

ARKOMA PUBLIC SCHOOLS



MUSTANG NATION

**Junior/Senior High School
HANDBOOK
2018-19**

TEXT BOOKS

All textbooks are loaned to the student for the duration of the course. All textbooks shall be returned to the teacher at the end of the course. Textbooks lost or damaged must be paid for by the student. Turn in all extra books to office.

**** The student will only be issued one unless he or she pays for a lost or damaged textbook.***

MOMENT OF SILENCE

Senate Bill 815 requires local boards of education to ensure that all school sites observe approximately one minute of silence each day. The minute of silence is for the express purpose of allowing each student time to reflect, meditate, pray, or engage in other silent activity.

CHEATING

Students will receive a zero on test or daily work. Parents will be called. Grade tampering by a student will result in a zero recorded on any grade changed and declared ineligible in extra-curricular activities for two weeks.

PARKING/DRIVING

When students arrive on campus they must leave car and report to designated areas. Students will not return to cars until time to leave campus at the end of the day without permission from office. Students must turn in driver's license and insurance to office.

INSURANCE

Student accident insurance is available on (1) a twenty-four hour basis which includes coverage for all sports except football, or (2) an at school basis which covers the student during school hours. Athletic Insurance will be made available to all students at student expense. Any student participating in athletics must sign an insurance waiver or purchase the policy made available at the school. The Board of Education does not assume responsibility and is not liable for any injuries to students.

FIRE DRILLS

Fire drills will be conducted once every nine-week period. The signal is the intercom, three whistle blasts, or the fire alarm. Students are to exit the building at the nearest exit and move to a safe distance away from the building

TORNADO DRILLS

Tornado drills will be conducted at regular intervals. The signal for a tornado drill is the intercom or several short whistle blasts (5 or more).

Students should enter the hallway or they should enter the nearest restroom. If room permits, student should position themselves against the wall. This would permit the placing of heads, hands, etc. between the knees for less exposure. Students should stay away from doorways or areas of windows and glass.

HALL PASSES

Students are not permitted in the halls during classes without a hall pass issued by the teacher. Teachers will have or make passes to issue to students.

CLOSED CAMPUS

No pupil shall leave school except by permission from the Principal or Superintendent. Such permission shall be given in case of sickness or any situation deemed absolutely necessary by the administration. Leaving for school functions may also be approved through one of the offices. **If a student leaves campus without going through the proper procedure it will be viewed as skipping (truant) class. Students that wish to check out must have a person from their sign out sheet come to the school and sign them out. Checking out at any time during a class period will result in an absence for that class.**

If signing out for a doctor's appointment or scheduled event (court, counseling, etc...) for it to be deemed an excused absence then a note from the appropriate office needs to be turned into the office upon signing back in.

GRADUATION REQUIREMENTS

High School Graduation Requirements for Arkoma Public School is 23 credits according to Oklahoma State Department of Education. Guidelines are as follows

High School Classifications:

- Entering the 10th grade a student must have a minimum of 5 credits to be considered a sophomore
- Entering the 11th grade a student must have a minimum of 11 credits to be considered a junior
- Entering the 12th grade a student must have a minimum of 17 credits to be considered a senior

Principal and Superintendent Award will be based on GPA, Activities, leadership skills, and application process.

Must not exceed attendance policy to walk.

College Preparatory

4 units of English

3 units of Math limited to Algebra I, II, Geometry, Trigonometry, Calculus

3 units of Science Biology, Chemistry, Physics or above (one must be physical for 2019 graduation)

3 units of History 1 American History, ½ Oklahoma History, ½ Government, and 1 other unit

2 units of Foreign Language of the same Language or 2 units of Computer Technology

1 Additional unit from any of the listed subjects above

1 unit of Fine Arts

6 units of Electives

Core Curriculum

- 4 units of English
- 3 units of Math one must be Algebra I
- 3 units of Science Biology I and 2 others units
- 3 units of History 1 American History, ½ Oklahoma History, ½ Government, and 1 other unit
- 2 units of Foreign Language of the same Language or 2 units of Computer Technology
- 2 units of Fine Arts
- 8 units of Electives

Subject to the availability of funds, **OHLAP** will help pay the college tuition for students. To enroll in the program, students must be (1) an Oklahoma resident; (2) enrolled in the eighth, ninth, or tenth grade in an Oklahoma high school; and (3) the child of parents, custodians or guardians who earn less than \$50,000 per year. Curricular requirements are:

4 English: Grammar, Composition, Literature

3 Mathematic classes: Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, and Calculus
Advanced Placement Statistics

2 Science: Biology, Chemistry, Physics or any certified lab science; general science with or without a lab may not be used.

3 History and Citizenship Skills: Including one unit of American History and two units from the subjects of History, Government, Geography, Economics, Civics, and/or non-Western Culture.

2 Foreign or non-English language: (two years of the same language) or computer technology courses in programming, hardware and business computer applications such as word processing, databases, spreadsheets, and graphics. (Keyboarding or typing classes do not qualify. One foreign language and one computer course will not meet this requirement.)

2 Additional units of subjects listed above

1 Fine Art (Music, Art, Drama) or Speech

17 Total Units...

For more information contact the State Regents for Higher Education at (800) 858-1840.

GRADING SCALE

Each class, per subject. Has weighting assessments 60%. And offer to work 40%.

Examples:

$$\text{One test } 80 \times .60 = 48$$

$$\text{One other } 100 \times .40 = 40$$

Grade 88

$$\text{One test } 50 \times .60 = 30$$

$$\text{One other } 100 \times .40 = 40$$

Grade 70

A 90-99

B 80-89

C 70-79

D 60-69

F 59-Below

Grades are cumulative, running total from first day of semester to last day of semester.

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0

Honors Classes and AP Courses are based on 5.0 Scale. Here is a list of those classes.

Spanish I & II

Pre-Calculus

Calculus

Anatomy

Algebra II

AP U.S. History

AP English

AP Government

AP Human Geo

Concurrent Classes

Valedictorian

The graduating student with the highest grade point average, based on a 5.0scale, will be named valedictorian. Grade-point averages, using the first seven semesters of high school, will be determined at the end of the first semester of the twelfth grade.

Salutatorian

The student who ranks second in the class at the end of the first semester of the twelfth grade will be named salutatorian.

Historian

The student who ranks third in the class at the end of the first semester of the twelfth grade will be named historian.

State Honor Society

The top 10% of the student body making the highest average during the previous two semesters are nominated to the state honor society. Students must be working at or above the grade level to be considered.

Honor Roll

Superintendent's honor roll will be composed of all full-time students with no grade lower than an "A". The principal's honor roll will be composed of all full-time students with a "B" average.

BUS RIDING PRIVILEGE

Riding a school bus is a privilege and the privilege may be denied if the student does not abide by the bus rider rules. Previous to boarding the bus, student should...

1. Be on time at the designated school bus stops... keeping the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop, before attempting to enter.
4. Be careful in approaching bus stops.
5. Do not move toward the bus at school loading zones, until the bus has been brought to a complete stop.
6. Respect people and their property, while waiting on the bus.
7. Receive proper school authorization (through office) to get off bus at a place other than your regular bus stop.

While on the bus students should...

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Treat bus equipment as you would valuable furniture in your own home. You will be held monetarily responsible for any intentional damage.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects in or from the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horse-play and fighting.
13. Be courteous to fellow pupils and the bus driver.
14. Remain quiet when approaching a railroad crossing.
15. Remain in the bus during road emergencies, except when it may be hazardous to their safety.

After leaving the bus, students should...

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

Extra-Curricular Trips...

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

Bus Discipline:

Bus riding privileges may be denied at the discretion of the administration.

PERSONAL LISTENING DEVICES

Students are not allowed to have CD Players, Cassette Players, MP3 Players, etc. out at school during the school day (8am to 3pm), unless permission is granted by administration. They will not be allowed if they become a distraction.

Personal listening Devices may be allowed on school trips if permission is given by the Coach, Teacher or Sponsor to take them on the trip. The material to be played on the PLD has been approved by the Coach, Teacher or Sponsor. No material shall be approved which has inappropriate language or content.

Students who violate this policy will be disciplined according to the school's uniform standard of discipline.

PHONE CALLS/CELL PHONES

Students should not ask teachers or secretaries for permission to make phone calls unless there is an emergency. Students will be called to the phone for emergencies only.

A student may possess wireless telecommunication devices 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 only upon prior written consent of both the student's parent or guardian and the school principal or Superintendent.

Wireless communication devices for High School students are not to be used during class time without permission (8am to 3pm) from authorized school personnel. For Junior High students wireless devices are not to be on or out anytime during the school day without permission. Any parent, wishing to contact their child, should call their respective principal's office, not their cell phone (cell phones going off during class disrupt the educational process). Students who violate this policy will be disciplined according to the school's uniform standard of discipline. Cell phones can be taken up by a teacher at beginning of school day or hourly.

TRUANCY/SKIPPING

A student is truant when he/she is absent without prior permission from school officials and is not in his/her assigned class during the designated time. Examples of truancy include the following:

Missing school without permission of parent and school; obtaining permission from a teacher to go to a certain place and not reporting there, leaving school without permission, etc. The student who has missed school due to truancy will receive a zero and no make up. Truancy infractions continue throughout the school year.

TRUANCY

A student is truant from school when he leaves school without the permission of the administration/teacher or is absent without the knowledge and consent of parents or guardians. Other examples of truancy include leaving campus to eat lunch, skipping a class, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the office, leaving class without permission, erroneous phone calls to have a student dismissed from class, and other fraudulent absences or attempts to be absent from school not covered in this definition. If a student is absent without an excuse, he/she will be ineligible to participate in any school activity that day or night. A Truancy officer will be contacted if the student is truant

SUSPENSION

OUT-OF-SCHOOL SUSPENSION - The principal has authority to suspend a student out of school for a period of up to, and including, 10 school days. **GENERAL RULE, 3RD TRIP TO OFFICE FOR ANY REASONS WILL RESULT IN SUSPENSION-POSSIBLY THE 1ST TRIP COULD RESULT IN SUSPENSION BASED ON OFFENSE.** Before a student may be suspended out of school for over 10 days, the student has the right to appeal the principal's decision to the Board. The decision of the Board is final. A student shall be suspended from school for serious offenses and/or for multiple infractions of lesser offenses.

A student that is suspended from school shall not be allowed on school property or to participate in or attend extra-curricular activities during the period of suspension. A student shall serve the assigned suspension period on consecutive school days.

Suspension 5 days or less

A student shall receive a grade of zero (0) on all work, during the period of out-of-school suspension for which the student would have normally received a grade for out-of-school suspensions for 5 days or less. A student shall not make up work for credit that was assigned during the period of suspension nor shall the student complete additional work for credit to compensate for the work on which the student received a grade of zero (0). A student may complete the work for the student's own benefit; however a score of zero (0) will be given for that work. The grade of zero (0) will be calculated into the other grades of the student.

A student shall receive an educational plan of the core curriculum in which the student is enrolled at the time of the suspension of days suspended beyond 5 days. The parents/legal Guardians shall bear the responsibility for monitoring the student's progress until the student is re-admitted into school. As part of any suspension students may be required to attend counseling to meet all discipline requirements.

FOOD AND DRINKS

Students are not allowed to bring food or drinks into any of the classrooms, without principal or teachers permission and should be consumed in the yard area or in the cafeteria. No outside food in cafeteria unless packed as lunch from home.

PUBLIC DISPLAY OF AFFECTION/ PDA

PDA is thought to be a distraction to others and to the education process. School and school functions are not a place for it. If it becomes an issue then it will be dealt with, following the discipline chart.

DRESS CODE

1. Students are not allowed to wear halter tops, exposed midriffs, backless garments, tube tops, tank tops or mesh shirts unless with a t-shirt underneath. 3” across the shoulder will be considered appropriate.
2. Nothing will be allowed to be worn that has suggestive slogans, or logos. Nothing will be allowed to be worn that pertains to illegal substances, intoxicating substances, tobacco or making suggestive comments.
3. Shoes must be worn.
4. Hats and headgear are acceptable in buildings and classrooms unless they are covering ears or become a distraction in class, or aide in sleeping. No hoods, sunglasses, or anything covering the students face. **exception may be made
5. Proper undergarments must be worn and not visible.
6. Nothing is allowed to be worn that is short. Shorts, length should be middle of thighs, minimum of fingertip length. If it is questionable don't wear it.
7. Anything that is in question should be checked in at the office or not worn.
8. The Faculty and Administrators discretion will be used for questionable attire.
9. Any thing that is found to be a distraction to the education process may be asked to be taken out or changed.
10. Leggings should not be worn alone.

When faculty or administration detect a student is not dressed in the manner he/she should be, appropriate action will be taken. The student shall be given an opportunity to correct the problem at school. Until corrected, the student will not be allowed to attend class.

1. A parent or designee may bring an acceptable change of clothing to school.
2. In minor violations, the student may be advised to change dress before returning the next day.
3. In extreme cases, the student may be sent home immediately for correction.

Violation of dress code is a discipline issue. As much as possible, checks of possible violations will be made by same sex teachers / administration.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

ATTENDANCE

Regular attendance is a necessary part of the learning process and subsequent graduation. Irregular attendance limits the learning process and reduces the ability to get either a good education or a diploma. Students who are frequently absent are putting their graduation and future in jeopardy. The work offered in school is based on the assumption that the student will be present every day. No single factor will do more to add to a student's progress in school than regular attendance.

Activity Absences

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 (10) for any one class period of each school year. Excluded from this number will be State and National levels of school sponsored contests.

State and National contests are those for which a student must earn the right to compete. Activities to be excluded from the ten (10) period limitations are:

1. Field trips related to classroom activities;
2. Science Fair trips;
3. Academic contests;
4. Career days;
5. College visitation days;
6. Serving as a page for the State legislature;
7. Activities held on campus and sanctioned by the principal.

*Other exclusions must be in accordance with the adopted policy.

Attendance Requirements

Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and regulations of the State Board of Education. If a child is absent without valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Parents will be notified by letter or in person upon their child's fifth (5th) absence, regardless of reason for absence. Parents are expected to contact the school prior to their child's absence from school. Written notes will not be accepted. The Board of Education designates all building principals and other specified employees as attendance officers for the Arkoma Public Schools. It shall be the duty of each school and the District to maintain attendance records and provide attendance information to the District Court or designee. In order to pass a class, a student must miss no more than ten (10) times in a semester. If a student misses more days due to serious illness or injury, the site attendance committee must concur that the illness or injury is serious enough to prevent the student from attending school. The school may require a doctor's certificate to certify that any student is physically unable to attend classes. If a student transfers from another school, his absences at that school count toward the total of ten (10) at Arkoma. **Any student that is ABSENT (any absences count) more than 10 days will receive no credit (NC) for that class period.** Any student receiving no credit (NC) has the right to request an appeal in writing through the site administrator for their absences to be reviewed by the attendance committee.

Attendance Committees

Two committees will be established, one to review high school students over the limit of 10 days, and one to review elementary students over the limit of 10 days.

1. Each committee will be composed of three teachers.
2. The committee will meet the last week of each semester OR When the student reaches the 10 day limit. The time and date of each meeting will be announced prior to the meeting.
3. Students desiring to appear before the committee must make a written request to the committee chairman or building principal.

Action taken by the committee:

1. Allow absences to stand as they are.
2. Waive a specific number of days.
3. Assign a make up for certain amount of absences that would require a student to attend summer credit recovery or Saturday school **if available.**

Excused Absences

If a student was absent at the time a test was announced, or if it was not a regularly scheduled exam, the test shall be administered on the day following the return to class. **All absences count against the ten (10) day limit unless the parent applies for and is approved for an exemption by the principal.**

Pre-Arranged Absences

Absences must be pre-arranged for the following reasons:

1. College visitation days for seniors (maximum of two (2));
2. An educational trip;
3. Serving as a page for the State Legislature

A pre-arranged absence may be excused or unexcused depending upon the circumstances of the specific situation. A student may pre-arrange an absence under the following conditions:

1. A notice of 3 – 5 school days should be provided in writing from the student's parent or guardian. Notice of less than three (3) days will be considered on an individual basis.
2. A pre-arranged information form is obtained from the attendance office.
3. The student must take the form to each of his/her teachers. Each teacher will provide the student with his/her assignments and will give the student a due date for the assignments. At the teacher's discretion, a student may be required to turn in all work before the day(s) of his/her absence. Each teacher will provide information concerning a student's past attendance, effort, attitude, and achievement and will sign the form. The student information provided by the teachers shall be the educational criteria considered in determining the excused or unexcused status of the absence. The reason for the absence will be attached to the information form for the teacher's information. The final decision shall be the responsibility of the administrator.

4. In order that class is not interrupted by students wishing to pre-arrange an absence, students should contact their teachers before or after school unless otherwise arranged with their teachers. Such courtesy should especially be practiced in the event of an extended prearranged absence.

The student must return the completed pre-arranged absence form, including parent or guardian signature, to the attendance office prior to the day of absence. If the parent has not signed the form, the parent will be called by telephone to verify the request for the absence.

MAKE UP WORK

Absences

Upon return to class from an excused absence, students shall be granted one (1) class day to make up each day of class work missed with a maximum of 2 days unless special circumstances occur and the administration and parents reach an agreement. It is the students' responsibility to get work the day they return. No penalty shall be assessed against work made up for absences. In cases of extended absence, arrangements for make up work shall be made with the teacher. Upon return to class, students are required to take any examination or test or return any assignment which was previously announced during the student's presence in class or which has been regularly scheduled. Tests missed by the student shall be made up on the day the student returns to class (exceptions to this will be for periods of extended illness or serious injury). All work missed during suspension is due upon return to school. Students will not be allowed to attend school-sponsored events while under suspension unless approval is granted by the administration of the suspending school.

TARDINESS/"TARDIES"

Students are expected to be in the classroom when the tardy bell rings. Students will be counted absent after 5 minutes into the class period. Example class starts at 8:00 they are reported tardy until 8:05 and at 8:06 they are counted absent from that class. If they are skipping/or truant then the school will follow the guidelines for skipping/truant. Students have 5 minutes in between class periods to go from class to class.

For every 3 tardies per class a student will be assigned morning detention if available and afternoon detention if it is not. Three times being tardy will count as one absence.

WITHDRAWAL PROCEDURES

Parents of a student who is moving or leaving school for any reason should request a "Withdrawal Form" and sign a release for records to be sent to the new school. All books are to be turned in and all financial obligations must be paid. Students leaving early (before a grading period ends) will be graded to withdrawal date only, and will not be given full term grades. Any exception to this will need to be arranged in the school office and then with individual teachers. However, teachers cannot be held responsible for making individual tests for such students or for giving full term grades where too much extra time is involved.

SENIOR TRIP

School Board has voted to not take school sponsored senior trips.

FOOTBALL HOMECOMING

Homecoming will be for school wide participation. The date will be set, and then students will be able to nominate themselves for homecoming. Then we will vote school wide to narrow the contestants. We will have four students from each class as representatives, two males and two females.

We will list all nominated students on a ballot, then will narrow the number by the two girls and two boys from each class receiving the most votes. This will decide who will be the homecoming royalty.

We after deciding this will have a vote to decide who will be the homecoming king and queen by the most votes received.

If we don't have enough males will use football players for escorts.

We will only have one homecoming per year. We will have a night set aside to recognize and honor athletic participation along with a senior night for each sport. Possible homecoming for basketball at coach's discretion.

PROM

Dress code needs to be thought of in the manner that this is a formal affair and also schools function.

Anybody not attending Arkoma schools needs to be approved by the administration before attending.

DISCIPLINE

Our goal at Arkoma Public School is to educate students for college, technical trade school, a job or life in general. The biggest reason for that the processes of learning is interrupted is for discipline issues.

Any action that interrupts the educational process here in the school setting can be deemed a discipline issue. Any action not covered within the handbook will be dealt with at the administrations discretion.

The goal of any disciplinary policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district. **General rule, 3rd trip for any reason to office will result in suspension but suspension might occur on 1st trip depending on offense.**

The Arkoma Board of Education recognizes out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes disciplinary action for conduct occurring off school property and not involving a school activity is proper, if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school. Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

Administrative response to student misconduct is a matter directly influencing the morals of the entire student body. As such, all students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction (i.e., the student's attitude, the seriousness of the offense, and its potential effect on other students.)

Nothing in this discipline schedule shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel and due process in cases which may end in suspension.

This schedule shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situation not covered in the disciplinary action schedule.

Examples of Unacceptable Behavior:

The following are some specific examples of unacceptable behavior which are subject to disciplinary action, including detention, suspension or placement in alternative school.

- a) open or persistent defiance of authority
- b) assault upon student or school personnel
- c) creating or attempting to create a disturbance
- d) unauthorized absence from classes
- e) excessive tardiness
- f) willful disobedience, profanity or vulgarity
- g) showing disrespect for school property or causing damage to school property
- h) possession, or use of, any dangerous or annoying instrument including, but not limited to, firearms, explosives, fireworks, knives, or other weapons used for assault.
- i) the distribution, possession or use of illegal drugs, alcohol or any intoxicating substance
- j) stealing or extortion
- k) inappropriate or distracting dress
- l) any violation of state or local law or ordinance occurring on school property
- m) intentional blocking of corridors or hallways
- n) individual or group violence
- o) distribution of matter or literature on school property which has not been approved by the school superintendent
- p) gum chewing without approval of teacher
- q) bullying
- r) hazing/student initiation

*All past behavior will be taken into consideration when assigning punishment.

Tobacco use

Arkoma Public School is a drug free school; there will be no tobacco use on school property.

Using Tobacco on school property or on a school affiliated trip:

- 1st offense – tobacco packet on use and prevention, minimum of 5 days detention
- 2nd offense- 2 day suspension
- 3rd offense-3 day suspension
- and there on after 5 day suspension

Possession of Tobacco products on school property or on a school affiliated trip:

- 1st offense- confiscate it and tobacco packet on use and prevention, minimum 5 day detention
- 2nd offense- confiscate it and up to 3 days suspension
- 3rd offense - and there on after confiscate it and up to 3 days suspension

Other Drugs or Intoxicating substances

Coming to school or school activity, **under the Influence, or in Possession of (drugs)** can result in a suspension up to the rest of the Semester, proper authorities will be notified.

Vape

Due to the potential to add other drugs to the device, it will not be allowed to be in possession, or be used on school property.

Fighting

- 1st offense will be a ticket for fighting in public and 3 days of suspension
- 2nd offense will be a ticket for fighting in public and 5 days of suspension
- 3rd offense will be a ticket for fighting and up to suspension of the rest of the semester and the next semester

Tickets will be issued by Arkoma Police Department at their discretion.

CORPORAL PUNISHMENT

Corporal punishment (paddling or swats) will not be administered to students who have a Corporal Punishment Refusal form on file in the principal's office. Corporal Punishment Refusal forms are available for parents in the principal's office and must be re-filed each school year.

Students that have a Corporal Punishment Refusal Form on file will be sent home for the same number of days as swats to be administered.

CLASS CHANGES

Class changes will only take place during the 1st full weeks of each semester and other changes will have to wait until the first of the next semester. **Parents will have to personally come up and sign class change form before the change will be allowed or by proper form.** This is done to benefit the students they are enrolled in classes that will benefit them or work towards graduation.

BULLYING

All students have the right to attend school without threats. Bullying will not be tolerated. Degrading or potential dangerous initiation “pranks” by another student(s) or group will not be tolerated.

Hands Off

We want you able to come to school and we provide you with the best education possible. For us to do this it is easier if everyone keeps their hands off of other people. It makes a better learning environment if everyone does. It keeps teachers from thinking you are doing things that you are not, it keeps other students from being provoked or made mad on accident. If it is deemed necessary for discipline action to take place for putting your hands on someone the discipline rules will apply as listed above.

ATHLETICS/EXTRA CURRICULAR ACTIVITIES **(Any that competes with other schools)**

Lettering- Within each sport completion of the season is required to be considered for receiving a letter award or submitted to the Booster Club as “Lettering” that year.

Practice Discipline will be handled by each individual coach; if it is referred to the administration office then the Discipline Chart will be followed.

Any actions at an athletic function where you are representing Arkoma Schools will be handled following the discipline chart.

Action on the field or court that results in a Technical Foul, Intentional Foul, or being sit out of the game by an official will result in a minimum of a one game suspension immediately following that game (the next game). (That student should be taken from the game and not return in that ball game also)

Being a member school of OSSAA, Oklahoma Secondary Schools Activities Association, Rules, Regulation, and Policies will be followed as set forth by the OSSAA. Any questions that arise we will refer to the OSSAA Administrators Handbook, or call the association.

A student who has not attended classes ninety percent of the time from the semester in a member school becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment or late with the beginning of attendance. OSSAA Policy- rule 2.

Random drug testing by board approved policy to participate.

ELIGIBILITY

Scholastic eligibility for students will be checked after three weeks (during fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. OSSAA Policy – Rule 3 Section 2

BAD WEATHER

Arkoma Schools will try to let the students and parents know as soon as possible if school is going to be cancelled due to weather. Check the following stations between 6:00 and 6:15 a.m.

Radio 93.7, 99.1, 99.9, and 97.9 TV Channels 5, 6, 8, and 40

PARENT-TEACHER CONFERENCE

Parents are encouraged to come for conference with the school faculty. Conferences should be scheduled at 7:45 a.m. or after school. These conferences will be scheduled through the Principal's office. The Principal and Superintendent offices are open to parents at all times. We are proud of our school and encourage parents to visit us at any time.

The school also has Parent-Teacher Conferences scheduled during the school year.

CONCURRENT ENROLLMENT

All concurrent classes must be taken on the Arkoma Campus either by way of IETV system and/or Computer based concurrent classes. Students will not be allowed to leave campus in order to take college courses. Students will attend school each day all day. Students must be enrolled in classes for 7 periods which may include the college courses. Arrangements will be made for the students to have a place to be on days/ class periods that the college course does not meet. Enrollment in concurrent college classes is limited to College Core Curriculum courses

Concurrent enrollment between a high school and a college is limited to high school students who are ready for college level work and meet the GPA and/or ACT requirement for concurrent admissions. Permission for dual enrollment will be based on ability and/or achievement tests, counselor recommendation, and parental approval.

- *Seniors must achieve a minimum score of 19 ACT composite or a 3.0 GPA. Students may then enroll in those subject areas in which the corresponding ACT subject score is 19 or higher.*
- *Juniors must achieve a minimum score or 21 ACT composite or 3.5 GPA. Students may then enroll in those subject areas in which the corresponding ACT score is 19 or higher.*

MEDICATION

Any form of medication should be checked in at the office. A copy of the prescription with the students name on it or written directions from the parents should accompany the medicine or it will not be given to the students for safety purposes.

Any other issues that might arise that are not covered in this handout I will refer to the last adopted school handbook on file.

IMMUNIZATIONS

The law (Title 70, Section 1210.191, OK. Statutes, 1970) requires that parents or guardians of all minor children in grades K-12 for all public, parochial or private schools in the state of Oklahoma, to present a certificate of required immunizations upon school entry.

See Attached Sheet for Immunization Requirements...

Students not in compliance with the immunization law will be denied admittance into Arkoma School until compliance has been met.

ASTHMA MEDICATION

Self-Administration of Inhaled Asthma Medication: Reference 70 O.S. §1-116.3

In compliance with state law, the Arkoma Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of an injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

Definitions:

A. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.

B. Self-Administration means a student's use of medication pursuant to prescription or written direction from a physician.

NOTE: Administrators and Coaches must be notified of any student suffering from asthma

ASBESTOS NOTIFICATION

See attachment A.

Meningococcal Disease Public Notice

Each year the State Department of Education requires that we inform parents of the dangers of Meningococcal Disease (meningitis). Those at risk for this disease include babies and young adults 15-22 years old. Please make yourself aware of this (**that No known cases have been found at Arkoma schools this is a Public announcement required by law**) See attachment B.

ANNUAL NOTICE OF FERPA RIGHTS TO ARKOMA SCHOOL PATRONS

Parents and eligible students of the Arkoma District have the following rights under the Family Educational Rights and Privacy Act and the FERPA Policy approved by the Arkoma Board of Education.

1. The right to inspect and review the student's educational records.
2. The right to exercise a limited control over other peoples' access to the student's educational records.
3. The right to seek to correct the student's educational record; in a hearing if needed.
4. The right to report violations of the FERPA to the U.S. Department of Education.
5. The right to be informed about FERPA rights.

Parents or an eligible student may request a copy of this FERPA policy in writing or in person from the Superintendent's Office, Arkoma Schools P.O. 38 Arkoma OK 74901. Copies of educational records may be obtained from the appropriate Elementary or High School Principal's Office. If needed, the district will arrange to provide translations/interpretations to non-English speaking parent in their native language or to the visually impaired their mode of communication.

All rights and protection given parents under the FERPA and Arkoma School Policy transfers to the students when they reach the age of 18 or enroll in a post-secondary school. At that time, the student becomes an eligible student.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees and applications for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

BEHAVIOR MANAGEMENT PLAN

The success of education is based on a positive and safe atmosphere that promotes learning. In order for this to occur, it is essential that schools adapt behavior management plans to help students learn appropriate behavior. Our staff, which is committed to the academic and behavioral education of its students, has adopted such a plan. The objective of this plan is to provide an environment where learning can take place, free from the distractions of inappropriate behavior. The levels of disciplinary consequences will aid students in learning responsibility, self-control, cooperation, and respect for others; all traits that will enhance their educational potential.

A student's 7th grade history of behavior for rule infractions will be taken into consideration when assigning consequences during the 8th grade year, etc.

The plan is a progressive disciplinary structure. If a teacher or administrator disciplines a student, the student - he/she is subject to receiving a specific number of points, based on the offense that has occurred. These points will accumulate throughout the year. If a student accumulates ninety (90) points, an indicator the student is chronically displaying inappropriate behavior, a long-term suspension may be considered.

Severe discipline violations such as in LEVEL TEN – guns, arson, battery against school personnel, will result in all ninety (90) points being given at one time and immediate long-term suspension/expulsion.

Level Ten: Maximum suspension allowed by law. Expulsion or Prosecution. 90 points for each offense.

Level Nine: Long term to maximum allowed bylaw. Current and succeeding semesters. Possible prosecution . Drug/alcohol possession and/or distribution. 45 points for each offense.

Level Eight: Long term suspension – eleven (11) or more days. 35 points for each offense.

Level Seven: Short term suspension – three (3) to (10) days. 30 points for each offense.

Level Six: Assignment to intervention or suspension on a sliding scale depending on the severity and/or the number of times the offense has been committed. 25 points for each offense.

Level Five:

First Offense: Suspension from participation in the next two (2) scheduled competition, contests, or performances, - extracurricular – Completion of Intervention Packet.

Second Offense: Ten (10) days suspension from participation in all extracurricular activities and intervention with Four (4) hours counseling.

Third Offense: Suspension from all extracurricular activities for eighteen (18) weeks. 20 points for each offense.

Fourth Offense: Out of school suspension for current and/or next semester.

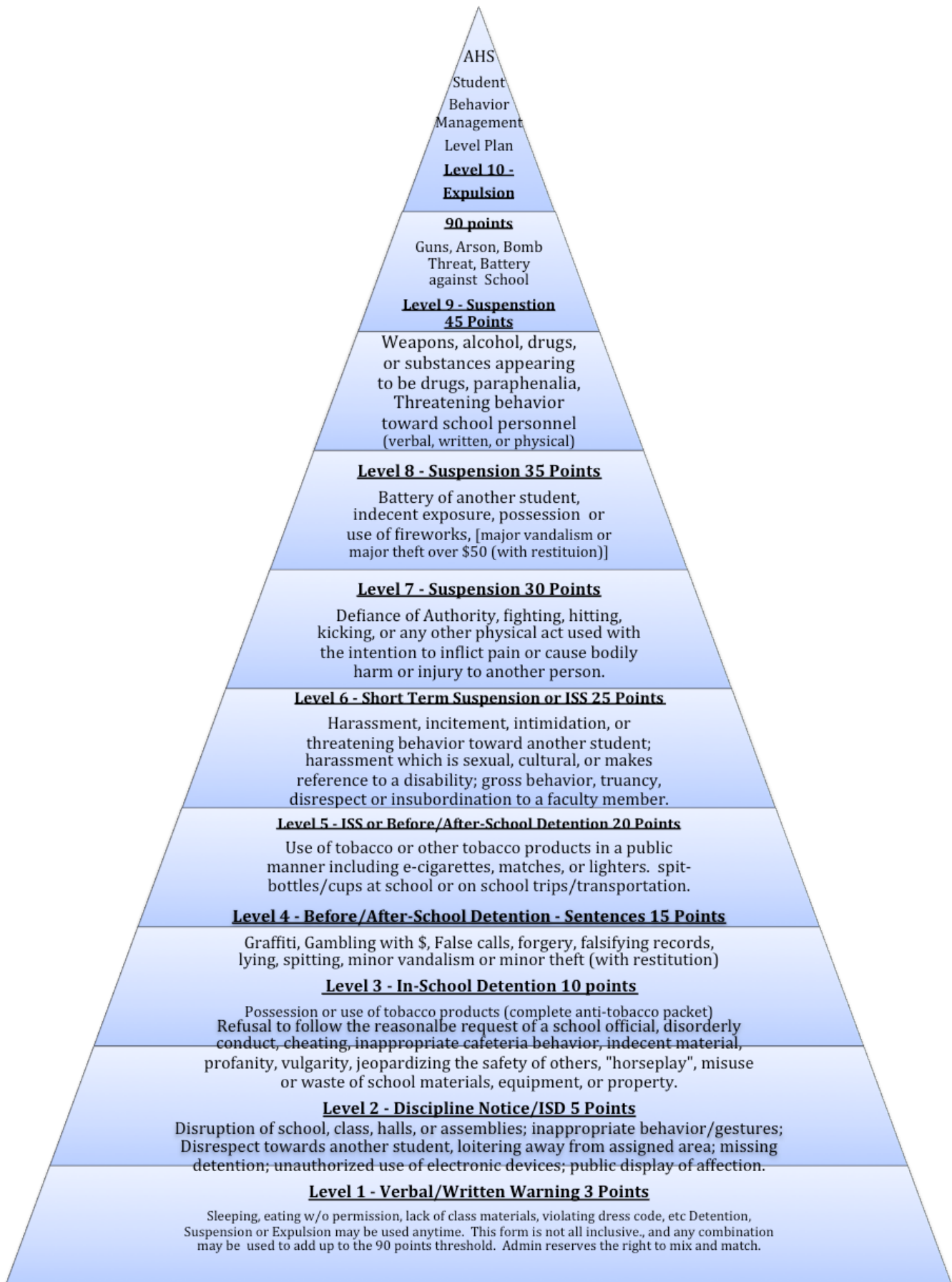
Level Four: Intervention – ISD – before/after 15 points for each offense.

Level Three: Intervention – ISD – before/after school or during lunch detention. 10 points for each offense.

Level Two: Classroom management techniques, Teacher/student conference, short time-out, parent/teacher conference, Before School, during lunch, or after school detention. Teacher discretion. 5 points for each offense.

Level One: Classroom management techniques, Teacher/Student conference, Parent/Teacher conference, teacher detention of their choosing and other techniques. 3 points for each offense.

These listings are not all inclusive of all issues and consequences. This is merely a guide. Administration reserves the right to do what is necessary to achieve maximum learning for all.



SCHOOL LOYALTY

**What Kind of School Would MY School Be
If Every Student Were Just Like Me?**

The success of a high school depends in a large measure upon the spirit of its student body. By loyalty we mean that which impels the student to keep continually in mind the honor and prestige of their school and guide his/her conduct accordingly. This type of loyalty will cause the student to stop and weigh their actions in the light of the influence they may possibly have on the standing of the school and the community and the State. Nothing can stand in the way of a student body that determines to make its school the top school in the State.

The student who wants their school to be in the first rank will uphold their school by word of mouth and by deed at all times. They will not permit in their presence a slanderous remark concerning the character of their school. The Student will do the right thing by their school without being told, but merely because they have a strong desire to do so. The Student will not require constant watching on the part of their teachers. Student conduct when out of the sight of the teacher will vary little from their conduct in their presence. The well being and success of his/her school will be his/her success.

There are many virtues that students must have in order to earn a good reputation for their school. Among these are school spirit, good sportsmanship, high scholastic standards, respect for teachers, neatness, politeness and honesty to his fellowman whether he is a student, teacher, visitor to school, worker in our school, or a salesman he may never see again.

It is best to be courteous to everyone. A little courtesy goes a long way. It brightens up some hearts and wins and keeps friends and it doesn't "put you out." You will not only be respecting others but others will respect you. It is just as easy to say something nice as it is to be insulting, ugly and rude

The whole object of education is...to develop the mind. The mind should be a thing that works.

Sherwood Anderson

Education seems to be in America the only commodity of which the customer tries to get as little he can for his money.

Max Forman

I _____ as the parent or guardian give Arkoma Public Schools to post, release, or send my child(children) name or picture as a media release for the school publicity/and or the student.(game photos, honor roll, activities)

I _____ do not want my child (children) in the media. By signing I realize my child may be left out of team photos, class photos and other opportunities.

Corporal Punishment:

I _____ am aware of Arkoma Public Schools using corporal punishment as a means of discipline. If I choose not to allow swats when they are what the discipline action is, it will be replaced with suspension

_____ I agree with corporal punishment, but would like to be contacted by phone first-

_____ I agree at no contact is necessary

_____ I do not agree with corporal punishment/suspension should be used.

Sign Out Form:

Arkoma Schools is a closed campus, but in case of emergencies, Dr. Appointments and scheduled appointments (counselor, court, driving test, etc...) the following people will be allowed to sign my child (children) out. **To sign someone out the listed people will have to come to the school and sign them out. Missing any part of the class period will result in an absence for that class.**

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

I _____ have filled out the above information on _____ date, I understand the forms, and understand if I want to make changes I can do so by coming into the office. This form is to be used for the following child (children).

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

***Permission Forms Condensed, containing Media, Sign Out, and Corporal Punishment.
The forms will be kept on file and can be updated at anytime by coming into the office.
Starting 2009-2010 this form will be filed and kept year to year.***

Handbook is online at the following website: <https://arkoma.k12.ok.us>

Handbook Agreement

Arkoma Public Schools

I _____ the parent/guardian of the following child (children)
_____ have read the
handbook and am aware of what is in it. By signing it I understand that it is an approved book by the
Arkoma Board of Education and all students attending Arkoma Public Schools must abide by the rules
and guidelines in it.

I _____ a student at Arkoma Public Schools received a handbook on the
following date _____.

Please keep Form I and Internet and Bus Policy on file from last year _____ (initial)
Or come to the office to update.

Please fill out enrollment form, medical and lunch application and return.