

6th Thru 12th GRADE STUDENT HANDBOOK 2023-2024



6th grade through 12th grade campus: 100 Blocker Street 918-875-3351

E-mail: www.arkoma.k12.ok.us
Facebook/Twitter/Instagram: Arkoma Public Schools
App Store: Arkoma Public Schools

WELCOME STUDENTS!

The policies and procedures contained in this handbook have been developed to insure both the effectiveness of your school and your welfare as students. Arkoma Schools trust this information will be of great benefit in helping you adjust to your school and in becoming an integral part of it.

Our district welcomes you to its ranks and we hope that you will always be conscious of its traditions and requirements. This school year will be whatever you make it. Let us always have the spirit to do the things which will make it outstanding.

TO THE PARENTS

We, the administration and faculty of Arkoma Public Schools, take this opportunity to say hello and welcome you as a patron to our endeavor. It is essential to the benefit of our student body that we, as teachers and parents, cooperate in every possible way. Recognizing that a child may not achieve to his/her fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his/her very best in every class or activity he/she may enter. With your help, our chances of doing something that will be of lasting benefit to your child are greatly increased.

We extend this invitation to all parents to visit school every time you can. We strongly recommend that if any problem or question concerning classes or any school situation arises you visit us and discuss it with a school representative. Let us always keep in mind that we need each other and our children need us.

The Office of Educational Quality and Accountability (OEQA) publishes a School Profile Report that gives parents a comprehensive view of not only your school's test scores, but demographic and community information.

All of this information is made available to parents by accessing the website [www.School Report Card.org](http://www.SchoolReportCard.org). We strongly encourage all parents to view the school profile report.

Yours in Education,

Mr. Kolby Johnson, Superintendent of Schools

Mr. Richard Reed, MS/HS Principal

Mrs. Emily Morgan, Guidance Counselor

ARKOMA HIGH SCHOOL BELL SCHEDULE
2023-2024

First Bell 7:55

1ST HOUR 8:00-8:55

BREAKFAST 9:00-9:10

2ND HOUR 9:10-10:00

3RD HOUR 10:05-11:00

4TH HOUR 11:05-12:00

LUNCH 12:00-12:30

5TH HOUR 12:30-1:20

6TH HOUR 1:25-2:15

7TH HOUR 2:20-3:10

ARKOMA MIDDLE SCHOOL BELL SCHEDULE
2023-2024

1ST HOUR 8:00-8:50

BREAKFAST 8:50-9:05

2ND HOUR 9:05-9:55

3RD HOUR 10:00-10:50

4TH HOUR 10:55-11:45

LUNCH 11:45-12:15

5TH HOUR 12:15-1:10

6TH HOUR 1:15-2:10

7TH HOUR 2:15-3:10

PROCEDURES FOR STUDENT ENROLLMENT

Basic requirements for student enrollment:

1. Copy of certified birth certificate (hospital certificate will only be accepted temporarily)
2. Copy of social security card
3. Copy of health card or immunization record

Enrollment is done online. Parents will need a login to access the account. To receive login information, either call 918-875-3353 or email enroll@arkoma.k12.ok.us Once enrollment is completed, you will be contacted. If you are having problems please contact the office and make an appointment with the MS/HS counselor.

6th through 12th grade students: the school counselor will meet with you to set your student's schedule.

Additional Enrollment Information

If a student wishes to enroll in sixth through twelfth grade and has been attending an out-of-state public school, been home schooled, or been attending a non-accredited institution, then enrollment will be based on a review of the following:

1. Out-of-state public schools must provide appropriate documentation of assessment, enrollment, attendance, and progress to date.
2. The school district has the option of testing a child before placement. The student must score at or above the 39th percentile on each of the reading, mathematics, and spelling subtests of the Peabody Individual Achievement Test-Revised (PIAT-R).
3. Home schooled students must provide documentation of the home-schooling experience as required by the outstanding Schools Act of 1993.
 - a) A plan book, diary, daily log or other written record indicating the subjects taught and the activities engaged in with the student.
 - b) A portfolio containing samples of the student's academic work.
 - c) A record of evaluation of the student's academic work.
 - d) A student must meet (B) requirements.

If the student seeking entrance to Arkoma Public Schools has met the requirements then they will be placed in the appropriate grade. Records must be received before the student will be placed in class.

STUDENT 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.

A list of the required immunizations for public schools in the state of Oklahoma will be given to the parent/guardian at the time of enrollment. At the time of enrollment if a student has not received all of the immunizations required by the Oklahoma State Department of Health, **he/she** will be given two (2) weeks from date of enrollment to provide the school with documentation of receiving the required immunization. If no immunization is received by the required date, the student will be unable to attend school until compliance has been met.

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, technology devices and uniforms 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.

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 assumes 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.

It is the student’s responsibility to contact the teacher about make-up work. Students with good attendance habits usually do better than students with poor attendance habits. Following an absence, students must immediately, upon arriving at school the next day present, report to the office for an admit. Failure to obtain an admit before attending class will result in detention.

GENERAL CHECKOUT PROCEDURE

Parents checking out students should come to the high school office in person and sign students out. Parents who work and are unable to take off work should call the high school office or send a hand written note on the day the student is to leave to inform the school of release. Students will not be allowed to transport other students from school if checked out before the regular school day ends at 3:05 p.m. Any attempt to deceive the office with fraudulent notes or phone calls will be an automatic 3-day ISS consequence and truancy process will be put into action.

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.

RULES GOVERNING ACTIVITIES ABSENCE

- 1) No teacher will ask for students out of classes other than his or her own for an extracurricular activity without the permission of the principal.
- 2) All organizational and class meetings will be scheduled through the principal and will primarily be held before school, at noon, or after school.
- 3) Teachers and sponsors will be very diligent in scheduling activities to be sure the activity does not cause the student to have too many activity absences. (ONLY 10 PER YEAR)
- 4) Make-up work will be presented to the teacher for grading or approval using the same schedule listed for regular absences.

If a student fails to comply with the teacher's work make up schedule, the next school sponsored absence will require work to be turned in prior to being eligible to participate in the school activity.

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 student 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 principal will notify the parent, guardian or custodian of the student. Also, the absences will be reported to the district attorney of LeFlore county as well as the Arkoma Police Department. 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

Committees will be established, at each site, to review 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 a 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.

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 3 minutes in between class periods to go from class to class.

For every 3 tardies per class, a student will be written up and assigned punishment according to the discipline rubric. Habitual or continued tardies may lead to severe punishment. Punishment may consist of, but not limited to the following range of consequences; detention, swats in school suspension or out-of school suspension. Three times being tardy will count as one absence.

****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.
- Not reporting to scheduled class.
- (REMEMBER ONE TEACHER CAN NOT EXCUSE YOU FROM ANOTHER TEACHERS CLASS – STUDENTS MUST REPORT TO THE CLASS THEY ARE SCHEDULED TO ATTEND)

The student who has missed school due to truancy will receive a zero and no make-up work will be assigned. Truancy and excessive absences will be reported to the proper authorities, including DHS, the Leflore district attorney and the Arkoma Police Department. Remember that the Arkoma Police Department may write truancy tickets if unexcused absences are not resolved.

COMMUNICABLE DISEASES

The following attendance guidelines must be followed closely concerning children with communicable diseases.

- **Chickenpox:** Exclusion for 6 days after the appearance of the rash
- **Conjunctivitis - (Pink Eye):** Children should not attend during the acute stage (itching, burning, and matting of the eyes). Or for 24 hours after medication has begun.
- **Tinea Corpus: (Ringworm):** Infected children under adequate and continuous medical supervision may attend school. If possible, clothing or band-aids should cover lesions.
- **Erythema Infectious “Fifth Disease”:** No exclusion necessary unless fever is present.
- **Impetigo:** Exclude until skin lesions are healed, or until 24 hours after medical treatment starts.
- **Influenza:** Exclude for duration of fever and until the child is able to resume routine daily activities.
- **Measles:** Exclusion during “cold” symptoms and until five days after appearance of rash.
- **Mumps** Exclusion for nine days after swelling begins.
- **Scabies:** Exclusion until the day after adequate treatment is completed.
- **Streptococcal sore throat and scarlet fever:** Exclusion until at least 24 hours after beginning antibiotic treatment, and free of fever. Prescribed treatment should be completed.
- **Covid;** isolation while considered contagious. Refer to current CDC guidelines.

Parents must strictly adhere to these time limits for exclusion. Students are not to attend school or any school sponsored activities (school musicals, presentations, field trips, etc.) during these time periods.

HEAD LICE POLICY

As rooms are screened, parents of students found to have evidence of infestation (lice or nits) will be notified. Only students with live bugs will be sent home. Students are to miss no more than **one day** of school to receive the proper treatment. Although nit removal can be time consuming, it eliminates the problem of viable nits hatching, re-infestation and transmission to others.

School's Responsibility

To educate parents and students on how head lice are spread and how to treat them.

To allow bagging or hanging of coats and hats or whatever method the teacher has found most effective.

Parent's Responsibility

To educate their children about how head lice are spread and what precautions to take.

To supervise combing or combing the child's hair daily.

Treat an infestation vigorously and remove **all** nits. Inform school and all close contacts of the problem.

Student's Responsibility

Comb hair to the scalp daily.

Do not lend or borrow combs, hats, or coats.

Be aware of symptoms and have adults inspect the child's head.

Children who have head lice **CANNOT** ride any school bus. Parents must transport students to school and wait with the student for head check and re-admittance to school, or if unclear, to transport students to the home. Student absences that are due to head lice will be recorded the same as absences caused by other reasons.

ARKOMA STUDENT BEHAVIOR CODE

All students' behaviors at the Arkoma Schools are based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner consistent with good citizenship everywhere. It is our belief that the home of the student and school needs 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 Arkoma. The rules are based on the idea that one's education begins with discipline and ends with self-discipline. We believe that effective learning situations can be provided and positive behavioral patterns promoted. When unacceptable behavior and its consequences are communicated to all, self-discipline will take over and guide behavior. When discord or disruption does arise, the rules that govern our school will assure that all parties are treated with respect, courtesy and fairness. A firm and consistent discipline policy will provide our students guidance and direction that will encourage them to conduct themselves in an acceptable manner at all times. The board of education and the administrators recognize that students do not surrender rights of citizenship while attending Arkoma public school. The respect and obedience of the rules must be a part of the culture of this school. This district prohibits certain actions, inappropriate behavior, and attire so the reasonable judgment of the principal will be enforced. The principal will determine a disciplinary action based on a rubric or cumulative disruptive behavior, not limited to those listed within this handbook. Appropriate consequences to disruptive behavior will be assigned to students who break the rules. There is an appeal process and parents' voices will be heard but the proper written request steps must be taken.

****SUSPENSION****

OUT-OF-SCHOOL SUSPENSION - The principal has authority to suspend a student out of school for a period of up to, and including 1 day through and or up to a semester and full academic year past current semester. 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 superintendent and then if necessary the parent may appeal to the Arkoma Board of education. If the principal decides upon a suspension then the suspension will take effect immediately. If a parent wishes to appeal the decision to the superintendent then this appeal must be made in writing three days prior to an (audience with superintendent about the issue) the superintendent will determine if policy and procedure was followed and will either reinstate student into classes, or uphold the principal decision and have the student serve the rest of their suspension, or add to the suspension amount as needed. The superintendent will not expressly end the appeal process. The parent or guardian can still continue with the appeal process. Parents or guardians must give a ten-day notice in writing as to their intent to appeal the suspension to the board. This ten-day period is for our board agenda to reflect the suspension appeal request. The decision of the Arkoma Board of education 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. A student shall receive a grade of up to 70% on all work during the period of out-of-school suspension for which the student would have normally received a grade. A student shall not receive extra time to turn in assignments. No matter the length of time suspended, the assigned work will be due the first day the suspended student returns to school. Work for credit that was assigned during the period of suspension is the responsibility of the parent to either pick up a paper copy of assignment at the MS/HS office or find assignment online (usually on google classroom assignments daily). Teachers are not required to give additional work, just the work that the rest of the class will be offered. The only difference is that a suspended student may only receive up to 70% of the assigned work value. If the suspended student has not completed the assigned work by the time the suspension is lifted then, a score of zero (0) will be earned for that work. The grade of zero (0) will be calculated into the other grades of the student. 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. The Z.A.P. policy can be used to make up these zeros but at a reduced worth.

MAKE UP WORK

Upon returning to class from any type of absence, students shall be granted one (1) class day to make up for each day of class work missed. 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 assigned during the absent period. It is the student's responsibility to obtain the work that needs to be done. 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.

Z.A.P. Program (Zero's Aren't Permitted)

It may seem obvious, but research has shown students who consistently complete their homework receive higher grades and score well on tests. We would also contend that these students experience a higher rate of self-confidence, and have a more enjoyable time at school. There are many reasons why a student does not complete or turn in their assignments. One excuse we would like to eliminate is the credence by students of "I'll just take a zero."

The philosophy behind this program is: If we feel the assignment was important enough to assign, then we must hold students accountable for their learning by completing the assignment. Students are

identified for ZAP if they have a zero or multiple zero's (which stands for a 0% on any assignment) This will affect the students overall class grade. The ZAP program will be put into effect when the percentage grade for any core class falls to a 65% or less in a core class.

This program is designed to:

- Increase expectations of students who fail to complete and turn in assignments on time –Emphasize the belief that assignments/projects are important and must be completed
- Direct students to utilize their abilities to acquire self-discipline/work habits that will serve them in the educational setting and in the future when they enter college and/or the workplace.

The ZAP program is not a form of punishment, but rather a program to send the message that failure is not acceptable. How does the program work? Students will report to our assigned ZAP room to make up the zeros that are bringing down their grade, (all zeros will be eligible to be made up if the student is assigned to the ZAP program.) If the student is assigned ZAP class time, this is where they work on their missing assignments with (Mrs. McKinley, Mr. Trusty or Mr. Pennington) during the assigned class time. Assigned periods for ZAP will be set as the first hour for 6th thru 8th grade, and for 9th thru 12th grade the ZAP time is 7th hour. This remediation program stands for zeros that aren't permitted. Students may return to their regularly scheduled first or last hour period once all zeroes are turned in.

Grading/Consequences: Completed assignments will be collected and placed in the teachers' mailbox for their review the next day or turned in through Google Classroom. Completed assignments will be a minimum of 90% of original assignments. Participation in extracurricular activities or rewards will be suspended until ZAP work is completed.

Families can help in assisting their children to be successful by:

- Scheduling a consistent time for homework
- Creating a quiet workplace away from distractions (such as Facebook and other social media)
- Whenever possible, participate in the experience by being available for help and/or encouragement – Reinforce the importance of responsibility and time management
- Give praise when your child displays good work habits

By eliminating these zeros, we are confident that we will increase the learning opportunities, hold the students accountable, and improve overall grades. Thank you for your assistance and support. Only through our Collective Response can we create an environment where failure is not an option and all students have the opportunity for success.

BUS RIDING PRIVILEGES

Riding a school bus is a privilege and the privilege may be denied if the student does not abide by the bus rider rules. Before boarding the bus, students 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 the office) to get off the 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 the bus driver's signal... then cross the 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, including extra-curricular activities, may be denied at the discretion of the administration. Typical discipline is:

- First offense – bus privileges revoked for 5 days
- Second offense – bus privileges revoked for 10 days
- Third offense – bus privileges revoked for the remainder of the school year.

MEDICATION

Medication should be given at home, if possible. However, if the physician's orders indicate it must be given during school hours, the medication may be administered at school by complying with the following instructions:

Prescription Medications

1. If a change in the type or amount of a medication is needed, this change should be documented through a physician's note.
2. When a pupil is to receive medication during school hours, the parent/guardian must provide the medication in the original prescription bottle plainly marked with the following: **Pupil's name; Physician's name; Date; Name of medication, dosage, and time of administration.**
3. We must have written permission from the parent or guardian to give the medication. The permission note must include: pupil's name, physician's name, date, name of medication, dosage and time of administration, and parent's signature.

Non-Prescription Medications

1. School personnel **will not provide** any non-prescription medications unless written parental permission is given; this must be signed and dated for the current school year.
2. Over-the-counter medications for colds, coughs, headaches, etc. will be given when accompanied by a written request from the parent/guardian. This request must include pupils' name, date, dosage, and time medication is to be given.
3. All medicines must be in the original labeled bottle. If it is necessary for a child to take a daily non-prescription medication, such as aspirin for rheumatoid arthritis, a request from the parent or guardian and a request from a physician must be provided. The request from both should include: **Pupil's name; Physician's name; Date; Name of medication, dosage and time of administration; Signature of parent or physician**

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

ALCOHOL, DRUG, AND TOBACCO POLICY

The State of Oklahoma and Arkoma Schools prohibit the possession, or use, of tobacco (including vaping items), alcohol, and illegal drugs in any form on the school ground or while involved in any school -sponsored activity. Students who violate this policy will be disciplined according to the school's uniform rubric that outline Arkoma's standard of discipline. At no time shall any student be in position of any type of incendiary devices.

TEXTBOOKS/TECHNOLOGY DEVICES/UNIFORMS

All textbooks, technology devices or uniforms are loaned to the student for the duration of the course. The above-mentioned shall be returned to the teacher/coach at the end of the course. Any item lost or damaged must be paid for by the student and or parent (guardian) of said minor. If the device or uniform is damaged beyond repair or lost, the student and or guardian of said student must pay the market value to replace the item. If the item can be salvaged and repaired there is a minimum, fifty-dollar (\$50.00) parts or material charge applied to repair the item.

* The student will not be issued an additional book, device or uniform unless he or she pays for what has been lost or damaged.

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. All classes will do the pledge of allegiance and moment of silence 1st hour of the day.

CHEATING

Students will receive a zero on tests 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.

BULLYING

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

HANDS OFF

We want you to come to school and 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 by accident. If it is deemed necessary for discipline action to take place for putting your hands on someone the discipline rules will apply and the discipline uniform rubric matrix will be used to determine consequences for the student's actions. The severity of the consequences will increase as the infractions continue.

FOOD AND DRINKS

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

classroom. Students are responsible for their own property and do not leave water bottles in the classroom.

INCLEMENT WEATHER

Arkoma Schools will try to let the students and parents know as soon as possible if school is going to be canceled due to weather. The most up to date information will be given through our school app. Information will also be available to local news stations.

PARENT-TEACHER CONFERENCE

Parents are encouraged to come for conferences with the school faculty. Conferences should be scheduled during a teacher's prep time, before 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 each semester.

LOST AND FOUND

The principal's office maintains a lost and found as a convenience for those students who have misplaced any personal belongings such as clothing, eyeglasses, etc. Periodically, during the school year, classes are allowed to view unclaimed clothing items such as pants, shirts, shorts, coats, etc. After viewing, all unclaimed items are removed from school premises after a two-week period and donated to local charities.

DISCIPLINE

Our goal at Arkoma Public Schools is to educate students for college, technical trade school, a job or life in general. The biggest reason for that process of learning to be interrupted is 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 administration's 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. 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 the 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 process in cases which may still end in suspension. The rubric shall be interpreted by the principal 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 situations not covered in the disciplinary rubric chart.

Unacceptable Behavior:

The following is not a comprehensive and complete list but these are some specific examples of unacceptable behavior which are subject to disciplinary action, including corporal punishment, detention, suspension or placement in an 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) bullying
- q) hazing/student initiation

*All past behavior will be taken into consideration when assigning punishment. The severity of the consequences will increase as infractions continue.

Tobacco/Vaping/Alcohol

Arkoma Public School is a drug free school; there will be no form tobacco/vaping/alcohol use on school property or at school sponsored events. There shall be no type of incendiary device allowed at school.

Using/Possession of Tobacco/Vaping/Alcohol on school property or on a school affiliated trip:

- 1st offense – tobacco/vaping/alcohol packet on use and prevention, 5 days ISS
- 2nd offense- 2 day suspension
- 3rd offense-5 day suspension
- and there on after 5 day 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.

Fighting is not allowed at school - property of the school or event of the school

1st offense – police will be called and student(s) may receive a ticket for fighting in public also there will be 3 days of suspension for both parties involved in the fight.

2nd offense - police will be called and students may receive a ticket for fighting in public also there will be 5 days of suspension.

3rd offense - police will be called and students may receive a ticket for fighting in public. Students will receive suspension up to the rest of the semester and the next semester.

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

(Striking a school employee is a felony) (Striking anyone is not defense, violence will not be tolerated)

If you think you have a situation where violence may occur it is your responsibility to talk to someone (teacher-counselor-principal-adult) here at the school so we can have a non-violent resolve to the situation.

CORPORAL PUNISHMENT

Corporal punishment (paddling or swats) will be administered. Corporal punishment will not be administered without the parent's knowledge and consent. If consent is not granted for corporal punishment then the student will be suspended for the same number of days as the swats that were to be administered. The Principal will be following a uniform punishment rubric matrix that way all students will receive the same consequences for the correlating infraction. The severity of the consequences may be different depending upon the repeated occurrences of the infraction by the individual student.

Once again - corporal punishment refusal will result in the student being sent home for the same number of days as swats to be administered. This is just like a suspension, so all potential work will receive must be done in every class. We will have an educational plan for all suspended students – parents will pick up a manila envelope from the office on Friday and return every Friday with finished work to pick up the next week if necessary. This will continue until suspension has ended. All work will be due at the time of the student reinstated into class. No extra time will be afforded to finish work assignments.

BALL GAME AND NIGHT ACTIVITIES

Students are highly encouraged to attend extracurricular events at school. During the school year, there are scheduled ball games, dances, concerts, and other activities. It is the responsibility of the student to make arrangements in advance for transportation home. Excessive violations of this policy will result in the students being restricted from attending ball games and/or activities. Students are to adhere to all school rules during the course of ball games and activities. Removal from a ball game and/or activity will result in disciplinary action and forfeiture of the right to attend future activities and games.

PERSONALIZED PARTIES DURING SCHOOL HOURS

The potential loss of instructional time due to observing student birthdays is significant. Therefore, we will not have parties, gifts, etc., for individual student birthdays. However, you may provide an approved snack for your child's class on the day of the student's birthday.

FLOWER/BALLOON DELIVERIES

Also, we request no deliveries of balloons, flowers, etc., be made to the school at any time or for any reason during the school term. Students who ride the bus are restricted from transporting these items on the bus as they may create a vision hazard for the bus driver. Storage space is very limited in our offices and classrooms and these delivery items consequently would be stored in a remote space in our teachers' workroom.

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 to 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.)

PARENTS RIGHT TO KNOW POLICY

At the beginning of each school year, any district that receives funds under NCLB Title I shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers including, at a minimum, the following:

- Whether the Oklahoma State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- The Oklahoma State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.

- Whether any teacher or similar paraprofessional provides services to your child and, if they do, their qualifications.

In addition, parents may request and a school shall provide to each parent the following:

- Information on the level of achievement of their child in each of the state academic assessment as required under NCLB; and
- Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

SCHOOL AND LUNCH PROGRAM

All students are urged to participate in the school breakfast and lunch program. Menus are planned by the food service director according to the state nutrition requirements and students' preference. A school lunch is a balanced meal with milk included.

All students are required to eat in the lunchroom. (This includes students who bring lunches from home.) All students are expected to observe good manners and obey lunchroom regulations.

If a student wishes to bring their lunch, he/she may purchase milk in the lunch room for .30 cents. Students receiving full rate or free/reduced lunches must pay 30 cents for additional milk or if they bring their lunch on a particular day instead of eating the school lunch, they must pay 30 cents for milk. Students are not to bring carbonated drinks to school in their lunch.

Students who are eligible will receive free or reduced-price lunch and breakfast from the school cafeteria. Students who feel they may be eligible for this benefit should fill out an application and return it to the proper school official. Students may pick up these forms in the Principal's office. (All students will be given a lunch application at the beginning of each school year and we ask that every parent/guardian fill out an application regardless of income.

MUSTANG MARKET

The mustang market will be open daily for the last 15 minutes of lunch; it will be located in the ISS or ZAP room where Mrs. McKinley or Mr. Trusty is located. Remember about classroom rules before you purchase 20 bags of Takis.

ATTIRE AND GROOMING REGULATIONS

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and general taste. Students should dress properly considering current weather conditions. Also, any attire which disrupts the educational process is prohibited.

1. Students are not permitted to wear halter tops, bare midriffs, backless garments, tube tops, or mesh shirts unless with a T-shirt underneath.
2. No offensive writing or suggestive slogan, or logos on any article of clothing, belt buckles, or jewelry will be allowed. Logos and paraphernalia pertaining to any illegal substance, intoxicating substance, or tobacco are prohibited. Nothing will be allowed on any clothing that implies suggestive or negative slogans either written or drawn.
3. Students must wear shoes—**NO HIGH HEELS OR HOUSE SHOES.**
4. Proper undergarments must be worn and not visible.
5. Shorts and skirts must be of appropriate fit and length.
6. Leggings will not be allowed without a proper length shirt.
7. Clothing ripped or torn above the knee that shows bare skin will not be allowed.
8. Chains or other accessories which could be used as weapons are not allowed.
9. During cold weather, students without appropriate coats may be restricted from participating in

- outside activities. (Teacher discretion)
10. Summer attires such as shorts, open-toed shoes, sleeveless shirts, including no bare legs, etc., are not to be worn to school beginning the first school day occurring after **Halloween** thru **Spring Break**.
11. Due to safety precautions, only stud earrings are permitted; no gauges or hanging earrings are allowed.

The Principal's and or the Counselor's discretion will judge questionable attire.

PERSONAL ITEMS

We strongly discourage students from bringing personal items on campus as these items are frequently lost or stolen. The school will not be held responsible for any lost or stolen property. This includes items such as toys, electronic devices, jewelry, etc.

CELL PHONES

A student may bring their cell phone to school or while attending any function sponsored or authorized by the school. All devices are to remain OFF and put away in students' backpacks or lockers. No cell phone or telecommunication (e.g. Smartwatch or Smart Glasses) will be used during the school day (**8:00 a.m. to 3:10 p.m.**). Students may use phones before school, after school or at lunch. ***NEVER INSIDE*** (with the exception of cafeteria) If a teacher or district employee notices any student with a device using it or not, (in building classroom building) It is to be confiscated by the teacher or employee and sent to the office along with a discipline referral so the uniform discipline rubric matrix can be utilized.

Any parent, wishing to contact their child, should call the school office, not their child's cell phone. Parents should communicate with students via the school office only during school hours. If it is an emergency parents may call or text the HS Principal directly – Mr. Reed's cell phone number is 918-208-1207

Students who violate this policy will;

1ST OFFENSE: Turn in phone to school office, Parents will pick up at end of day.

2nd OFFENSE: Turn in phone to school office, parent must pick up again and 3 days ISS.

REPEATED OFFENSES: the uniform discipline rubric matrix will be utilized. The severity of the consequences will increase depending on the number of infractions of the individual student.

CONDITIONS REQUIRING A NOTE FROM PARENTS

The following are examples of reasons a student would need a note:

- Their physical activities are restricted for a short period of time, or they need to stay inside for recess. (this is for a short period of time) A doctor's note is required for a student to be excused from physical activities numerous times
- Limited physical education participation requires a note from a doctor.
- They need extra restroom privileges.
- Sending medication to be administered with specific instructions.
- (See School Medication Policy) (**No medication will be furnished by the school.**)
- Absence from school – **note or phone call (by noon on day of absence)**
- Change in address, telephone number, place of employment.
- Have a doctor or dental appointment during school hours.
- Change in transportation involving a different address or different bus.
- To be picked up rather than riding the bus.

EXTRA-CURRICULAR ACTIVITIES

All students are encouraged to participate in extracurricular activities. All students are expected to maintain themselves with high standards at all times, but especially while representing Arkoma Schools. Students who do not maintain adequate grades and behavior will not be allowed to represent our school. Any missed class work or an assignment due to involvement in an extracurricular activity is the **student's responsibility**. It is his/her job, no matter what age, to go to his/her teacher(s) after an activity absence and ask what assignments have been missed and when the assignments are due. Typically, a student is given the amount of time of the absence to make up for missed work.

GRADING SCALE

Grading will be consistent with the grading scale listed below. Grading periods end approximately each semester on Friday, with report cards issued to students shortly thereafter.

<u>Grades 1-</u>	<u>Grading Scale</u>	<u>Grade Point Equivalent</u>
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	59 & Below	0.00
NC	No Credit	0.00
NG	No Grade	0.00

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

6th, 7th and 8th PROMOTION/RETENTION AND FAILING COURSES

Each school in the District will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor, (when available), the principal, and any additional personnel who may be assigned by the principal when appropriate.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on testing, attendance, student's maturity and assignments.

Any student in danger of being retained or failing a course shall be notified as soon as possible. A meeting will be conducted to discuss in detail the areas of concern with the parent(s)

Appeal Process

After receiving a committee decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course within (5) five days of notice. Please contact the principal to learn more about the appeal process if further information is necessary.

****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 parent sign out - no self sign out. Parents or guardians must come to the school and sign them out. (There are exceptions to the parent walking into the office physically to sign out the student but these will be handled on a case by case basis) Once again, students cannot check themselves out of school (even if the student has already turned 18 they must have proper consent)– A parent or guardian must check out the student (in person and sign out at the office). A phone call to check out a student for lunch will not be allowed. If the student is checking out for the day and the school secretary, principal or counselor recognizes the caller ID or voice of the parent then the student may sign out if transportation is available. Any deceptive phone calls will result in the student being referred to the discipline rubric matrix for consequences. Checking out at any time during a class period will result in an absence for that class. On occasion a parent may want to take their child out for an event or to eat lunch and that is fine if a parent checks out their own student the proper way, a parent may check out other students but for that parent take anyone other than their own child or ward a solid confirmation from additional students the parent must be established prior to the check-out time. The parent present will simply sign both students out, each student must have their own parent permission to check out.

If signing out for a doctor's appointment or scheduled event (court, counseling, etc.) for it to be deemed an excused absence, a note from the appropriate office needs to be turned into the office upon signing back into school. A lot of times students and parents believe just because the student has an appointment the student is excused from classes all day. This is not the case, unless the Dr. Note expressly states that the student is excused from classes for the day, the student must attend school - EXAMPLE - 9:AM appointment slips do not excuse students from class all day.

VISITORS

All visitors must check in at the office. Students are not allowed to bring visitors to school. Former students must check with the principal's office before coming to school, but will not be allowed to visit classes.

OUTSIDE FOOD DELIVERY

Outside food delivery will be allowed. Any outside restaurant – door dash, parents, etc. etc. as long as it is at lunch time. Parents can still bring food to school but if it is not lunch time all food must be brought to the office or delivered at lunch time only. The parent or guardian must bring the food into the office and the office will make sure the student receives the delivery if it is not the student's lunch time. Students are to be in class, not going to the parking lot to pick up their food. Students cannot leave class or campus to pick up delivery. Students will not be called out of class to get their food. Parents are welcome to wait outside in the parking lot or come in and visit with administration until the student is released for lunch. The bell schedule is at the top of this document. Students can pick up delivered food at their designated lunch time. Remember delivered items are not to enter the cafeteria unless it is packed in "homemade" lunch material.

PARKING/DRIVING

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

grounds. No students may park in the East parking lot (where the buses are parked). This parking is for staff only. No students is to be past Mr. Watson's class to the East, unless being supervised by a teacher or school personnel. Students who drive their own cars to school will not be permitted to drive during school hours. 8:00 to 3:10. This means no going to town during noon, etc. Student parking will be in front of the school where the BIG BLUE MUSTANG statue is located and the gym parking lot. The first three spots by the Superintendent's office are for administration and school secretaries (Visitors). The cafeteria staff and maintenance will have parking next to the dumpster area, the coaches that have a class in the gym will have the two spots in front of the gym reserved for them. All other staff will park in the bus parking lot. SPEED LIMIT IN SCHOOL AREA IS 5 MPH. Sitting in or on any vehicle will not be permitted before school, during school hours or at noon. Park your vehicle and get away from it. Remember once you bring your vehicle to school and park it on district property it is subject to search (if we have reasonable suspicion that any contraband is within the vehicle) After school you may approach your car and leave in an orderly fashion. Remember students are walking, leaving school and loading buses so you may only exit to the south. Please be safe and aware of the parking lot situation. Students are not to exit out of the North side of the parking lot when the buses are still loading or on the lot. Try not to leave out of that exit until the buses leave the parking lot.

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.

GRADUATION REQUIREMENTS

High School Graduation Requirements for Arkoma Public School is 23 credits according to Oklahoma State Department of Education. 24 credits will be required for incoming sophomores of the 2023 - 2024 school year.

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
-

The Principal and Superintendent Award will be based on GPA, Activities, leadership skills, and application process. To uphold tradition there will be no alteration to cap and gown for the ceremony. Must not exceed attendance policy to walk.

Valedictorian

The graduating student with the highest-grade point average, based on a 5.0 scale, 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. If there is a tie there will be multiple awards.

Salutarian

The student who ranks second in the class at the end of the first semester of the twelfth grade will be named salutarian. If there is a tie there will be multiple awards.

Historian

The student who ranks third in the class at the end of the first semester of the twelfth grade will be named historian. If there is a tie there will be multiple awards.

Remember - If GPA is the same for multiple students in any of the above (Valedictorian-Salutatorian-Historian) Then we will have multiple awards of that status.

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)

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

1 unit of Senior Capstone (Sophomore Class of 2023-2024)

Core Curriculum

4 units of English

3 units of Math one must be Algebra I

3 units of Science Biology I, a physical science and one other science

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

1 units of Fine Arts

8 units of Electives

1 unit of Senior Capstone (Sophomore Class of 2023-2024)

Oklahoma's Promise-OHLAP

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 weighted grades. Assessments are 60% and class/homework is 40% of the student's grade.

	A 90-99		D 60-69
B	80-89		F 59-Below
C	70-79		

Grades are cumulative, running total from the 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 Algebra II

Concurrent Classes – core classes only AP/Pre-honors/honors classes

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

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

Principal's honor roll will be composed of all full-time students with no grade lower than a "B".

PHONE CALLS

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.

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 disciplinary actions will be determined by using the Rubric Matrix so the consequence for inappropriate behavior will be reflective of the number of infractions a particular student has.

DRESS CODE

1. Students are not allowed to wear halter tops, exposed midriffs, backless garments, tube tops, spaghetti straps or mesh shirts unless with a t-shirt underneath.
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 aid in sleeping. No hoods, sunglasses, or anything covering the students face. **exceptions may be made for religious or medical reasons.
5. Proper undergarments must be worn and not visible.
6. Nothing is allowed to be worn that is too short. Shorts should be of modest and appropriate length, 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. Anything that is found to be a distraction to the education process may be asked to be taken out or changed.
10. Shirts should not be longer than shorts.

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, students may be advised to change dress before returning the next day.
3. In extreme cases, the student may be sent home immediately for correction.
4. If habitual occurrences happen the discipline rubric matrix will be utilized.

If violation of dress code is to be a discipline issue, the Principal or Counselor will determine if attire is in violation of what is appropriate to wear in an educational setting at Arkoma schools or functions.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate the 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.

SENIOR TRIP

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

HOMECOMING

Homecoming will be for school wide participation. The date will be set, and then students will be able to nominate, (yes even 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.

PROM

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

NON-students of Arkoma schools must be approved by the High School Principal before attending.

****CLASS CHANGES****

Class changes will only take place during the 1st full week of each semester and other changes will have to wait until the first of the next semester.

ATHLETICS/EXTRA CURRICULAR ACTIVITIES **(Any organization 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 rubric matrix chart will be followed.

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

Action on the field or court that results in a Technical Foul, Intentional Foul, or being sat 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.

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

CONCURRENT ENROLLMENT

All concurrent classes to has to be approved by the Principal or counselor. We will have an apprenticeship program but we will not do a work release, just because you have a job. The counselor and principal will help with the arrangements for any type of apprenticeship program off campus. Students must be enrolled in classes for 6 periods, which may include the college courses. 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 and Juniors must achieve a minimum score of 19 ACT composite and a 3.0 GPA. Students may then enroll in those subject areas in which the corresponding ACT subject score is 19 or higher.
- Carl Albert provides fee waivers for Juniors and Seniors. Juniors are eligible for 6 hours and seniors are eligible for 18 hours. Arkoma Schools will pay for an additional 6 hours for Junior and an additional 9 hours for Seniors if the student maintains a “C” or above in all classes. Eligible classes are on CASC associate’s degree plan, excluding electives.
- Concurrent enrollment, paid by Arkoma Schools will not be allowed if the student exceeds school attendance policy or is a discipline issue.
- If a student becomes ineligible for concurrent enrollment (Fall or Spring semester) due to grades, attendance or behavior, the student will have to complete the following semester in good standing before concurrent enrollment will be allowed.

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.

CHANGE OF TELEPHONE OR ADDRESS

Any change of parent address or phone number should be reported to the principal’s office A.S.A.P. It is important we have corrected our current phone number for our “ALL CALL” system or if an emergency should arise.

Arkoma Public Schools

2023-2024

1st Semester

Instructional Days = 86

Starts: Aug. 10/ Ends: Dec 21

Professional Days = 4

2nd Semester

Instructional Days = 74

Starts: Jan. 8/ Ends: May 10

Professional Days = 1

DAYS TO HOURS BASIS

(Minimum 1050 School Hours Annually & 30 PD)

160 School days x 400 minutes per day = 1067 School Hours + 12 hours P/T Conf. + 30 PD hours = 1109 total hours

August 2023						September 2023					
M	T	W	T	F		M	T	W	T	F	
		1	2	3	4						1
		TWD	TWD	TWD							
7	8	9	10	11		4	5	6	7	8	
PD	PD	PD	BEGIN			Labour Day					
14	15	16	17	18		11	12	13	14	15	
21	22	23	24	25		18	19	20	21	22	
28	29	30	31			25	26	27	28	29	
							PSTC				
October 2023						November 2023					
M	T	W	T	F		M	T	W	T	F	
2	3	4	5	6				1	2	3	
9	10	11	12	13		6	7	8	9	10	
			Fall Break			13	14	15	16	17	
16	17	18	19	20		20	21	22	23	24	
NS-C						Thanksgiving Break					
23	24	25	26	27		27	28	29	30		
30	31										
December 2023						January 2024					
M	T	W	T	F		M	T	W	T	F	
					1	1	2	3	4	5	
						8	9	10	11	12	
4	5	6	7	8		BEGIN					
11	12	13	14	15		15	16	17	18	19	
18	19	20	21	22		NS-PD					
25	26	27	28	29		22	23	24	25	26	
						29	30	31			
November 2023						February 2024					
M	T	W	T	F		M	T	W	T	F	
		1	2	3					1	2	
6	7	8	9	10		5	6	7	8	9	
13	14	15	16	17		12	13	14	15	16	
20	21	22	23	24		19	20	21	22	23	
27	28	29	30			PSTC					
						26	27	28	29		
December 2023						March 2024					
M	T	W	T	F		M	T	W	T	F	
					1					1	
										NS-C	
4	5	6	7	8		4	5	6	7	8	
11	12	13	14	15							
18	19	20	21	22		11	12	13	14	15	
25	26	27	28	29		Spring Break					
						18	19	20	21	22	
						25	26	27	28	29	
January 2024						April 2024					
M	T	W	T	F		M	T	W	T	F	
1	2	3	4	5		1	2	3	4	5	
8	9	10	11	12		8	9	10	11	12	
BEGIN						15	16	17	18	19	
15	16	17	18	19		NS-PD					
22	23	24	25	26		22	23	24	25	26	
29	30	31				29	30				
February 2024						May 2024					
M	T	W	T	F		M	T	W	T	F	
			1	2				1	2	3	
5	6	7	8	9		6	7	8	9	10	
12	13	14	15	16		13	14	15	16	17	
19	20	21	22	23		20	21	22	23	24	
PSTC						27	28	29	30	31	
26	27	28	29								
March 2024						June 2024					
M	T	W	T	F		M	T	W	T	F	
					1						
					NS-C						
4	5	6	7	8							
11	12	13	14	15							
Spring Break											
18	19	20	21	22							
25	26	27	28	29							
April 2024						July 2024					
M	T	W	T	F		M	T	W	T	F	
1	2	3	4	5							
8	9	10	11	12							
15	16	17	18	19							
22	23	24	25	26							
29	30										
May 2024						August 2024					
M	T	W	T	F		M	T	W	T	F	
		1	2	3							
6	7	8	9	10							
13	14	15	16	17							
20	21	22	23	24							
27	28	29	30	31							

NS = No School

Make up Days as Needed

PD = Professional Days

TWD = Teacher Work Days

School day is 8:00am-3:10pm

PSTC=Parent-Student-Teacher Conf

Parent/Teacher conferences will be in the evenings from 3:00 - 9:00 PM

Jr-Sr. Prom = Sat. April 13th

Graduation = Saturday May 11th



On behalf of the staff at Arkoma Public School, I am happy to welcome you to the 2023-24 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and we want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school

We have many new staff members and many members of our staff willing and ready to step up to the challenge of being the best we can be so our students can be the best they can be. My name is Richard Reed, the new Middle / High School principal. I want to let every person in our community know that my door is always open and I am willing to help with any educational situation that may arise.

I am looking forward to a very productive and exciting year here at Arkoma Public Schools. We will make a positive difference in the lives of the students of Arkoma Public Schools.

If you have any questions, concerns or comments please do not hesitate to come by to visit, call, text or email me here at school or anywhere around our community.

Committed to Excellence in Education,

Richard Lee Reed
MS/HS Principal
Arkoma Schools
918-208-1207
rreed@arkoma.k12.ok.us

Arkoma Progressive Discipline Offense Chart

After fifth infraction of rule the punishment doubles for every new offense and will include the beginning of short term out of school suspension process
(suspension process increases with multiple offenses)



	1st	2nd	3rd	4th	5th
Tardy (3 rd time referral process)	Warning	2 lunch detention	1-day ISS	2 days ISS	3 days ISS
Skipping Class	1-day ISS	2 days ISS	3 days ISS	2-day suspension	5-day suspension
Fighting	Outlined within the student handbook – we have hands off policy				
PDA	1-day ISS	2 days ISS	3 days ISS	2-day suspension	5-day suspension
Dress Code Violation	Warning	2 lunch detention	2 days ISS.	3 days ISS	Suspension
Class Disruption	Warning	2 lunch detention	1-day ISS	2 days ISS	3 days ISS
Harassment	Warning	2 lunch detention	1-day ISS	2 days ISS	3 days ISS
Destruction of Property	Consider severity, punish accordingly + (Must pay to replace destruction of property)				
Threatening Behavior	Consider severity, punishment range from detention to year expulsion				
Inappropriate Language	1-day ISS	2 days ISS	3 days ISS.	5-days ISS	Suspension
Possession of Tobacco	Outlined in the Student handbook				
Missing Teacher Detention	1-day ISS	2 days ISS	3 days ISS	5-day ISS	Suspension
Rude/Disrespect to Faculty	2 days ISS	2 day suspension	3 day suspension	10 day suspension	1 semester suspension
Poss. Of Dangerous Weapon	Refer to Policy Up to (ONE YEAR)				
Poss. Of Stolen Property	1-day ISS	2 days ISS	3 days ISS	5-day ISS	Suspension
Not Doing Work/No Book	Warning	1-day ISS	2 days ISS	3 days ISS	5-day ISS
Inappropriate. Public Behavior	1-day ISS	2 days ISS	3 days ISS	5-day ISS	Suspension
Cell phone use in building	confiscate parents pick up (+ 2days ISS)		3 days ISS	5-day ISS	Suspension
Cheating/Changing Grades	Warning	1 -day ISS	2 days ISS	3 days ISS	5-day ISS
Other	Refer to Policy Use Best Judgment				
Defiance Of Authority	1-day ISS	2 days ISS	3 days ISS	2-day suspension	5-day suspension
Poss. Of Pornography	1-day ISS	2 days ISS	3 days ISS	2-day suspension	5-day suspension
Multiple Offenses	2 days ISS	2 day suspension	3 day suspension	10 day suspension	1 semester suspension

Remember Cell phones can be used before school, after school and at lunch time but at no point in time will students be able to use a cell phone within buildings where there are classrooms. * Cafeteria building is ok to use cell phones if it is at lunch time. This is not a complete list - but if punishment is refused, the student will be conditionally suspended until the parents meet with the Principal then if not satisfied parents can appeal to the Superintendent. Parents may also request school board action - Superintendent and School Board appeal process must be requested in writing.



SIGN AND RETURN THIS FORM TO THE HIGH SCHOOL OFFICE BY TUESDAY, AUGUST 15ND ANY STUDENT WHO HAS NOT RETURNED THIS DOCUMENT WILL NOT PARTICIPATE IN EXTRACURRICULAR ACTIVITIES UNTIL DOCUMENT HAS BEEN SUBMITTED.

I have been given a copy of the student handbook for the 2023-2024 school year. As a parent/guardian, I agree to help in the education of my children, therefore, I/we have read the rules, procedures, and policies of Arkoma schools. As a student, it is my responsibility to read, follow, and abide by the rules, procedures, and policies of Arkoma Schools.

Student Signature

Date

Parent or Guardian Signature

Date

