to the school. Irregular attendance, regardless of cause, will not produce satisfactory results. Regular attendance will stimulate interest in work and prevent the discouragement that comes from being behind in class.

- A. After being absent from school, a pupil must bring a note signed by the parent or guardian indicating the reason for the absence.
- B. Excused absences are granted only for Illness, family funerals, visiting a doctor or dentist, unexpected emergencies, or participating in a school-sponsored event.
- C. Other personal reasons for absence will be excused only if a note from a parent or phone call is provided before the absence or upon the day of return. No late notes or phone calls will be accepted after the day of return, resulting ***in an unexcused absence.***

Truancy: consists of a student being absent from school without receiving permission from the principal to leave the school grounds; the student must also obtain such permission when leaving with his/her parents. Starting to school in the morning or afternoon and never arriving or missing one class without permission constitutes ditching and may result in the violator being sent to detention hall, paddling, or suspension from school.

- A. A student who regularly misses school without school authorization or has a high rate of absenteeism shall be reported to the Harper County District Attorney. The student's parents or legal guardians may also incur legal liability for failing to compel the student to attend school.

Suspension: means exclusion from all classes and activities for a given time, with the possible loss of the privilege of making up the work missed, depending on the offense's severity or the length of the suspension. Students who receive an unexcused absence will not be allowed to make up their work, and a zero will be recorded for that day's work.

Tardies: A student in grades 6-12 is considered tardy if they are not inside their classroom when the tardy bell begins to ring.

- A. A student who is more than 15 minutes tardy to a class will be counted absent for that period. If a teacher detains

a student, they will not be counted as tardy by their next-period teacher if they present a note from the teacher who detained them. The note should contain the reason the student was detained and the time the student left the classroom.

- B. Tardies will not be charged to students if buses are late. All tardiness is unexcused unless there is a valid reason. Persistently tardy students will be referred to the office for discipline and possible detention. NOTE: STUDENT THAT EXCEEDS 15 TARDIES IN ANY ONE CLASS PERIOD WILL LOSE CREDIT FOR THAT CLASS. (NEW BOARD OF EDUCATION POLICY) ****Appendix B – Sample Tardy Letter ****

Buffalo Attendance Policy – Includes grades K-12

A student with excessive absences, regardless of the type of absences, may be issued no credit for coursework taken as determined by the teacher, counselor, and administration.

A student may have up to 10 legitimate absences per semester. After reaching the 10th absence, no credit for the student's classes(es) with 11 absences will be issued. (Ex. Automobile mechanical problems, parent is late, family trip, etc.) The following will not count toward the ten-day per semester:

1. Sickness with a signed doctor's note. (date, specific time of appointment, and days of care, if more than just the appointment date.)
2. Dental appointment with a signed dentist's statement. (Date of the appointment, specific time of appointment, and days of care, if more than just the appointment date.)
3. Funerals.

Adequate documentation shall be required when the student returns to school. The Principal has the authority to excuse absences for medical, court, or emergency reasons. An absence will only be excused for the reasonable time required. (Ex: Optometrist appointment at 10:00 a.m. will not be excused for the afternoon classes.) Documentation for excused absences must be presented to the principal/office for the absence to be excused. Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Harper County District Attorney. (70 O.S. ss 210-105; S.L.O. ss 229)

- Parents will be notified by certified letter when their child reaches five absences, again when reaching nine absences, and finally when they reach 11 absences in which no credit will be given for the course(s) for the semester.
- Appeals or Justification of a child's absences may be done within two weeks of notification. Any appeals after the two weeks must be made to the Superintendent or the Buffalo Board of Education.

****Appendix C Sample Absence No Credit Letter****

****Appendix D Sample Attendance Courtesy Letter ****

Permission To Leave School

No student may leave school except at regular dismissal time without permission from the office. If the student knows they must leave school, their parents should call the school explaining the necessity and the time the student should be dismissed. The student must check out through the office before leaving campus, including the noon hour.

- No student may leave school with someone other than their parents or immediate family during lunch break unless they are in high school and their parent/guardian has signed the school permission form for open campus lunch.

Student Sign-Out/Sign-In and Visitor/Parent Sign In-Sign Out

A student leaving any part of the school day must be signed out by an adult at the principal's office. The date, time left, and time returned, if applicable, will be noted.

School Activity Absence: A student shall not be absent for activities from any class period more than ten days in one

school year. The following activities are exempt:

State and National levels of school-sponsored competitions or qualifiers that have the approval of the Board of Education.

- Field trips
- Conventions
- College days (each Senior receives two days, Juniors 1 day, and the student must arrange ahead of time with the counselor and bring back proof of visit)
- Serving as a page in the State Legislature

Students must get the assignments before their absence and complete the work when they return to class.

General Student Regulations

Medical Conditions/ Medications: The student and the student's parents must notify the administration of any medical condition or health problem that may affect that student's performance or behavior at school. All medications, including over-the-counter medicine, **must** be kept in the administration office. Medication provided by the student or Parent/Guardian shall only be dispensed to a student with written Parental/Guardian permission and written dispensing instructions.

- Asthma medications that need to be self-administered (inhalers or other medicines) need proper documentation in the office.

Student Insurance: All students participating in athletics or competitions require proof of insurance. In addition, students who participate in any out-of-district school-sponsored activity must have proof of insurance on file in the high school office. School insurance is available to students as an exceptional service. The school does not sell insurance, nor does it promote any insurance company. The school makes it available through an agent only as a convenience to the students.

Student Injuries: The Administration must receive a written report within 24 hours of any injury, illness, or allergic reaction a student suffers while under school supervision.

- **Liability for student injuries:** Buffalo School Board policy states that the parents are to provide health/medical insurance for their children. Buffalo Schools will not be responsible for any injury to a student while under school supervision.

Visitors: All Visitors (including parents/guardians) must check in at the principal's office immediately upon entering the building. Students must receive permission from the principal before inviting a guest to school.

School Assemblies: All students attending school assemblies must be polite, attentive, and courteous. Failure to comply will result in disciplinary action.

Fire and disaster drills will be held several times a year. Students and teachers should review the procedures so that students know how to conduct the drills safely.

- Fire Warning and Fire Drill Signal will be one long ring. Evacuate the building according to procedure. This drill will be held once per semester.
- Three short rings will be Storm warning (Tornado) and storm drill signals. Students and teachers will seek immediate shelter in the gymnasium. This drill is held once each semester.

Lockdown Policy: An all-call statement to everyone will indicate that the teacher or substitute is to lock the classroom door from within, close the blinds, and move the children to a corner of the room away from the door and windows. No one can enter or leave the classroom unless the administration or law enforcement approves it. The room is to be locked until an all-clear is sounded. Locking outside doors will be assigned to support personnel and administration.

Lost and Found: Each student is responsible for safely handling money, personal possessions, and school property that has been checked out to that student. Lost or stolen items must be reported immediately to the principal. “Found” items must be brought to the office. **DO NOT BRING LARGE AMOUNTS OF MONEY TO SCHOOL. DO NOT KEEP VALUABLES IN LOCKER OR BOOK BAG. BUFFALO SCHOOLS IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**

Outstanding Bills/Equipment/Meals: Lab fees, room fees, project expenses, equipment and supply costs, etc. shall be paid in advance.

- Notices of unpaid charge balances will be sent to the parents/guardians regularly and consistently to avoid the lunch program carrying charge balances. All communications will be directly with the parent or guardian. Under no circumstances will a child receive a hand stamp or any physical marking to show that they have unpaid charge balances.
- If the District receives no response to unpaid lunch charges from parents/guardians and several attempts are made to collect the balances, students will not be able to charge again until the charges are paid. All excessive balances may be subject to referral to a collection agency. The student will be provided with an alternative meal.
- Employees of the District will need to pay for their breakfast and lunch monthly.
- Parents who could be eligible are encouraged to apply for Free and Reduced Lunch under the federal government guidelines. Applications are available at the school and on the district website.
- All equipment, books, uniforms, etc., checked out to students must be checked in to the sponsor, teacher, or coach within four days of the end of the season or one day of a student quitting or being suspended from a program. The students are responsible for maintaining, caring for, and checking in all items checked out to them. **STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE IN FUTURE EXTRA-CURRICULAR ACTIVITIES UNTIL ALL CLASSROOM, LIBRARY, AND SPORTS ITEMS THAT HAVE BEEN ISSUED OR CHECKED OUT ARE RETURNED OR PAID FOR.**
- Students involved in fundraisers must deposit money with the sponsor daily as collections are made. Students who fail to deposit money or who use program funds for personal use are considered to have embezzled these funds. Disciplinary action will be taken, and the funds must be paid in full.
- Students with outstanding debts may be prevented from participating in extracurricular activities, including, but not limited to, prom attendance, sports, FFA activities, and graduation ceremonies.

Free and Reduced Meals: Families with limited income can apply for the Federal Free/Reduced Lunch Program. The application is simple; the information is confidential. Forms are available in the office.

Cafeteria Behavior: Students play a crucial role in maintaining a clean and orderly cafeteria during the lunch period. It is expected that any spilled food is promptly picked up and disposed of properly. Each student is responsible for cleaning up after themselves when finished eating, including any mess they may have made on or around the table, and ensuring their chair is correctly placed. Failure to comply may result in disciplinary action.

Student Attire: Student appearance reflects the student and the entire student group. A student’s appearance should not be disruptive to the educational process. The sponsor or coach of any activity may regulate the dress and grooming of students who participate in a particular activity. Dress rules include, but are not limited to, the following:

- Students should be neatly dressed and groomed.
- Hats, caps, sunglasses, stocking caps, hoods, and blankets are not to be worn inside any of the school buildings unless specific arrangements have been established and approved by the administration.
- Clothing will cover the students’ bodies appropriately for school. No tank tops, halter tops, crop tops (or midriff-baring tops or pants), shirts with spaghetti straps, one-shoulder straps, or otherwise revealing clothing may be worn as the primary garment. Clothing should not inappropriately expose the body or be excessively tight. A shoulder strap must be at least the width of a dollar bill, and the stomach or back may not show.
- Jeans/slacks/trousers must be worn at the waist, absolutely no “sags” will be allowed. Holes cannot reveal undergarments.
- Shorts may be worn from August until Fall Break and Spring Break until the end of school (grades K-1 through 4th). Shorts, dresses, or skirts must not be excessively tight and must not be shorter than a fingertip in length.

- No article of clothing advertising drugs, alcohol, or tobacco may be worn. No clothing with emblems, words, or letters with immoral, provocative, or vulgar connotations may be worn.
- No attire designed for sleep, including pajamas, pajama tops, pajama pants, housecoats, may be worn except under special permission by the administration.
- The administrator should be consulted if in doubt concerning the appropriateness of an article of clothing.
- Students will be sent home to change or may be given an alternate article of clothing. If a student misses a class period, it will be counted as an unexcused absence.
- Failure to comply with the student dress code will result in removal from class until the situation is resolved, and the student will receive an **unexcused absence** for the missed class.

Office telephone, aspirin, and supplies visits should be before, between classes, at lunchtime, or after school. Students may only use the phone with permission from office personnel. Students **may not** use the telephone during class time. Students will not be called to the phone unless it is an emergency. Messages will be delivered between classes.

Care of facilities, textbooks, and materials: All students and faculty should work to preserve and maintain our school building and equipment. Textbooks and equipment are checked out to students. Students must take proper care of them. The student must pay the replacement cost of textbooks/equipment that they have lost or damaged.

Pop, candy, and food are allowed outside the buildings and in other designated areas before, after, and at other specified times with teacher permission. No outside drinks are allowed in the cafeteria, the halls, or lockers. If a student can have food or drink in the classroom, they may carry it there (closed).

Student arrival at school: Students should not arrive before 7:30 a.m. for breakfast. They may go to their lockers, the cafeteria, or a classroom if a teacher is there to supervise them. Students may not be in the computer lab or an empty classroom.

Lunch—Closed Campus: Students MAY NOT leave campus or go to their cars during lunchtime. They may be in the cafeteria, student lounge area, or designated areas outside. Without the teacher's permission, students may not be in the halls, classrooms, computer labs, vehicles, or anywhere else.

High School Open Campus for Lunch: The ability to budget and use one's time effectively is a skill we believe our students must develop. To help build that skill, Buffalo High School has adopted an open campus lunch policy, which is a privilege for students with high school status. This policy permits High School Students in good standing to leave school grounds for lunch. Students must be aware that they must return to school in time for the next class when they leave school grounds. Open campus privileges may be revoked at the discretion of the school.

- The open lunch campus privilege will also be revoked if the student is on academic probation or is ineligible, has three or more tardies to the class immediately following lunch within the semester, has excessive absences, is ineligible in any class, or has any discipline issues.
- Additionally, students need to be aware that all driving laws will be strictly enforced by local law enforcement, including limited passenger restrictions on provisional licenses. Upon enrollment, all Juniors and seniors must give the office a copy of their license and insurance verifications.

Lockers: Lockers are checked out to students with the following restrictions:

- Keep your locker in good, clean condition.
- Use only the locker that is assigned to you.
- Do not leave valuables or money in your locker.
- Do not leave medication in your locker.
- School officials reserve the right to search any student locker anytime!
- No food/drinks are allowed in your locker.

Student Transportation and Parking: Students with a car at school must comply with the law and drive safely. Cars will be parked in the proper areas. No driving or going to a car during the school day is allowed unless permission is obtained from a teacher or the office. Career Tech students will park on the North side of the school. Seniors may park in front of the school, preferably on the south end. Others may park on the west side of the gym or along the football bleachers. There is no parking south or north of the gym. Any student violating these rules may have the privilege of driving to school revoked.

- **Bikes and Scooters:** should be parked at the bike racks.

Announcements/Moment of Silence: Senate Bill 815, FY 2002 -It is the policy of the Buffalo School Board, in compliance with SB 815, that one minute of silence is observed daily. This moment of silence will be indicated only once and by the person conducting morning announcements only. The minute may be spent in meditation, prayer, concentration, sleep, reflection, etc. The classroom teacher is not to indicate how the minute is to be spent other than in silence, and he/she is not to lead any particular activity regarding this moment.

DISCIPLINE

Discipline is the responsibility of the teacher. Students who do not conform to the rules and regulations and continue to be a distracting element must be corrected. Parental cooperation will be solicited to secure a change in behavior traits. Behavioral problems that the teacher cannot handle will be referred to the Administration. **The teacher of a student attending a public school will have the same right as a parent or guardian to control and discipline such student during the time the student is in attendance or transit to or from the school or any other function authorized by the school district or classroom presided over by the teacher (School Law of OK Sec. 808).**

CLASSROOM MANAGEMENT PROCEDURE: Each teacher's plan of action will include the following steps, but they are not confined to them.

- Informal conference—The teacher will visit with the student and discuss the problem and how it should be corrected. The office will receive a discipline notice form, which will be filed, and a copy will be mailed to the parent.
- Detention/Extra Assignments—Due to disruptive behavior, the teacher will assign detention time or extra assignments. A discipline notice form will be given to the office to be filed, and a copy will be mailed to the parent. Any **student receiving a formal discipline referral will be required to take all semester tests.**
- Referral to Office—Should previous steps be ineffective or severe disruptions arise, an office referral will be made, and a more extensive discipline plan will be implemented.
- Each teacher shall attempt to contact the student's parents concerning disruptive behavior. This may be done by telephone, written correspondence, or personal visit. Communication is essential, and parental support is requested.

BEHAVIOR CODE

All students' behaviors in the Buffalo Schools are based on respect and consideration for the rights of others. Students have a responsibility to know and respect the school's rules and regulations. Students have the further responsibility to behave in a manner consistent with good citizenship everywhere. It is our belief that the home, school, and church need to encourage young people to be law-abiding, productive citizens. When students fail to exhibit proper behavior, our goal is to see that the consequences are efficient, sensible, and fair.

We have one basic rule of conduct: We desire that all students accept the responsibility of self-discipline. Students need to demonstrate that they can conduct themselves in a positive manner and not infringe upon the rights of others to enjoy the freedom of self-discipline.

Administrators, teachers, school board members, parents, and supporters of the school have developed rules contained in the handbook over the years. These rules represent an honest attempt to bring discipline and order to the learning experience here at Buffalo. The rules are based on the idea that one's education begins with discipline and ends with self-discipline. We believe practical learning situations can be provided and positive behavioral patterns promoted when unacceptable behavior and its consequences are communicated to all. When discord or disruption arises, our school's

rules will ensure that all parties are treated with respect, courtesy, and fairness. A firm and consistent discipline policy will provide our students with guidance and direction that will encourage them to conduct themselves acceptably at all times.

The board of education and the administrators recognize that students do not surrender citizenship rights while attending Buffalo Public School. At the same time, the school is a community where rules and regulations must be ordered. Respect and obedience to the rules must be a part of the culture of this school. Hence, the administration reserves the right to deem inappropriate actions, behavior, or attire when necessary. This district prohibits specific actions, inappropriate behavior, and attire, so the reasonable judgment of the administrator to any situation that might cause disruptions or interference with normal school operations will be enforced. The administrator will determine a disciplinary action not limited to those listed below, that will be assigned to students who break the rules.

There is a grievance procedure in place, and the proper steps to overturn the teacher or administrator's decision concerning discipline must be followed to overturn their decision of punishment. The complaint section of this handbook explains the entire process. The following are some examples of actions that could result in student discipline.

UNACCEPTABLE BEHAVIOR

1. Arson
2. Attempting to incite or suggest violence directed against another person
3. Cheating
4. Conduct that threatens or jeopardizes the safety of others
5. Cutting class, Truancy
6. Defiance of Authority
7. Sleeping, eating, or refusing to do work in class
8. Extortion
9. Failure to attend assigned detention or any other disciplinary assignment
10. Failure to comply with state immunization records
11. Failure to comply with any reasonable request of any Buffalo School employee
12. False reports or false phone calls
13. Fighting
14. Forgery
15. Gambling
16. Harassment, intimidation
17. Bullying
18. Hazing
19. Immorality
20. Inappropriate attire
21. Inappropriate behavior or gestures
22. Inappropriate public display of affection
23. Inappropriate public behavior
24. Indecent exposure
25. Intimidation based on race, color, religion, ancestry, national origin, disability, gender or sexual orientation.
26. Using racial, religious, ethnic, sexual, gender, or disability epithets
27. Obscene Language/Profanity
28. Physical or verbal abuse
29. Plagiarism
30. Possession of a caustic substance
31. Possession of Obscene materials

32. Possession, threat, or use of dangerous weapon and related instrumentalities (i.e. bullets, shells, gunpowder, knives/box cutters, etc.)
33. Possession, use, distribution, or being under the influence of alcoholic beverages.
34. Possession use of illegal and or drug-related paraphernalia
35. Possession of stolen property
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers, or visitors
37. Theft
38. Threatening behavior
39. Use or possession of tobacco or vaping items in any form
40. Vandalism
41. Willful disobedience
42. Willful damage to school property
43. Violation of any Buffalo Board of Education policies, rules, regulations or violation of school rules and regulations or state or Federal Laws.

This is not a comprehensive list, and infractions may result in disciplinary actions ranging from warning to long-term suspension. The punishment will be decided by the administrator's best judgment.

DISCIPLINARY ACTIONS—The following list of disciplinary actions may be used to provide effective disciplinary measures in a particular instance. However, the administration has the discretion to change or modify any disciplinary action on a case-by-case basis.

1. Warning—written record in student's file and notification sent to parents.
2. Parent conference.
3. Detention—the student can be assigned detention before or after school or during lunch by any teacher or administrator. The length of detention will be from 30 minutes up to an hour with the place designated by the person giving the detention. Students will be given assignments or tasks to be completed during the detention. No talking during the detention unless you ask specific questions of importance. No food, candy, or drink will be allowed. No leisure books or magazines will be allowed. Violation of detention rules will result in further disciplinary action.
4. Extra Assignments
5. Corporal punishment (swats)
6. Financial restitution
7. Involve law enforcement
8. Refer to other social agencies
9. Short-term suspension (10 days or less): The student will not be allowed to attend school or any school activities. Under the Make-Up Assignment/Test Policy, the student may receive a zero "0" for work missed during the suspension. A 100% credit can be given for work assigned during the short-term suspension if the schoolwork is turned in on time.
10. Long—Term Suspension (more than 10 days): The student will be suspended for the remainder of the semester and possibly the following semester. No credit will be given for the semester not completed. The student will not be allowed on school property during the length of the suspension.
11. Any other disciplinary action deemed appropriate under the circumstances.
12. **Any student receiving formal discipline WILL be required to take ALL Semester Tests in addition to the discipline administered.**

****Rules are subject to change at the discretion of the school board.**

SUSPENSION and DISCIPLINE

1. The Administrator has the authority to suspend any student for misbehavior or for any other sufficient reason in accordance with existing state laws. Suspensions will be reported immediately to the Superintendent.
2. Students who conduct themselves in a manner that has a detrimental and demoralizing effect on the student body may be suspended from school on the recommendation of the administrator(s).

PROCEDURES OF SUSPENSION

The Administration of the school shall suspend the student in the following manner:

- 1) Attempt to notify the student and their parents/guardians orally, stating the reason for the suspension, the term, and their right to a hearing before the Superintendent.
- 2) Notify the student and his/her parents/guardians in writing by United States mail stating the reason for the suspension, the term of the suspension, and the right of a hearing before the Superintendent.
- 3) If the student or parent appeals the suspension to the Superintendent, the Superintendent will conduct an independent investigation of the incident and conduct a hearing with the parents, student, and any other individuals present that the Superintendent's investigation has determined need to be present. At such a hearing, the student and parent may present their case. The Superintendent will make a ruling that may leave the suspension intact, modify the suspension, deny the suspension and substitute some other form of appropriate discipline, or exonerate the student from fault and drop the case against the student.
- 4) The Administration may suspend students for a period not exceeding the balance of the current semester and succeeding semesters' balances.

STUDENT DISCIPLINE PLAN

Student objectives include:

1. Developing and improving personal responsibility for their actions and decisions.
2. Showing consideration for others and others' property.
3. Showing respect for staff members, parents, and students.
4. Showing academic and personal effort to learn.
5. Displaying a reasonable, positive attitude and motivation toward self and others.
6. Developing desirable personal habits, which include good attendance and punctuality.

A conference or a warning may deal with some violations of school rules or inappropriate behavior. However, a repeated offense will most likely result in at least a detention. More serious violations may result in detention, suspension, corporal punishment, or expulsion on the first incident.

The principal may use any discipline plan for a student who engages in one or more of the following activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity and in some instances when the behavior occurs off of school property, and the conduct has a direct and immediate effect on maintaining order and discipline or protecting the safety or welfare of other students or staff in the school. Following are some offenses that are considered to be serious:

1. Causing or attempting to cause damage to school property or stealing or trying to steal school property. Causing or attempting to cause damage to private property or stealing or trying to steal private property.
2. Commission of any act which, if committed by an adult, would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for the commission of third-degree assault.
3. Violation of criminal law immediately affects the school or the general safety or welfare of students or staff—it is a violation of district policy or building regulations.

4. Violation of the district's policy on dangerous weapons in the schools.
5. Use or possession of alcoholic drinks or drugs on school property or at school activities.
6. Expulsion shall be mandatory for the sale of drugs or controlled substances in accordance with state law.
7. Display of violent and aggressive behavior.
8. Violation of the district's tobacco-free policy.
9. Violation of the district's policy on sexual harassment.
10. Throwing objects, unless part of a supervised school activity, can cause bodily injury or damage property. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
11. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
12. Extortion, coercion, or blackmail involves obtaining money or other valuable objects from an unwilling person or forcing an individual to act through the use of force or threat of force.
13. Lying or giving false information to a school employee, either verbally or in writing.
14. Academic dishonesty includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
15. Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a school staff member.
16. Behavior on or off school property harms other students' or school personnel's welfare or safety. Repeated interference with the school's ability to provide educational opportunities to other students.
17. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior that recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
18. Teachers may have their own rules for detention that they may assign and supervise.

DRIVING REGULATIONS

Cars, cycles, and bikes may be ridden or driven to school, provided the operator has a valid license. When vehicles enter school grounds, they must be parked in the designated area and may not be moved until school is dismissed unless the Administration grants permission. Student vehicles may leave immediately after school hours. They are not to exit in front of the school and buses.

Sitting in or on any vehicle is not permitted during school hours or at noon. Texting while driving on campus is also prohibited.

HARASSMENT and HAZING

Buffalo School District's policy is that no student or district employee shall participate in or be a member of any secret organization on school property or at any school-related event. For this policy, hazing is defined as an activity that recklessly or intentionally endangers a student's mental health, physical health, or safety for initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.

Harassment is the deliberate taunting of a student utilizing language or physical contact in an attempt to degrade or humiliate. Harassment exists when an individual student or an unorganized group of individuals uses rough practical jokes or causes a student to perform meaningless, difficult, or humiliating tasks. No student in this district will be subject to hazing, harassment, or any other form of persecution by any student or employee at school or on school-sponsored activities.

District employees or administration shall take necessary and appropriate disciplinary action toward any student or employee who violates this policy. Disciplinary action may include expulsion for students and employment termination for employees if in compliance with state law.

BULLYING POLICY

The Buffalo School District prohibits explicit harassment, intimidation, and bullying. Students violating these prohibitions shall be subject to any disciplinary measures that the district deems appropriate.

GUN-FREE SCHOOLS ACT

It is the policy of the Buffalo Public School District to comply fully with the Gun-Free Schools Act.

- 1) Any student in this school district who uses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearms or weapons will be confiscated and released only to proper legal authorities.

- 2) Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers a weapon as defined below:

“...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.”

- 3) Any student who violates Section 2 of this policy will be subject to discipline, which may include suspension for up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the Administration.
- 4) Students with disabilities are subject to this policy. If any such students are determined to be in violation of it, they will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act.

TRANSPORTATION

Buffalo Public Schools provides safe, modern transportation to all students legally eligible to ride to and from school. Students who ride the bus should be careful about loading and unloading. The bus driver is a school official with the same control over the student as the teacher in the classroom. Misconduct will be reported immediately to the Administration. Persistent improper conduct or foul language may cause the student to be denied the privilege of riding the bus or be suspended from school in severe cases. **BE ON TIME, DO NOT KEEP THE BUS WAITING.**

BUS RIDER RULES

(The bus is an extension of the school and classroom. Proper behavior is critical.)

- 1) Previous to loading (on the road and at school)
 - a. Be on time at the designated school bus stop. **KEEP THE BUS ON TIME.**

- b. Stay off the road at all times while waiting on the bus. Bus riders safely conduct themselves while waiting. Wait until the bus comes to a complete stop before attempting to enter.
 - c. Be careful when approaching bus stops.
 - d. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.
- 2) While on the bus:
- a. Keep hands and head inside the bus at all times.
 - b. Assist in keeping the bus safe and clean at all times.
 - c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a severe accident.
 - d. Treat bus equipment as if it were valuable furniture in your own home.
 - e. Bus riders should never tamper with the bus or its equipment.
 - f. Leave no books, lunches, or other articles on the bus.
 - g. Keep books, packages, coats, and all other objects out of the aisles.
 - h. Help look after the safety and comfort of small children.
 - i. Do not throw anything out of the bus windows.
 - j. Bus riders cannot leave their seats while in motion.
 - k. Horseplay is not permitted around or on the bus.
 - l. Bus riders are to be courteous to fellow students, the bus driver, and the patrol officers or driver's assistant.
 - m. Keep quiet when approaching a railroad crossing stop.
 - m. In a road emergency, children are to remain on the bus.
- 3) After leaving the bus:
- a. When crossing the road, go at least ten (10) feet in front of the bus, stop, check traffic, watch for the bus driver's signal, and then cross the road.
 - b. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
 - c. Help look after the safety and comfort of small children.
 - d. The driver will not discharge riders at places other than the regular stop except with proper authorization from a parent or school officials.
- 4) Extra-curricular trips:
- a. The above rules and regulations will apply to any trip under school sponsorship.
 - b. Students shall respect the instructions of a competent chairperson appointed by a school official.

Internet: Terms and Conditions

Buffalo Schools aims to provide internet service to teachers and students to promote educational excellence.

The Buffalo Public School System and the Oklahoma State Department of Education have taken available precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover inappropriate information. The smooth operation of the network relies upon the proper conduct of the end users, who must adhere to guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. This requires efficient, ethical, and legal utilization of the network resources. If a Buffalo Public School user violates any of these

Their access will be terminated, and future access could be denied. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. Unauthorized internet usage includes, but is not limited to, the following:

- Never reveal personal data
- Illegal downloading of programs, music, games, etc.
- Unauthorized use of the network (including access to inappropriate sites)

- MSN Messenger, chat rooms, Facebook, and any other social networking site.
- Personal e-mail, except when permission is granted by a teacher or administrator

DEALING WITH HEAD LICE AND OTHER CONTAGIOUS DISEASES

The Buffalo Board of Education believes that students with contagious diseases should not attend school until they are free from the disease. Contagious diseases include, but are not limited to, head lice, scabies, impetigo, strep throat, and fifth's disease.

Any student prohibited from attending school due to head lice shall present to the appropriate school authority, before the student may reenter school, certification from a health professional or an authorized representative of the State Department of Health that the child is no longer afflicted with a head lice/nits/egg cases.

The following procedures shall be followed to detect and prevent the spread of head lice. · Periodic screenings shall be conducted of students for the detection of head lice.

- If head lice or nits are found, a parent or guardian will be called. A note will also be sent to the student's parent or guardian. The student is to be sent home as soon as possible.
- The student must be treated with a head lice shampoo and ALL nits removed from the child's head before re-entry to school.
- If the student is inadequately treated, the student shall not be readmitted to school until treatment is initiated and the student is found free of all lice and nits. Students shall be readmitted to school with a certificate from a health professional stating the child is no longer afflicted with head lice.

STUDENT COMPLAINTS AND GRIEVANCES

Any student of Buffalo Schools may file a complaint against any school employee or school rule or regulation. The complaint must be in writing. A complaint must be filed within 20 calendar days following the act or event about which the complaint arose. The complaint must be specific and in reasonable detail regarding who, what, when, or where. Complaints or grievances concerning a board rule or regulation may be filed on the board complaint form. Complaints or grievances relating to an Administration's rule or regulation shall be filed with the Administration. Every student shall be afforded due process of the law as required by statute. The grievance procedure is posted in the student lounge and hallway.

SECTION 504 - INFORMATION AND PROCEDURAL SAFEGUARDS

Section 504 of the Rehabilitation Act of 1973 requires that:

- 1) "No qualified handicapped person shall, based on handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance." Section 504 regulations at 34 CFR 104.3 (j-l) define a person with a disability as any person who: 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such an impairment, or is regarded as having such an impairment. Persons who feel that they have been discriminated against under Title IX may file a grievance with the Superintendent, the Principal, or the Board of Education.
- 2) Title IX of the Educational Amendments of 1972 (P.L. 92-318) states: "No person . . . shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." Persons who feel that they have been discriminated against under Title IX may file a grievance with the Superintendent, the Principal, or the Board of Education.
- 3) Dusty Yauk, Elementary Principal and/or Terry Mulbery High School Principal of Buffalo Public Schools, is the designated 504 contact for Safe and Healthy Schools.

CHILD FIND NOTICE

This notice informs you that Buffalo Public Schools maintains an ongoing Child Find search to locate, identify, and evaluate any child aged 3-21 with an established or suspected disability. Child Find efforts include all individuals aged 3-21 not enrolled in school, as well as those who attend public or private school, Head Start, state institutions, and other child care or treatment facilities. Children must reside in the boundaries of the Buffalo School District to be included in the Child Find efforts.

A child with a disability means a child evaluated and determined eligible for special education and related services in accordance with IDEA under the following categories: Autism, Deaf-Blindness, Deaf or Hearing Impairment, Emotional Disturbance, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disabilities, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment, and Developmental Delay.

Buffalo Public School's special education and related services to be provided will be determined by the Individualized Education Program (IEP) team members based on that particular child's unique needs.

Child Find activities contain a mandate for public awareness of contact, location, and established screening procedures. Information regarding evaluation procedures is available at no cost to parents/guardians upon request by contacting the Buffalo Public School Special Education Director at 605 SE 2nd Street in Buffalo, OK 73834 or by calling the office at 580-735-2448. All services are confidential.

STUDENT DIRECTORY INFORMATION

Each year, this school district will give public notice of the categories of information that it considers directory information regarding students in the district. The school will allow ten days from the date of such public notice for parents to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior consent of the parent, legal custodian, or the student if over the age of eighteen. If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

The following information is designated as "directory information":

- student's name, address, telephone listing, and date and place of birth;
- parent or lawful custodian's name, address, and telephone listing;
- major fields of study and grade level classification (i.e., elementary, 7th grade, sophomore);
- student's participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- dates of attendance, dates of enrollment, withdrawal, reentry;
- diplomas, certificates, awards, and honors received;
- most recent previous educational agency or institution attended by the student.

ANNUAL NOTIFICATION RIGHT UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS ISSUED BY THE UNITED STATES DEPARTMENT OF EDUCATION (2/1997)

Student Records – Family Education Rights and Privacy Act (FERPA). Parents and students over 18 have the following rights under FERPA: (1) The right to inspect and review the student's educational record. (2) The right to exercise limited control over other people's access to the student's educational record. (3) The right to seek to correct the student's record in a hearing, if necessary. (4) The right to report violations of the FERPA to the U.S. Dept. of Education. (5) The right to be informed about FERPA rights and procedures. The district will arrange to provide translations of this notice to non-English speaking parents/legal guardians in their native language. Copies of student records are available to parents/legal guardians or to students over 18 at a per-page cost.

Parents may be denied copies of a student's records after the student reaches 18.

- When the student is attending a post-secondary institution.
- If the parent fails to follow proper procedures and pay copying charges.

WITHDRAWAL FROM SCHOOL

The Buffalo Board of Education directs the administration to maintain an accurate enrollment record for each student. Any student enrolled in this district who decides to withdraw from school should follow the withdrawal procedures developed by the superintendent. Students withdrawing from school are required to have a student withdrawal form completed before withdrawal is approved.

Any student with ten (10) consecutive days of unexcused absence shall no longer be considered a student in this district and will be dropped from the school's membership rolls and reported to the State Department of Education. When students withdraw from Buffalo Public Schools, they should follow this procedure:

1. Notify instructors 24 hours in advance so grades may be compiled.
2. On the morning of the last day of attendance, obtain a withdrawal slip from the office.
3. Return all textbooks and library books.
4. Complete any other school requirements and have the withdrawal slip signed by the instructors, librarian, and administration.
5. Return the withdrawal slip to the office for signature. A copy of this form is kept in the office, and the original is given to the student to take to the new school.
6. The student will be reimbursed with any money belonging to them for such items as deposits or lunch fees.
7. Students who withdraw from school and do not enroll in another school are considered "dropouts." The district shall update the State Department of Education each month with the name of any student classified as "dropout."

Buffalo Public Schools Nondiscrimination Policy

Buffalo Public Schools does not discriminate based on race, color, national origin, sex, disability, age, religion, or veteran status in its programs and activities. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dale Spradlin, Superintendent, P.O. Box 130, Buffalo, Oklahoma. Telephone: (580)735-2448

Buffalo School Staff may not accept any gift or money from any patron or vendor in excess of \$100 value without prior Board approval.

Under the *No Child Left Behind Act of 2001*, section 9528, schools are required to provide access to secondary school students' names, addresses, and telephone listings when requested by military recruiters and institutions of higher education. The student or parent has the right to request that the student's information not be released without prior written parental consent. Schools are required to notify parents of this right and must comply with the parents' request. Schools must provide military recruiters with the same access as is provided to postsecondary educational institutions or prospective employers. Consequences for schools not in compliance with these provisions include notification of state authorities and, ultimately, the loss of federal funding, according to federal law. A Memorandum of Understanding between the Department of Defense and the Department of Education regarding enforcement of recruiter access to high schools has been filed, and copies are available for viewing by contacting the U.S. Army Recruiting Battalion.

REPORTING OF CHILD ABUSE

Every teacher of any child under the age of eighteen (18) years, and having reason to believe that a child under the age of eighteen (18) years has had a physical injury or injuries inflicted upon him/her by other than accidental means where the injury appears to have been caused as a result of physical abuse, sexual abuse, or neglect, shall report the matter promptly to the county office of the Department of Human Services in the county wherein the suspected injury occurred.

It shall be a misdemeanor for any person to knowingly and willfully fail to report any incident as provided in this section promptly. If the report is not made in writing in the first instance, it shall be reduced to writing by the maker thereof as soon as may be after it initially made by telephone or otherwise and shall contain the names and addresses of the child and his/her parents or other persons responsible for his/her care, the child's age, the nature and extent of the child's dependence on a controlled dangerous substance and any other information that the maker of the report believes might help establish the cause of the injuries and the identity of the person or persons responsible therefore if such information or any part thereof is known to the person making the report.

HOUSE JOINT RESOLUTION 1078

A RESOLUTION REQUIRING AIDS PREVENTION EDUCATION

WHEREAS, Enrolled House Bill #1476, which was passed in 1987 in the 1st Regular Session of the 41st Oklahoma Legislature, mandated acquired immune deficiency syndrome (AIDS) prevention education to be taught in the public schools of this state: and WHEREAS, such education may be provided at least once from grade five through grade six, is required to be provided at least once from grade seven through grade nine and at least once from grade ten through grade twelve; and WHEREAS, in 1992, Oklahoma ranked third in the nation in the percentage increase of reported AIDS cases, which adds to any concern of a significant epidemic being present in this state and WHEREAS, current Sexually Transmitted Disease (STD) data suggests that Oklahoma youth are very much at risk for STDs, including human immunodeficiency virus (HIV) and WHEREAS, a study done in 1993 of in-state college freshmen concluded that over seventy-six percent (76%) of these young people had engaged in sexual intercourse, and forty percent (40%) had already had four or more sexual partners; and WHEREAS, college students included in the study had also attended Oklahoma public schools from the years 1987 through 1992, the years immediately following mandatory AIDS education in Oklahoma; and WHEREAS, young people, particularly adolescents, are vulnerable to HIV infection and AIDS, and until a cure or vaccine can be developed, education and prevention are the only hope for altering the course of the epidemic; and WHEREAS, an education program, to be effective, must be of sufficient duration, and a one-hour lecture every three years is inadequate. Now, Therefore, Be It Resolved by The House of Representatives And The Senate Of the 2nd Session Of the 44th Oklahoma Legislature:

Section 1. The requirement of AIDS prevention education at least once from grade seven through grade nine and one from grade ten through grade twelve, and preferably at least once from grade five through grade six, shall include, but not be limited to at least ninety (90) minutes of instruction that presents functional knowledge in a consistent, sequential manner.

Section 2. All public elementary, junior high, and senior high school classes that teach AIDS education shall emphasize that abstinence from sexual activity is the only completely reliable means of preventing the sexual transmission of acquired immune deficiency syndrome (AIDS) and other sexually transmitted diseases. All AIDS education courses that discuss sexual intercourse shall satisfy the following criteria:

- Course material and instruction shall be age-appropriate. Discretion shall be used to determine the class makeup.

Course material and instruction shall provide pupils with statistics based on the latest medical information, citing failure and success rates of condoms in preventing AIDS and other sexually transmitted diseases. 10. Course material and instruction should emphasize that the pupil has the power to control personal behavior. Pupils shall be encouraged to base their actions on reasoning, self-discipline, responsibility, and self-control.

Section 3. AIDS prevention education required in public schools shall specifically emphasize that:

- a) Engaging in homosexual activity, promiscuous sexual activity, intravenous drug use, or contact with contaminated blood products are now known to be primarily responsible for contact with the AIDS virus.
- b) Avoiding the activities specified in paragraph 1 of this section is the only method of preventing the spread of the

virus.

- c) Sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV places that individual in a high-risk category for developing AIDS.
- d) Abstinence from sexual activity is the only sure means for the prevention of the spread or contraction of the AIDS virus through sexual contact.

Section 4. Public School teachers and administrators in grades five through twelve shall participate regularly in an in-service training program related to AIDS prevention education. The training program shall be approved by the State Department of Education and the State Department of Health. It shall qualify towards staff development requirements for the participating teachers as provided in Section 6-158 of Title 70 or the Oklahoma Statutes.

- a) A public hearing will be held one month before the AIDS instruction, during which the material will be presented to parents or patrons of Buffalo Schools. A certified medical person will show the AIDS instruction, and the material presented will be approved by the State Health Department and the State Department of Education.
- b) All students will receive AIDS instruction in grades 5-12 unless parents come to school and request in writing to exempt them from the program.

AIDS The Buffalo Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides with this district and is qualified under Oklahoma Law to attend school. It is the policy of this board of education that students who have contracted AIDS will not be denied education opportunities. The placement of students with AIDS within the school system will depend upon the student's needs and the school's capabilities. Students who have been verified by the Oklahoma Department of Public Health, the school physician, or a private physician as having contracted AIDS will be placed in the school's handicapped program or will be enrolled according to procedures established by the administration.

BLOODBORNE PATHOGENS

The Buffalo Board of Education recognizes that the body fluids of any person may contain infectious or contagious bacteria or viruses and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures include methods for the handling and disposal of body fluids in school buildings and on school equipment and materials. The district will make personal protective equipment available to employees for handling and disposing of body fluids.

By the policy of the board of education, the following regulations and attached procedures contain guidelines for cleaning and disposal of body fluids. For this regulation, the term "body fluids" shall include reference to blood, semen, feces, urine, vomit, drainage from scrapes and cuts, and respiratory secretions such as nasal discharge.

- 1. Wear gloves. All personnel will wear disposable latex gloves during the cleanup and disposal of any body fluids listed above. When in doubt, treat it as a bodily fluid. After the material is removed, gloves should be disposed of immediately.
- 2. If gloves are not available and contact with body fluids or open wounds is necessary, hands should be carefully washed as follows:
 - a. Use liquid soap and water with vigorous washing under running water for at least 10 seconds.
 - b. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet. Discard the paper towel in a proper container.
 - c. Use hand lotion. **CAUTION:** Dry, cracked hands provide openings in the skin for bacteria to enter.
- 3. A 1 to 10 solution of household bleach and water may be stored in proper containers where soap and water are not readily available. The solution may clean body fluid spillage and hands following cleanup.
- 4. Materials used to clean up body fluids or suspected body fluids will be sealed in a plastic bag and discarded in appropriate trash receptacles. Soiled clothing articles will be placed in plastic, sealed bags.

ELECTRONIC DEVICES

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
 - a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or
 - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
 - c. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
 - d. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

“Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunications device following the incident unless the device is utilized to monitor a health condition.

Students found to have or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

1. 1st Offense - Phone turned in parents notified. Phone given back at the end of the day.
2. 2nd Offense - 1 day of In School Detention., parents notified and phone taken.
3. 3rd Offense - 2 days of In School Detention, parents notified and phone taken.

If it continues to be an issue after the 3rd offense, then the student would not be allowed to have any personal electronic devices at school during the regular school day, and possibly lead to suspension.

The student assumes responsibility for these items. At the same time, the district is not responsible for the loss or theft of items listed in this category at school or in a school-sponsored activity.

Asbestos Hazard

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

Buffalo Public Schools annually notifies all parents, teachers, and employees through handbooks. Additionally, information regarding any asbestos-related activities planned or in progress will be disseminated through handouts when the need arises.

We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law. Periodic re-inspection (twice a year) is conducted to scrutinize any changes in the material that cause a health hazard. No removal of Asbestos Containing materials (ACM) is planned at Buffalo Schools.

AHERA ANNUAL NOTIFICATION

This is to inform you that **BUFFALO SCHOOLS** complies with regulations established by AHERA (Asbestos Hazard Emergency Response Act), which requires schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee, and they are being maintained in a manner that will ensure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use the facility.

Interference with the Learning Establishment

The following deals with the disruption of the school environment by outside visitors to the district:

1376. Orders to leave institutions of learning-Grounds-Penalty-Definition-Grievance and appeals procedures.

- A. The chief administrative officer or anyone designated by the chief administrative officer or the governing board of the institution of learning to maintain order at an institution of learning shall have the authority and power to direct any person to leave the institution of education who is not a student, officer or employee thereof, and who:
 - a. Interferes with the peaceful conduct of activities at an institution of learning;
 - b. Commits an act that interferes with the peaceful conduct of activities at an institution of learning;
 - or
 - c. Enters the institution of learning for the purpose of committing an act that may interfere with the peaceful conduct of activities at an institution of learning.
- B. Any person to whom this section applies who fails to leave the institution of learning as directed or returns within six (s) months after that without first obtaining written permission from the chief administrative
- C. An officer or anyone designated by the chief administrative officer or the governing board of the institution of learning shall be guilty of a misdemeanor.
- D. "Interferes with the peaceful conduct" includes actions that directly interfere with classes, study, student or faculty safety, housing or parking areas, or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the institution of learning; or direct interference with administration, maintenance or security of property belonging to the institution of learning. The governing board of each institution of learning shall establish a grievance or appeals procedure and an opportunity for hearing for persons who have been required to leave the institution pursuant to this section. Any

person removed from the institution in accordance with this section shall be given written notice of the procedure for requesting a hearing and filing a grievance or appeal.

Peaceful Conduct Activities

Listed below are the people responsible for maintaining peaceful conduct at all activities associated with the Buffalo Public School District. These people may act as a body or individually.

1. Superintendent
2. Principal(s)
3. Athletic Director
4. Any sponsor of an activity employed by the school.
5. Follow the chain of command, starting with the Superintendent or Principal.

Peaceful Conduct Grievance Policy

No person or persons shall be permitted to attend activities home or away or be allowed on school premises before the appeal process has taken place and a ruling has been made in favor of the offender(s). If the ruling stands, the offender cannot return for the designated time limit. The offender(s) cannot be at school events, home or away, or on school grounds for that time period.

1. May appeal decision in writing to principal, if agreement cannot be reached may appeal to the superintendent.
2. May appeal to the superintendent in writing, and if agreement cannot be reached, may appeal to the Buffalo Public School Board.
3. Procedure to appeal to the Buffalo Public School Board of Education: After appealing to the principal, then the superintendent, and an agreement has not been reached, the person or persons requesting an appeal must ask the superintendent in writing to request an appeal before the Buffalo Public School Board of Education. The written request will then be presented to the Board of Education at the next month's regular Board Meeting. The Buffalo Board of Education will then set the appeal to be heard for the following month at the regular School Board Meeting.
4. The Buffalo Public School Board decision is final.

School Colors: Orange/Black

School Mascot: Bison

School Fight Song:

We're loyal to you BHS!
We're orange and black BHS!
We'll back you to stand!
We're the best in the land!
and we'll always be loyal to you! BHS!

So bring out your colors so true.
We'll always be loyal to you!
Our high school is our protection,
Come team for we're expecting,
Victory for BHS!

Appendix A

COVID-19/Pandemic Plan

Leadership and Parent/Community Communications

- The Principal will report to the Superintendent of Buffalo Public Schools if a positive COVID-19 case has been confirmed. School officials must have confirmation from county or state health authorities regarding a positive case.
 - Here's helpful information about COVID-19 testing from health authorities:
 - If your district receives a report of a positive case, immediately notify your county health department.
 - When a person is tested for COVID-19, immediate results aren't available. Results must be lab-confirmed, which takes at least 24 hours once a test is received at a lab.
 - When a positive test is confirmed, state or county health officials interview those who tested positive for "contact tracing" to determine if anyone was exposed or needs precautions.
 - Health officials (county or state) then make notifications, including whether any contacts need to quarantine, isolate, or close a business or organization.
 - Transparency is essential. However, so is accuracy and confidentiality. Confirm any reports you hear with county health officials before issuing any communication
- The superintendent or Principal will contact the following if there is a positive case in the district:
 - The School Board will be notified by the Superintendent
 - County Health Department – 580-921-2029
 - Harper County Community Hospital – 580-735-2555
 - Harper County Emergency Management -580-656-6225
 - County Commissioners
 - Cody Hickman
 - Gary Nielson
 - Steve Myatt
- Superintendent/Principal will post communication letter on the District Website and Social Media
 - [Positive Test Student Letter](#)
- All communication will come through the central office
- District
 - Facebook Page
 - Information on HIPAA-allowed information will be posted on Facebook.
 - District Website
 - District Notifications
- Building Sites-Designated personnel will communicate with staff and parents through the Remind application.

Wellness Education

- Prevention posters will be placed around school buildings, including, gyms, cafeteria, bathrooms, and classrooms.
- The district will conduct training for teachers and students on standard preventative measures for COVID-19 prevention, including
 - Washing hands with soap for at least 20 seconds
 - Avoiding touching eyes, nose, and mouth
 - Covering coughs and sneezes with tissues and throwing away tissues
 - Avoiding contact with others when sick
- Mental Health
 - Tiered Response and Intervention Strategies

Environmental Cleaning and Disinfection

- The district has placed disinfectant around the school for students and teachers, including in classrooms, computer labs, and bathrooms.
- The District has adequately equipped maintenance and cleaning staff with personal protective equipment appropriate for the cleaning products.
 - If supplies are needed, custodians are to follow the normal ordering process.
- The District has a process for cleaning surfaces at least once daily, including desks, doorknobs, cafeteria tables, and bathroom counters.
- If a person suspected/confirmed to have COVID-19 has been in the facility, the District should close off areas used by ill

persons and wait as long as possible before cleaning and disinfection. Areas should have outside doors and windows open before disinfection. The CDC suggests waiting 24 hours before beginning the cleaning and disinfection process if possible.

School Closure

- If a positive case has been confirmed, Superintendent Dale Spradlin will determine the days the site or sites will be closed in the district. State and local health authorities will be consulted in making this decision.
- Buffalo School will post on the website and district social media.
- Principals will send out communication from the site.
- If an extended school closure is necessary for three or more days, the administrative team will communicate the following to staff and the community:
 - Distance Learning Plan
 - Review and revise current plans. Grading, Attendance, Etc...
 - Greater utilization of online instruction platforms
 - Device Checkout/Check-in/Insurance
 - Food Service
 - Coordinate Meal Delivery with Keystone Food Services
 - Staffing Assignments
 - Essential Employees - Administrators, Custodians, Secretaries, Treasurer, Encumbrance Clerk, Food Service, Van/Bus Drivers.
 - Building Hours
 - To be determined at the time of the extended closing
 - Student Awards, Assemblies, and Graduation
 - Local, state, and federal guidance will be used with input from our families and students. Input from students and families will be gathered from surveys or virtual meetings.

Mitigation Strategies for Beginning the School Year

- Buses and Facilities will be sprayed with disinfectant each evening by custodial staff and bus drivers.
- Students will be educated on physical distancing, washing hands, and proper hygiene.
- Teachers/Paraprofessionals will be educated on cleaning, disinfecting, and proper precautions and reporting procedures.
- Parents and all visitors will be asked not to pass through the front offices when delivering or picking up students.
- Open house(s), conferences will be virtual
- Parent/Teacher conferences will be via telephone, virtually, or email.
- PK and Kindergarten parents may bring their children directly to the Early Childhood building's west doors.
- Students will not be allowed in the Encumbrance Clerk, Treasurer, and Superintendent's office.
- Students referred to the principal's office will remain outside the door.
- Teachers will limit the number of students' access to the restroom to no more than three.
- Teachers will continually remind students about hand washing.
- Teachers will spray desktops and contact surfaces upon exit from the room daily

NOTES

Our planning is more about what that day looks like. Plan A would be business as usual, with all restrictions lifted. Plan B is a possible A/B scenario in which groups of students alternate between in-person and virtual attendance. Plan C is virtual or at-home instruction. Plan D would be another date on the calendar. Social distancing in buildings and on the buses will be a challenge.

Appendix B - SAMPLE TARDY LETTER

Dear Parent or Guardian:

This letter is to inform you that your child _____ has _____ tardies in _____ as of _____. Each semester, a student in the same class will receive a letter after three tardies to inform the parents/guardians of the tardies. For every three tardies in the same class, the student will receive an unexcused absence for that class.

If you have questions, please call the school counselor or principal between 8:00 a.m. and 3:30 p.m.

Student's Signature Date: _____

Principal's Signature Date: _____

Counselor's Signature Date: _____

Appendix C - SAMPLE ABSENCE NO CREDIT LETTER

Dear Parent or Guardian:

This letter is to inform you that your child _____ has been absent a total of _____ days in _____, that count toward the "Ten Day" Attendance Policy. This is as of _____. New policies approved by the Buffalo School Board state that upon reaching 11 absences per semester, students will not receive credit for their classes. This letter does not refer to absences such as doctor appointments, dentist appointments, funerals, etc., with proper documentation. If you have any questions, please call the school counselor or principal between 8:00 a.m. and 3:00 p.m. If you would like to make an appeal or justify any of your child's absences, do so within two weeks of receiving this letter. Any appeals after the two weeks must be made to the Superintendent or the Buffalo Board of Education.

Date: _____ Student's Signature

Date: _____ Principal's Signature

Date: _____ Counselor's Signature

Appendix D - SAMPLE ATTENDANCE COURTESY LETTER

Dear Parent or Guardian:

This letter is to inform you that your child _____ has been absent for a total of _____ days in _____, which count toward the “Ten-Day” Attendance Policy Student Handbook. This is as of _____. New policies approved by the Buffalo School Board state that upon reaching 11 absences per semester, students will not receive credit for their classes. So, ensure your child attends school regularly to complete and receive credit for their classes. This letter does not refer to absences such as doctor appointments, dentist appointments, funerals, etc., with proper documentation. If you have any questions, please call the school counselor or principal at (580) 735-2448 between 8 a.m. and 3 p.m.

_____ Date _____ Student’s Signature

_____ Date _____ Principal’s Signature

Appendix E – AP Guidelines/Requirements/Eligibility

Students must meet all of the following requirements:

- Be classified as an 11th or 12th grade student.
- Be on track for graduation.
- Obtain approval from the school counselor and principal.
- Complete all required prerequisite courses for the selected AP class.

Available Subject Areas

Students may enroll in approved AP courses through Edmentum in:

- AP English
- AP Algebra
- AP US or World History

Course availability is dependent upon Edmentum offerings and district approval each school year.

Course Expectations

Students enrolled in AP Independent Study are expected to:

- Complete coursework independently.
- Meet all Edmentum pacing deadlines.
- Participate in required check-in meetings with the assigned mentor.
- Maintain academic integrity.
- Complete all required writing assignments, projects, laboratories (when applicable), and assessments.

Progress Monitoring

- Student progress will be reviewed at least every two weeks.
- Students who fall behind may be placed on an Academic Improvement Plan.
- Failure to make satisfactory progress may result in removal from the AP course at the end of the grading period.

Grading

- Grades will be determined according to Buffalo Public Schools grading policies.
- All district grading policies and academic integrity expectations apply

Student Responsibilities

Students agree to:

- Work independently.
- Meet all assignment deadlines.
- Communicate regularly with their mentor.
- Seek assistance when needed.
- Complete all required coursework before the semester deadline.

Removal from the Program

Students may be removed from an AP Independent Study course for:

- Failure to maintain satisfactory academic progress.
- Academic dishonesty.
- Excessive absenteeism.
- Failure to participate in required mentor meetings.
- Failure to comply with district policies.

Graduation Credit

Successful completion of an approved AP course earns high school credit toward graduation in accordance with Oklahoma graduation requirements and Buffalo Public Schools Board of Education policies.

Administrative Authority

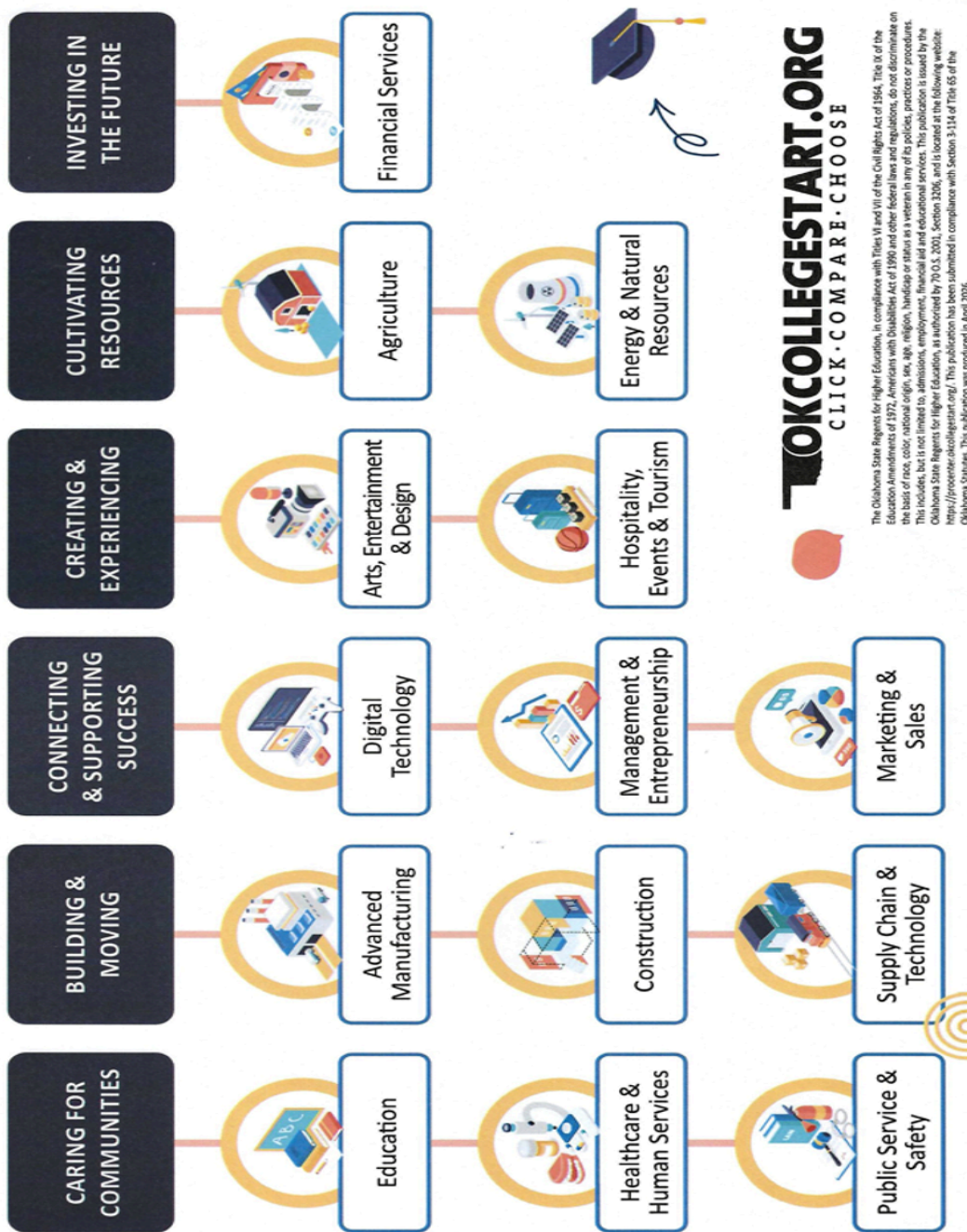
The principal and school counselor reserve the right to approve or deny enrollment based on student readiness, scheduling, graduation requirements, staffing, and available district resources.

Appendix F – Course Pathways

CAREER CLUSTERS

Groupings: Six large groups help students explore broader options before narrowing down to a career cluster or specific occupation.

Career Clusters: Occupations are sorted into 14 career clusters. The Okcollegestart Career Cluster Survey ranks your possible interest in each of the clusters.



OKCOLLEGESTART.ORG
CLICK • COMPARE • CHOOSE

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