

# Altus High School

400 N. Park Avenue

Altus, Oklahoma 73521

Phone (580) 481-2167 · Fax (580) 481-2545

[ahs.altusps.com](http://ahs.altusps.com)

Home of the Bulldogs



Board of Education – Administration Office  
219 North Lee  
Altus, Oklahoma 73521  
Phone (580) 481-2100 · Fax (580) 481-2129  
[www.altusps.com](http://www.altusps.com)

*Superintendent's Office*

Roe Worbes	Superintendent of Schools
Robbie Holder	Assistant Superintendent
Sandra Garcia, Secretary	481-3075
Vicki Shatswell, Secretary	481-2102
Elizabeth Carter, Secretary	481-2101

*Business*

Penny Bush, Business Manager	481-3079
Jima Beach, Payroll	481-3081
Lauren Holsey, Encumbrance Clerk	481-3084
Celia Gibson, Activity Clerk	481-3078
Michelle Ware, Insurance Clerk	481-3087
Sabina Garrett, Cafeteria Clerk	481-3092

*Curriculum & Federal Programs*

Cindy Allen, Dir. Of Curriculum & Federal Programs	481-3076
Brittany Richards, Secretary	481-3077

*Public Relations*

Amanda Davis, Director of Public Relations	481-3091
--	----------

*Related Services*

Jay Richeson, Director of Related Services	481-3082
--	----------

*Special Education*

Mindy Hawthorne, Director of Special Education	481-3088
Heather Bonds, Psychometrist	481-3090

## TABLE OF CONTENTS

### ALTUS SCHOOLS - WHERE DREAMS GROW

#### SECTION I ORGANIZATION AND ADMINISTRATION

1.00 Administration and Staff	6-7
1.01 Calendar	6
1.02 Organizations/Clubs	8
1.03 Bell Schedule and Inclement Weather Procedures	9
1.04 Visitors	10
1.05 School Messenger	10
1.06 Asbestos Management Plan	10
1.07 Family Education Rights and Privacy Regulations	10-11
1.08 Civil Rights Compliance	11-12
1.09 District Title 1 Parent Involvement/Right to Know Policy	12-14

#### SECTION II GENERAL PROCEDURES

2.00 Entering the Building	14
2.01 Moment of Silence/Pledge	14
2.02 Attendance	14-16
2.03 Semester Test Exemptions	17
2.04 Tardies	17
2.05 Detention	17
2.06 Leaving School during School Hours	18
2.07 Use of the Telephones	18
2.08 Guidance Services	18
2.09 Child Nutrition Program Policies/Procedures	18-19
2.10 Class Schedule Change	19
2.11 Use of the Library	19
2.12 Textbook and Equipment and iPads	19-24
2.13 Lockers	24
2.14 Backpacks in the Classrooms	24
2.15 Cell Phones, Pagers, and Electronic Devices	24-25
2.16 Hallways	25
2.17 Dress Code	25
2.18 Medication and First Aid	26
2.19 Emergency Procedures	26
2.20 Withdrawals from School	26
2.21 Parking Regulations	26-27

#### SECTION III ACADEMIC PROGRAM

3.00 Requirements for Graduation	27-30
3.01 High School Classification of Students	31
3.02 Participation in Graduation Exercises	31
3.03 Policy on Grading	31-32
3.04 Scholastic Eligibility	32-33
3.05 Concurrent Enrollment	33-35

**SECTION IV HONORS AND SPECIAL RECOGNITION**

4.00 Honor Rolls	.36
4.01 Oklahoma Honor Society	36-37
4.02 National Honor Society	37
4.03 Valedictorian, Salutatorian, Top Ten Seniors	37
4.04 Academic Letters	37-38
4.05 Student Council Representatives	38
4.06 Homecoming King and Queen	38

**SECTION V ACTIVITIES**

5.00 Definition of School Activities	38
5.01 Rules Governing Interscholastic Activities	38-39
5.02 Student Drug Testing Program Extracurricular Activities	39-45
5.03 Activity Transportation	45
5.04 Activity Absences	45-46
5.05 NCAA Eligibility	46
5.06 Homecoming Activities	46
5.07 Assemblies	46

**SECTION VI STANDARDS OF BEHAVIOR**

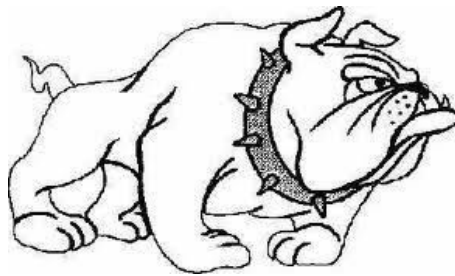
6.00 Discipline Policy	46-48
6.01 Misconduct	48-49
6.02 Felonious Act	49
6.03 Dangerous Weapons	49
6.04 Search of Students	49-50
6.05 Search of Vehicles	50
6.06 Vandalism	50
6.07 Internet and/or Computing Resources	50-51
6.08 Tobacco	51
6.09 Hazing / Bullying / Cyber Bullying	51-53
6.10 Alcohol and/or Drug Abuse Policy	53-54
6.11 Discipline Procedure	54
6.12 In-school Supervision	54-55
6.13 Suspension	55
6.14 Grievance Procedure of Students	55-56

**NOTE: ANY ADDITIONAL INFORMATION MADE AVAILABLE AFTER THE PRINTING OF THIS HANDBOOK WILL BE PROVIDED TO STUDENTS IN WRITING.**

## **Altus High School Mission Statement**

We promote excellence and provide opportunities for all to succeed.

**Opportunity – Excellence – Success**



## **Alma Mater**

We're the Bulldogs of Altus, and we try to win each game. We're the Bulldogs of Altus, all honor to our name. We're the best teams and coaches and we'll shout it to the skies. We're proud to be the Bulldogs of grand old Altus High. She's a grand old Alma Mater, undaunted she will stand. And always be supported by loyal Bulldog fans. When losing we'll be smiling, our heads we will hold high. We're proud to be the Bulldogs of grand old Altus High.

## **Hail to the Bulldogs**

Hail to the Bulldogs of old Altus High, We like you, we love you, we'll stick by your side. So fight, fight, on ye Bulldogs, through thick and through thin, then dig in for old Blue and White and win, win, win!

## **Altus Bulldogs**

Altus Bulldogs, Altus Bulldogs, fight on through the line. Send the ball around Vernon, touchdown sure this time. Rah! Rah! Rah! Altus Bulldogs, Altus Bulldogs, Fight on for your fame. Fight fellows, fight, fight, fight, and win this game.

## **SECTION I – ORGANIZATION AND ADMINISTRATION**

### **1.00 ADMINISTRATION AND STAFF**

#### **ADMINISTRATION**

MARTIN, CHUCK	PRINCIPAL	MAIN OFFICE HALL
BECKNER, RACHEL	ASSISTANT PRINCIPAL	MAIN OFFICE HALL
HARMS, JANET	ASSISTANT PRINCIPAL	BULLDOG ACADEMY/ VIRTUAL
MCLAUGHLIN, MITCH	ASSISTANT PRINCIPAL	2 <sup>ND</sup> FLOOR

#### **ATHLETICS**

COFFMAN, RANDALL	ATHLETIC DIRECTOR	ATHLETIC DEPARTMENT
HOLLEY, SHEENA	ATHLETIC SECRETARY	ATHLETIC DEPARTMENT

#### **OFFICE STAFF**

COCANNOUER, RONA	SECRETARY	BULLDOG ACADEMY/ VIRTUAL
DUFFY, CHRISTY	ASST. PRINCIPAL SEC.	2 <sup>ND</sup> FLOOR
GARMON, PAM	REGISTRAR	MAIN OFFICE HALL
GRIBBLE, KELLIE	PRINCIPAL SECRETARY	MAIN OFFICE HALL
REYNA, PATTY	SECRETARY	MAIN OFFICE
SNAPP, LESLIE	COUNSELOR SECRETARY	COUNSELOR CORNER
SUAREZ, NATASHA	ATTENDANCE CLERK	MAIN OFFICE

#### **ISS INSTRUCTOR**

DAVIS, KRISTI	ISS INSTRUCTOR	
---------------	----------------	--

#### **GUIDANCE COUNSELOR**

BREWER, KATIE	FRESHMAN	FIRST FLOOR – EAST HALL
MAHAN, MAURISA	10 <sup>TH</sup> – 12 <sup>TH</sup> STUDENTS H-O	FIRST FLOOR – EAST HALL
HOLT, DEBBIE	10 <sup>TH</sup> – 12 <sup>TH</sup> STUDENTS A-G	COUNSELOR CORNER
JAMES, SHERYL	10 <sup>th</sup> – 12 <sup>TH</sup> STUDENTS P-Z	FIRST FLOOR – EAST HALL

#### **FACULTY**

<b>CERTIFIED TEACHING STAFF</b>	<b>ROOM/LOCATION</b>	<b>SUBJECT TAUGHT/OFFICE</b>
ABERNATHY, GAYLE	C-2	MATH/BA/VIRTUAL
ADLER, APRIL	217	SCIENCE
AVILA, ROBERT	11	ART
BAILEY, CINDY	3	MATH
BROOKING, KEITH	215	SCIENCE
BUCHANAN, TONY	226/C-2	SOCIAL STUDIES/ SCIENCE - BA
BULL, KAYLA	230	ENGLISH
CLOTHIER, KEVIN	235	SOCIAL STUDIES
COCANNOUER, DAN	ATH/ FOOTBALL	ATH. LEADERSHIP/FOOTBALL

COX, KELLY	10	SCIENCE
COX, STACY	7	ART
CRAMER, TANYA	211/C-1	BUSINESS/FOREIGN LANGUAGE
DABELSTEIN, Mark	5	MATH
DAVIS, DUSTY	4	MATH
DELAO, BLAKE	BAND	BAND/LINK CREW
DYKENS, CHRIS	MUSIC BUILDING	MUSIC
FARQUHAR, BRUCE	AG – 1	AGRICULTURE
GARRISON, RHONDA	223/225	ENG./YEARBOOK/BUS.SPEECH/DRAMA
GILPATRICK, DENISE	203	ENGLISH
GREEN, VICTORIA	227	PSYCHOLOGY/ ACTV
HAMERSLEY, GINANN	21	LEARNING LAB
HASTINGS, JEFF	BAND	BAND
JOHNSON, LARA	12	ENGLISH/SOCIAL STUD.
LAMB, JONATHON	231	SOCIAL STUDIES
LAVERDURE, ED	22	JROTC
LEGRAND, JAMES	209	SOCIAL STUDIES
LOE, PAUL	221	BUSINESS
LOLLIS, LESLEE	1	MATH
MADISON, COURTNEY	214	LEARNING LAB
MALENA, SUE	240	FAM. & CONS. SCI.
MANNING, BRANDI	205/ C-3	ENGLISH
MCCASLAND, REBECCA	229	ENGLISH
MCKENZIE, MICHELLE	15	SCIENCE
MCLEOD, JENNIE	207	ENGLISH
MCMAHAN, ASHTON	122	MATH
NEELY, CAITLYN	219	SCIENCE
NEELY, JANA	224	LEARNING LAB
PRICKETT, DAVID	237	SOCIAL STUDIES
PRUITT, GERRY	220	BUSINESS
REYNA, JAIME	213	FOREIGN LANGUAGE/BA
RICHARDSON, CRAIG	8	SCIENCE
ROBERTS, DEEANN	C-4	ART/ BA
ROBINSON, JESSICA	218	SOCIAL STUDIES / ENGLISH
SASSE, MAGGIE	2	MATH
SHERMAN, AUDRA	210/212	ENGLISH
SNYDER, MIKE	9	ART
STAFFORD, JC	AG – 2	AGRIGULTURE
STEEN, MEAGAN	TRAINING FACILITY	ATHLETIC TRAINER
STOREY, DAVID	211	SCIENCE
TAYLOR, LUCINDA	204	ENGLISH
TERBUSH, STACIE	ALTUS JUNIOR HIGH	HS GIRLS BASKETBALL
THORNTON, DONNA	216	LEARNING LAB
VOICE, BRENDA	239	FAM. & CONS. SCIENCE
WIGINTON, LINDA	POOL	POOL
YOUNG, NICK	AUDITORIUM	MUSIC

### **CAFETERIA/COOKS**

BARCLAY, ENEIDA	CAFETERIA	COOK
CASTRO, CINDY	CAFETERIA	MANAGER
GONZALES, NORMA	CAFETERIA	CAFETERIA CLERK

HAWKINS, ELAINE	1ST FLOOR W. HALL/CAFÉ'	CAFETERIA CLERK
KYLE, CRYSTAL	CAFETERIA	CAFETERIA CLERK
LOPEZ, ESTHER	CAFETERIA	COOK
PEREZ, ORALIA	CAFETERIA	COOK
WILSON, JILL	CAFETERIA	COOK
ZONGKER, CHRISTINA	CAFETERIA	COOK

### **CUSTODIANS**

CARDELL, DENNIS		CUSTODIAN
EUCEDA, MARIA		CUSTODIAN
GONZALES, STELLA		CUSTODIAN
KEOCHAN THANIVONG, BONNIE		CUSTODIAN
BRANDON, STEVE		CUSTODIAN
ORTIZ, ROBERT		CUSTODIAN

### **LIBRARIAN**

CLINTON, FRANCIE	LIBRARY	LIBRARIAN
BRIDGES, CHRISTIE	LIBRARY	LIBRARIAN AIDE

### **NURSE**

COBB, DESTINIE	1 <sup>ST</sup> FLOOR NORTH HALL	NURSE
PICKETT, JENNIFER	1 <sup>ST</sup> FLOOR NORTH HALL	NURSE
WALKER, JORDAN	1 <sup>ST</sup> FLOOR NORTH HALL	NURSE

### **SPECIAL ED AIDE**

COOK, JOANIE		SPECIAL ED AIDE
HOLLEY, LINDA		SPECIAL ED AIDE
JOHNSON, ASHLEY		SPECIAL ED AIDE
LOBAUGH, TERESA		SPECIAL ED AIDE
PEEVEY-CLARK, SUE		SPECIAL ED AIDE

### **STAFF NOT ON CAMPUS FULL TIME**

BRADY-LEE, ROBERTA	GYM	MAT MAIDS
BRYCE, PATRICIA	GYM	DANCE
CARNES, MARLA	208	SPEECH THERAPIST
FOSTER, JANA	BAND	BAND
GARRISON, ROBERT	TRACK	TRACK
GONZALES, MARY	201	ELL
LAMB, NICOLE	BOOKER GYM	CHEER
MOWDY, LANA	201	ELL
PATTERSON, RICK	CROSS COUNTRY	CROSS COUNTRY
RIDLEY, ALLIE	BOOKER GYM	CHEER









# 2020 - 2021 Calendar

- First/Last Day of Semester
- Non-School Day
- Professional Day/Staff Work
- Parent Conference Day

July 2020						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2021						
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021							
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

May 2021						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## Grading Periods

- 1st Nine Weeks: Aug. 13 - Oct. 9
- 2nd Nine Weeks: Oct. 12 - Dec. 18
- 3rd Nine Weeks: Jan. 5 - March 5
- 4th Nine Weeks: March 8 - May 19

## Student Reports

- Progress Reports:
  - Sept. 16
  - Nov. 12
  - Feb. 10
  - April 7
- Report Cards:
  - Oct. 14
  - Jan. 6
  - March 10
  - May 20

## Important Dates

- July 3.....Independence Day Observed
- July 15.....Principals Report
- July 31.....One-Stop Enrollment
- Aug. 6.....Teachers Report
- Aug. 6, 7, 10, 11, 12.....Professional Days
- Aug. 10.....Meet the Teacher Day
- Aug. 13.....First Day of School
- Sept. 7.....Labor Day Holiday
- Sept. 17.....School/ Parent Conferences
- Sept. 18.....No School
- Oct. 16-19.....Fall Break
- Nov. 11.....Veterans Day Observed
- Nov. 23 - 27.....Thanksgiving Holiday
- Dec. 18.....Last Day of First Semester
- Dec. 21-Jan. 1.....Christmas Holiday
- Jan. 4.....Professional Day
- Jan. 5.....First Day of Second Semester
- Jan. 18.....Martin Luther King Day
- Feb. 11.....School/Parent Conferences
- Feb. 12.....No School
- Feb. 15.....Presidents' Day
- March 15-19.....Spring Break
- April 2-5.....Easter Break
- April 23.....No School
- May 7.....No School
- May 14.....No School
- May 20.....Last Day of School
- May 21.....Staff Work Day/ High School Graduation
- May 31.....Memorial Day

\*\* Parent Conferences will be held from 3:30 p.m. - 9:30 p.m. \*\*

For current events visit our website: [www.altusps.com](http://www.altusps.com)  
 Facebook: @AltusPublicSchools Twitter@AltusSchools

ACADEMIC TEAM – Sponsor – Mrs. Bailey

AHS CHOIR – Sponsors - Mr. Young and Mrs. Dykens

AHS WRITING CLUB – Sponsor - Mr. Garrison

ALTUS BAND – Sponsors Mr. Hastings and Mr. Delao

ASEA (Altus Student Education Association) – Sponsor Mrs. Garrison

ATI (Rotary Interact) – Sponsor Mrs. Sasse

CLUB SCRUB – Sponsor – Ms Adler

DRAMA – Sponsor - Mrs. Johnson

ESPORTS – Sponsor – Mr. Caffey

ETHICS TEAM – Sponsor – Mrs. Clinton

FCCLA (Family, Career & Community Leaders of America) – Sponsors Ms. Malena and Ms. Voice

FFA (Future Farmers of America) – Sponsors Mr. Farquhar and Mr. Stafford

KPA (Keep Positive Always) – Sponsors Mrs. Garrison and Mrs. Sasse

LEO CLUB – Sponsor Mrs. Cramer

LINKCREW – Sponsors Ms. Robinson and Mr. Delao

NHS (National Honor Society) – Sponsor Mrs. Clinton

STUDENT COUNCIL – Sponsor Mrs. C. Neely

THE COLLAR – Sponsor Mrs. Sherman

VEX ROBOTICS – Sponsor Mrs. McKenzie

YEARBOOK – Sponsor Mrs. Garrison

# AHS BELL SCHEDULE

**7:52 a.m. - Students enter the bldg.**

**1<sup>st</sup> Period - 8:00 – 8:50 a.m.**

**2<sup>nd</sup> Period – 8:55 – 9:55 a.m.**

**(Announcements, Moment of Silence)**

**3<sup>rd</sup> Period - 10:00 – 10:50 a.m.**

**10:50 – 11:20 - 4<sup>th</sup> Period 11:25 – 12:15**

**11:25 – 11:55 (lunch in classroom)**

**11:45 – 12:15 – 4<sup>th</sup> Period 10:55 – 11:45**

**5<sup>th</sup> Period – 12:20 – 1:10 p.m.**

**6<sup>th</sup> Period - 1:15 – 2:05 p.m.**

**7<sup>th</sup> Period - 2:10 – 3:00 p.m.**



Assembly Bell Schedule-Reg. (2:30)

Periods 1 – 4 Normal Time

**5<sup>th</sup> Period 12:20 – 1:00 (40 min)**

Assembly Bell Schedule Long (2:00)

Periods 1 – 4 Normal Time

**5<sup>th</sup> Period 12:20 – 12:50 (30 min)**

**6<sup>th</sup> Period 1:05 – 1:45 (40 min)**

**6<sup>th</sup> Period 12:55 – 1:25 (30 min)**

**7<sup>th</sup> Period 1:50 – 2:30 (40 min)**

**7<sup>th</sup> Period 1:30 – 2:00 (30 min)**

Teachers on duty..... 7:45 – 3:15

Principals are on duty from 7:30 am - 3:30 pm. Expectations of student supervision will begin and end with these times.

**INCLEMENT WEATHER PROCEDURES:**

If the superintendent or his designee decides to dismiss school because of weather conditions, the following media sources should be requested to make appropriate announcements: Radio station KWHW 1450 AM and KSWO Television, channel 7. Absent such announcements, students should assume that school will be in session.

If it becomes necessary to dismiss school during a school day, KWHW 1450 AM radio, KSWO Television, channel 7, and all bus drivers will be notified by the administration. Students will be dismissed in an orderly fashion once buses have arrived.

**1.04 VISITORS**

Altus High School encourages visitations by parents, guardians and interested patrons. **Under no circumstances are visits to AHS students allowed on campus during school hours unless an emergency situation exists.** Students will not be called from class to see visitors unless the visitors are legal guardians. All visitors should observe the following guidelines:

1. All visitors must report to the office and state the purpose of the visit.
2. The principal and/or his designee will have the prerogative to approve or disapprove the visit. If approved, the visitor will be directed to the proper counselor or staff member.
3. All visitors are requested to wear nametags while they are guests of the school.

**1.05 SCHOOL MESSENGER**

The School Messenger system facilitates the sending of uniform, automatic messages to targeted audiences large and small through telephone, email, and text messaging in a very short period of time. The notification system will focus on the communication to parents and staff regarding emergencies, general announcements, reminders, attendance, and lunch balance calling.

**1.06 ASBESTOS MANAGEMENT PLAN**

Altus Schools has developed a comprehensive asbestos management plan both for the district and the individual sites. The site management plan for AHS is found in the office of Assistant Principal Chuck Martin and the Altus Schools district asbestos management plan is located in the office of Assistant Superintendent.

**1.07 FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**

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

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

\*Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

\*Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

\*Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- \*School officials with legitimate education interest;
- \*Other schools to which a student is transferring;
- \*Specified officials for audit or evaluation purposes;
- \*Appropriate parties in connection with financial aid to a student;
- \*Organizations conducting certain studies for or on behalf of the schools;
- \*Accrediting organizations;
- \*To comply with a judicial order or lawfully issued subpoena;
- \*Appropriate officials in cases of health and safety emergencies; and
- \*State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, Address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

The Altus Public School District designates the following items as directory information:

- Student Name
- Address
- Telephone Number
- Electronic Mail Address
- Photograph Not Used in A Disciplinary Manner
- Videotape Not Used in a Disciplinary Manner
- Date of Birth
- Major Field of Study
- Dates of Attendance ("from" and "to" dates of enrollment)
- Grade Level
- Participation in Officially Recognized Activities and Sports

- Height and Weight of Members of Athletic Teams
- Degrees, Honors, and Awards Received
- The Most Recent Educational Agency or Institution Attended
- Student Work for Display at the Discretion of the Teacher  
(no grade displayed)
- Classroom Lists of Students
- Grade Level Lists of Students
- School-Wide Lists of Students

### **1.08 CIVIL RIGHTS COMPLIANCE**

The Altus School District does not discriminate on the basis of race, color, religion, national origin, sex, age, qualified handicap, or veteran status. The school district complies with federal and state regulations for implementing Title VI, Title IX and Section 504. Non-discrimination is practiced both in employment and in admission of students to school programs.

Inquiries concerning application of this policy may refer to the principal's office by phone at (580) 481-2167 or by mail at Altus High School, 400 N. Park Ave., Altus, OK 73521.

### **1.09 DISTRICT TITLE 1 PARENT INVOLVEMENT**

Altus Public Schools District Title 1 Parent Involvement/Right to Know Policy – Fall 2010

To support student academic achievement, each school district that receives Title 1, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and is incorporated into the school's plan submitted to the State educational agency.

#### **PART 1. GENERAL EXPECTATIONS**

The Altus Public School District (APS) will implement programs governed by statutory requirements in the Elementary and Secondary Education Act (ESEA) and will be governed by the following statutory definition of parental involvement:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

- that parents play an integral role in assisting with their child's learning;
- That parents are encouraged to be actively involved in their child's education at school;
- That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- The carrying out of other activities, such as those described in section 1118 of the ESEA.

#### **PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY**

- A. To be consistent with sections 1112, 1116, and 1118 of the Elementary and Secondary Education Act (ESEA), the APS will involve parents in the development of its parental involvement plan and the review/improvement processes.
  - An annual District Parent Advisory meeting is held to inform parents about their rights and to consult with them for input on planned programs, activities, the compact, and expenditures of one percent of Title 1, Part A designated for parent involvement.

- Annual site Parent Advisory Meetings are held to inform parents about their rights and to gain input on the program review.
  - Written surveys gauge parent insight and satisfaction with programs.
  - Parent/student/school compacts provide for clear partnerships.
- B. To provide parents with technical assistance and materials, the APS will provide assistance and materials.
- Resources, support, and technical assistance are provided through a parent involvement coordinator who manages a resource check out center, communicates with parents, arranges meetings, and supports research based parent workshops to address reading and math skill improvement.
- C. To coordinate and integrate parental involvement strategies in Part A, the APS will include Head Start, Parents as Teachers (OPAT), and State-operated preschool programs.
- A collaborators meeting is held to discuss services for effective implementation and transition.
  - Head Start, OPAT, and preschool age students are invited to the district parent workshops for building literacy and problem solving skill.
- D. APS will evaluate effectiveness of programs, identify barriers to greater participation, and look for better ways to involve parents.
- Parents evaluate the activities for feedback on needs and effectiveness.
  - Parents are surveyed about Title I services to determine strengths and weaknesses and make adjustments for improvement.
- E. APS will work to secure parent, school, community partnerships and improve student achievement.
1. Assist parents in fully understanding learning expectations and issues noted below:
    - State's academic content standards, achievement standards, and AYP results will be explained during beginning of the year open meetings at each site and at parent/teacher conferences.
    - The state and local academic assessments including alternate assessments are described at the open meeting when school begins and at parent/teacher conferences or during IEP meetings.
    - The requirements under *Parent Right to Know* are explained during the open meeting when school begins.
    - Classroom teachers explain how to monitor their child's progress at the beginning of the year meetings and during parent/teacher conferences.
    - Information is sent from each site on working with educators through newsletters and announcements.
  1. Materials and training are provided to help parents work with their children.
    - Materials are available for check-out from the Title 1 Coordinator.
    - Literacy and math skill building workshops are held at the sites to provide parents with strategies to use in the home.
  2. Staff members are provided assistance on reaching out to, communicating with, and working with parents as equal partners.
    - Teachers participate in Great Expectations training to enhance relations.
    - Teachers encourage flexible parent participation through conferences, interactive activities and volunteerism.



3. Information is sent to the parents in a comprehensible format.
  - Annual report card is distributed in a simple format.
  - The second dominant language is Spanish so bilingual notices are sent for Title 1 meetings and workshops.

### **PART III. PARENTS RIGHT TO KNOW**

- A. The law gives parents the right to:
  - Know if the child's school is placed on a list of Oklahoma State Low Performing Schools and reasons for designation.
  - Be involved in planning changes for improvement
  - Have a choice of attending another school (with priority given to the lowest performing students)
  - Be given the choice to stay at the given school as long as improvements are being made
  - Be informed of other learning opportunities if the school remains on the list for more than one year
- B. Parents have the right to know if the teacher(s) qualify:
  - Under State qualification and licensing criteria; under emergency or provisional status
  - As a paraprofessional attaining the highly qualified status under NCLB
- C. Parents have the right to know about their child's achievement level on State and other assessments.
  - In terms and language (if feasible) that parents can understand.
- D. Parents will be advised if a student has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
- E. Parents will be contacted by the teacher if the child qualifies for more intensive services when
  - A child does not meet reading and/or math state standards on State assessments
  - Or if a child is in danger of not meeting State standards and has been referred by a teacher
- F. Parents may refuse services from Title 1:
  - If a student is receiving services from another program, parents may sign a student out of Title 1 services
  - Parents refusing Title 1 assistance for reasons other than service from another program may be releasing the Altus Public Schools from the responsibility of making certain the child meets state standards and accept the responsibility themselves.

### **ADOPTION**

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title 1, Part A programs, as evidenced by the sign-in sheet. The policy was adopted by the Altus Public Schools on August 10, 2009 and will continue to be in effect from that point. The school district will distribute this policy to all parents of participating Title 1, Part A children.

### **SECTION II – GENERAL PROCEDURE**

#### **2.00 ENTERING THE BUILDING**

The main building will be open at 7:45 a.m. for students who are seeking teacher assistance or who have business in the office or with the counselors. **Students attending detention will enter through the main door**

**beginning at 7:00 a.m. and will be required to sign in. Students attending tutoring will enter through the south doors. Tutoring begins at 7:15 a.m.** Once students leave tutoring, they should go directly to the cafeteria.

The cafeteria will be open each morning at 7:30 AM for students who arrive early to eat breakfast and to have a place to go when the weather is inclement. Students should not enter the main building during the lunch periods.

Students may enter at the back double doors from 7:52 am – 8:00 a.m. **After 8:00 a.m. ALL ENTRANCES to the main building will be locked. Anyone entering the building after 8:00 a.m. will have to go the main entrance at the front office.**

## **2.01 MOMENT OF SILENCE / PLEDGE**

There will be a formal announced moment of silence, as mandated by Senate Bill 815, 2001. This will be followed by the pledge to the American flag (Senate Bill 128, 2000). The pledge will be led by the instructor of the class or by his/her designee.

## **2.02 ATTENDANCE**

### **Definitions**

**Absence** - missing more than 15 minutes of a class period.

**Truancy** - an absence without parent/guardian and school consent

### **Attendance:**

Regular attendance is a necessary part of the learning process and is key to getting a good education. The educational experience consists of more than merely taking tests. Daily classroom participation, interaction with the teacher and other learners, and receipt of instruction is necessary to acquire desired knowledge and skills. Meeting minimal attendance requirements established by this policy is mandatory to receive course credit. Therefore, students will be expected to be in their assigned classes on time so that maximum learning may occur. Attendance records will be printed as part of the student's official transcript, and the transcript will report "NC" or "no credit" if minimal attendance is not maintained.

There are times, however, when students will have to be absent. The parent or guardian should communicate the reason for each student's absence on or before the day of the absence. The assistant principal in charge of attendance will determine whether an absence will be excused or unexcused. The school telephone numbers are 481-2167, 481-2645, 481-2640. The office will be open at 7:30 a.m., and parents are encouraged to call as early as possible.

If for some reason parent/guardian contact has not been made regarding a student's absence by the end of that school day, the student will be considered truant. Truancy will constitute disciplinary action and will count toward the number of absences permitted during a semester.

**If the student chooses to continue not attending class, the absences may lead to further disciplinary action, parent conferences, suspension, referral to the Court Related and Community Services, or legal action in compliance with the Oklahoma State attendance laws.**

**If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, a warning letter of intent to file will be mailed and the district attorney will be notified for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes (70-10-106).**

**Attendance Laws: By law, schools must report any and all students who drop out of school to the Department of Public Safety. They must also report all students who miss ten consecutive days of school or fifteen parts of days of school in a single semester. Once the Department of Public Safety receives notification from the school, they are mandated by law to take action within fifteen days. This action includes a certified letter giving written notice that the driving privileges and drivers licenses will be canceled.**

### **School Activity:**

No high school student will be allowed to miss a school day or class for the purpose of participating in a school activity unless the student is in attendance 90% of the time. Each semester will be treated individually.

### **College Day:**

Altus High School Seniors will be allowed two (2) days during the year to visit college campuses. These days will not count as an absence so long as the student brings confirmation from the college visited. This must be on college letterhead or the likeness.

### **Make up Work:**

Students will be allowed to make up the class work missed due to an absence; however, the students are responsible for taking the initiative to contact their instructors, pick up missed assignments, and schedule make-up tests. **STUDENTS ARE GIVEN ONE SCHOOL DAY PLUS THE NUMBER OF SCHOOL DAYS**

**ABSENT TO MAKE UP CLASS WORK AND TESTS.** However, all assignments for excused absences must be turned in by the last day of the semester. Exceptions may include serious illness to which prior arrangements have been made between the teacher, administrator, and parent. If the makeup work is not completed, a zero will be recorded for each missing assignment and test. Any assignments or tests missed due to an activity absence should be made up no later than the date of return. A grade of "incomplete" will be given if a student does not have all assignments turned in by the end of the current semester for excused absences.

### **Make up Work-Truancy:**

Students will not be allowed to make up work and will receive a zero when the absence is truancy.

### **Excessive Absences:**

Excessive absences limit the learning process. A student absent more than ten class periods during a semester cannot obtain credit in that course. School activity absences will not count toward the ten-absent limit. The eleventh absence in a semester will constitute a No Credit (NC). If the student is passing at the end of the semester, he/she will receive a NC for the class in which the student has exceeded the absence limit. If the student is failing at the end of the semester, the failing grade will be recorded. Students determined to purposely taking a no credit in a class to avoid an undesirable grade may instead have that grade recorded in place of a NC.

**Parents or Guardians will be notified when a student has accumulated the fifth absence for any class. This notification may take place by mail, phone, or conference.**

If a student exceeds the number of absences allowed (10) per semester, the student is still required to attend class during the "no credit" status. For selected courses, end-of-term competency exams may be given to students who have exceeded the number of absences allowed (see Competency Exams below). If the student does not continue to attend class, he/she may not be eligible to take the competency exam for credit. Failure to

attend class will result in firm disciplinary action, possibly including suspension, which could ultimately have a negative effect on classes where the student still has the possibility of passing.

On the eleventh absence, the school attendance officer or his/her designee may extend the limit due to unforeseen events, i.e., long term illness, hospitalization, etc., but the student and parent/guardian must petition the attendance office in writing for a conference and ruling on each extension. The petition must include acceptable documentation such as parent/guardian information, doctor/dentist note, and/or extenuating circumstance documentation. The high school attendance officer or his/her designee will make the final determination. Documentation of excessive absences (medical, dental notes, etc.) must be received within five school days after the semester in which the absence occurred; except for the spring semester when documentation will be due the last day students attend. If the student and parent/guardian wish to appeal the attendance officer's ruling, they would follow the appeals process below.

### **Attendance Appeals Process:**

1. Write a letter of appeal to the assistant principal in charge of attendance.
2. Include documentation for the dates that caused the student to accumulate excessive absences.
3. Explain why you feel these absences should be waived in order to allow your student to receive credit in the class (es) in question.

### **Competency Exams:**

1. For selected courses, written comprehensive exams to show competency may be administered at a predetermined time to any student who has exceeded the number of absences allowed or has failed the course.
2. Competency for any student means a grade of 60% or better on the exam, provided the student is in good standing **and** has completed the course.

### **2.03 SEMESTER TEST EXEMPTIONS**

All students will be required to take semester exams at the end of each semester. Nine weeks test are given at the discretion of the teacher.

Note: Three (3) tardies will equal one absence per class period. School suspensions and/or assignment to ISS three or more times in one semester will result in loss of exemption status.

### **2.04 TARDIES**

Class should begin promptly, free of interruption caused by those late in attendance. Students who come late to class with a pass from a teacher, counselor, or administrator should not be documented as tardy or absent. If a student is up to 15 minutes late to class, they will be referred to as "tardy." Any amount of time in excess of 15 minutes will be referred to as "absent."

**Three tardies per class/per semester will equal one absence.**

Three tardies to any class will result in the student being charged with an unexcused absence. All tardies accumulate for each semester in each class. The classroom teacher will manage and assign appropriate disciplinary measures for excessive tardies. Teachers will go over their tardy policy with their students.

1<sup>st</sup> tardy – follow classroom discipline policy; report tardy online

2<sup>nd</sup> tardy – follow classroom discipline policy; report tardy online

3<sup>rd</sup> tardy- teacher completes a discipline report and assigns 2 days detention (AM or PM room 25); report online; call parent

4<sup>th</sup> tardy – same as 1<sup>st</sup> and 2<sup>nd</sup>

5<sup>th</sup> tardy – same as 1<sup>st</sup> and 2<sup>nd</sup>

6<sup>th</sup> tardy – teacher assigns 2 days detention (AM or PM room 25); report online; call parent

7<sup>th</sup> tardy – teacher will complete a discipline report, calling parents and notifying the principal; report online

After the 6<sup>th</sup> tardy, administration will determine appropriate discipline (consequences). Excessive tardies will accelerate the disciplinary process which may include ISS, or Suspension.

### **2.05 AM/PM Detention**

*Detention may be assigned to a student by a teacher or an administrator.*

1. Detention begins at 7:00 and ends at 7:45 a.m. or begins at 3:05 and ends at 3:35 p.m. in room 20.
2. Days missed or not completed will be made up and a penalty day in ISS.
3. When detention is assigned, students must take the responsibility to be in attendance with their books and assignments, as the time in detention will be spent on academic studies.
4. The student is expected to stay the full time and arrange his/her own transportation. Failure to report may result in further disciplinary action.
5. Those failing to appear in detention on time may not be admitted and could be assigned an additional day or assigned to ISS.
6. **Detention should be served within a week of assignment.**

### **2.06 LEAVING SCHOOL DURING SCHOOL HOURS**

Students must have prior approval from the main office before leaving school. This includes when a student becomes ill and or being charged with an unexcused absence or wishes to leave with their parent at lunch. A parking lot pass must be issued by office personnel if students drive off campus. If students are picked up by parents they must check out with office personnel. Failure to follow the proper procedure will result in student's disciplinary action, such as zero hour.

\*\* Students are not allowed to ride in vehicles during school hours unless they have written permission from the office.

\*\* Students may leave at lunch only with their parent or immediate family member.

### **2.07 USE OF THE SCHOOL TELEPHONES**

The telephones in the office are to be used for school business and emergencies.

### **2.08 GUIDANCE SERVICES**

The purpose of the guidance department at Altus High School is to be of help to students in any way possible. Some of the ways the counselors can be of help to students are:

1. to discuss future educational and career plans
2. to review progress towards graduation
3. to explain the ACT testing program as well as other tests to be taken
4. to provide information about colleges, universities, technical training, and military programs
5. to provide scholarship and financial aid information
6. to help students select courses for the following year
7. to resolve scheduling problems

Students should not hesitate to contact the counselors if assistance is needed in the areas mentioned or for assistance with personal problems with which the school can help. For assistance, students are to sign the student register in the guidance center and the counselors will send for the student at their earliest convenience.

### **2.09 CHILD NUTRITION PROGRAM (CNP) POLICY/PROCEDURES**

1. Students will use their student ID # when going through the lunch line, NO lunch card will be issued.
2. Meals are to be paid for daily or in advance. It is recommended that students pay on their accounts in the mornings before 8:00
3. **NO CHARGES will be extended to students or adults.**
4. If a student does not pay and does not want to complete a CNP Application or does not qualify after completing an application, Altus Schools is not obligated to serve the student a meal.

The district is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs, while maintaining the fiscal integrity of the district's school food service account.

Students paying full or reduced price for meals who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal. However, these students will be denied permission to charge a la carte or "extra items", such as a second milk, additional meal, or additional entrée.

"Students are responsible to pay in full for any meal charge accrued against their meal account." A maximum limit of \$25 dollars charge may be accrued against a school meal account. After this the student will be offered a designated alternate meal such as a meat or cheese sandwich with milk for lunch and a breakfast grain item with milk for breakfast.

If a financial hardship exists, parents and families are encouraged to apply for free or reduced priced lunches for their child. Applications are available at schools and the district Board of Education Office.

Parents/guardians will be notified on a regular and consistent manner that a school meal debt has been accrued through means such as verbal, e-mail, phone call, letters relayed at parent/teacher conferences or low balance due to notice from the school district. Charges that place the student in a negative status at any time during the school year remain the parent's responsibility.

Employees of the district will be expected to maintain a positive meal account balance or opt to pay cash for all meals.

A copy of this policy will be given to each parent/guardian at the start of each school year and posted on our website. All School personnel will also be notified of this policy.

*\*This institution is an equal opportunity provider.*

### **2.10 CLASS SCHEDULE CHANGE**

While we would like to accommodate student schedule requests, our current state budget crisis has affected the number of staff that we have here at AHS. Due to staffing shortages and high student/teacher ratios, ***schedule changes will be considered for the following reasons listed below. Students should contact their counselor if any of these reasons apply. No schedule changes will be made one week after school starts without principal approval.***

1. Credit has already been received for the course and cannot be repeated for credit. (Some exceptions are PE, Band, Choir, Sports)

2. The student wants a more advanced course.
3. The student has less than 6 classes listed.
4. The student does not have the pre-requisite for the course.
5. The student has previously failed with the teacher.
6. The student did not choose the course (provided pre-enrollment forms were returned by due date).
7. The student has been approved to attend Southwest Technology Center.
8. The student is approved for a concurrent course at WOSC.
9. The student's schedule has duplicate classes.

### **2.11 USE OF THE LIBRARY**

The library is open from 7:15 a.m. until 3:45 p.m. (Mon. Tues, Thurs., Fri.) and 7:15 a.m. until 3:15 p.m. (Wed.) daily. If students go to the library during class time, they must have a hall pass. Upon entering the library, they must sign in when entering and sign out when leaving.

No fines are charged on overdue materials; however, students who refuse to return overdue library materials will lose special privileges such as free copies for research and be expected to pay for unreturned or damaged materials.

Library materials may be checked out for up to two weeks. Library book depositories are available in the main building for the convenience of returning library materials.

### **2.12 TEXTBOOK AND EQUIPMENT**

Students at Altus High School are provided free textbooks for all classes where they are required. When textbooks are issued, the students are expected to keep and care for the books until they are returned.

If a textbook is lost or damaged beyond use, replacement cost will be charged for the book and payment must be made before another book is issued. The same is true for library books.

Students also are issued equipment in some classes and activities. Responsibility for care and possession of that equipment rests with the students to whom the equipment is issued. Cost for repair and/or replacement will be charged.

### **IPAD ACCEPTABLE USE POLICY**

The Altus Public School District's Board of Education is pleased to implement the **Altus Public School District's 1:1 Digital Learning Initiative**, an innovative plan focused on enhancing academic learning through new technology resources. As such, the District provides its students access to a variety of technological resources, including computers and iPads. The purpose of this policy is to provide clear guidelines and regulations regarding the safe, legal, considerate and responsible use of this technology, as well as all technological resources utilized by students, staff, parents, and volunteers of the Altus Public School District. All Altus Public School District technological resources and information stored on them are governed by district policies and are subject to school supervision and inspection. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks. The Altus Public School District reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files which have been created, sent, posted from, stored on, or utilized by its technological resources to law enforcement officials and others without prior notice. Any individual who violates this policy or any applicable local, state or federal laws is subject to disciplinary action, a loss of technology privileges and may face legal action.

## **A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

School district technological resources may only be used by students, staff and others expressly authorized by the Technology Department. The use of school district technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, legal, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student and Employee Handbook and other regulations and school rules, apply to use of the Internet and other school technological resources. In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct, but should not be construed as all inclusive. All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

## **B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

1. School district technological resources are provided for school related purposes only during school hours. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited.
2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as cheating, as stated in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with policy JDDA, Student Bullying and policy JCBEA, Harassment, Threat, Violence and Assault, when using school district technology.
6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file-sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).



9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy JRAB, Compliance with FERPA. Users also may not forward or post personal communications without the author's prior consent.
10. Users may not intentionally or negligently damage computers, computer systems, digital or electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the director of technology or designee.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
13. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
15. Employees shall not use passwords or user IDs for any data system for an unauthorized or improper purpose.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
17. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
18. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.
19. Without permission by the board, users may not connect any personally-owned technologies such as laptops and workstations, wireless access points and routers, etc. to district owned and maintained networks. Connection of personal devices such as iPods, smartphones, digital tablets and printers is not permitted. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).
20. Users must back up data and other important files regularly.
21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
22. Students who are issued district owned and maintained laptops must also follow these guidelines:
  - a. Keep the laptop secure and damage free.
  - b. Use the provided protective book bag style case at all times.
  - c. Do not loan out the laptop, charger or cords.

- d. Do not leave the laptop in your vehicle.
- e. Do not leave the laptop unattended.
- f. Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
- g. Do not allow pets near the laptop.
- h. Do not place the laptop on the floor or on a sitting area such as a chair or couch.
- i. Do not leave the laptop near table or desk edges.
- j. Do not stack objects on top of the laptop.
- k. Do not leave the laptop outside.
- l. Do not use the laptop near water such as a pool.
- m. Do not check the laptop as luggage at the airport.
- n. Back up data and other important files regularly.

The Altus Public School District will at times perform maintenance on the laptops by imaging and other support-related services. All files not backed up to server storage space or other storage devices will be deleted during this process. Keep a personal backup of all files for data retrieval.

## **B. RESTRICTED MATERIAL ON THE INTERNET**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

## **C. PARENTAL CONSENT**

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent or guardian must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel. In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

## **D. PRIVACY**

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor online activities of

individuals who access the Internet via a school-owned computer or district-owned equipment. Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

#### **E. SECURITY/CARE OF PROPERTY**

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access. Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

#### **F. PERSONAL WEBSITES/SOCIAL MEDIA**

The district recognizes the use of online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and collaboration purposes. However, public social media networks may not be used for classroom instruction without prior consent of the superintendent. The use of social media for personal use during district (on-contract) time is prohibited. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the board.

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos or trademarks without permission.

##### **1. Students**

Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

#### **G. FEDERAL ACCOUNTABILITY**

The Altus Public School District in order to be eligible for Federal Funds is required to incorporate and comply with both CIPA and COPPA requirements into the district's Acceptable Use Policy. Children's Internet Protection Act (CIPA) CIPA requires that schools and libraries that receive specific Federal Funds must certify to the funding agency that they have an Internet Safety Policy in place. Such a policy should use technology that blocks access to obscenity, child pornography, or material harmful to minors. It may also include monitoring of children as they are online. Congress wants the Internet Safety Policy to address hacking, chat rooms, e-mail safety, disclosure of personal information concerning children, and unlawful activities of children online. CIPA became effective on April 21, 2001.

**Additionally, the Altus Public School District, in accordance with the Broadband Data Improvement Act (BDIA) of 2008, is implementing a policy addressing cyber bullying and other social networking issues.**

Broadband Data Improvement Act (BDIA) BDIA declares that the issue of Internet safety includes issues regarding the use of the Internet in a manner that promotes safe, online activity for children, protects children from cybercrimes, including crimes by online predators, and helps parents shield their children from material that is inappropriate for minors. BDIA amends the Communications Act of 1934 to require elementary and secondary schools with computer access to the Internet to educate minors about appropriate online behavior, including online interaction with other individuals in social networking websites and in chat rooms and cyber bullying awareness and response.

## **H. DISCLAIMER**

The board makes no warranties of any kind, whether express or implied, for the service it is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

### **2.13 LOCKERS**

Altus High School makes available locks and lockers for all students, and students are expected to keep their lockers locked at all times. Money and items of considerable value should not be left in lockers at anytime, and books or school supplies should be labeled so that the rightful owner can be identified when they are misplaced. The school assumes no responsibility for materials or equipment left unattended by students.

Students are responsible for the locks on their lockers. If a lock is lost the student will be required to pay a \$10.00 replacement fee. Sharing of assigned lockers is discouraged.

### **2.14 BACKPACKS IN CLASSROOM**

Students will not be allowed to bring backpacks into their respective classrooms. This is a safety as well as a housekeeping rule and allows for greater room in the classrooms as well as encourages utilization of new locker space provided by completion of the new high school. Should extenuating circumstances exist, a student may seek permission from a principal.

### **2.15 CELL PHONES, AND ELECTRONIC DEVICES**

Cell phone and electronic devices may be used during the school day. Upon approval of administration, student cell phones may be used by individual classroom teachers. Each classroom teacher will establish electronic device usage and consequences for violation of such classroom policy.

### **AHS ASSUMES NO LIABILITY FOR LOST OR STOLEN ELECTRONIC DEVICES.**

Pursuant to Oklahoma School Law a student may possess a wireless telecommunication device upon the prior written consent of both a parent or a guardian and school principal or superintendent.

Written permission of a wireless telecommunication device shall be valid only for the remainder of the school year in which it is obtained. It is the student's responsibility to provide the consent form each school year to the principal.

Student possession of wireless telecommunication devices shall not distract or disrupt the educational environment, including class time, assemblies, meetings and/or passing between classes in school hallways, or between buildings. Students found to be distracting or disrupting the educational process will be subject to disciplinary action. Any wireless telecommunication devices taken from a student for disciplinary action will only be released to a parent/guardian, preferably between 3:00 and 4:00 pm. If in a student's possession, wireless telecommunication devices shall be **TURNED OFF (NO POWER)**; cannot be on vibrate or silent) during school hours and **PUT AWAY** in an inconspicuous place out of sight, for example in a purse, pocket or book bag.

## **2.16 HALLWAYS**

Five minutes is allowed between classes. Pass directly from one class to the next without loafing and being tardy; avoid all unnecessary confusion.

Using profanity or vulgarities in the hallway or classroom is unacceptable behavior. Disciplinary action will be administered for misconduct. Boys and girls will naturally form friendships in school, but displays of being overly affectionate are not acceptable at school or at school sponsored activities. Failure to refrain from open displays of affection will result in disciplinary action taken against the students involved.

## **2.17 DRESS CODE**

Appropriate dress is required of all students at all times as determined by the staff and administration of Altus High School. The responsibility of upholding and enforcing this code rests with those students, parents/guardians, teachers, and administration. When clothing and apparel is considered inappropriate or becomes a learning distraction, the student will be expected to correct their dress violation immediately. Parents may be contacted to bring appropriate clothing to school. Any time away from school will be unexcused. Violations of dress code may include disciplinary action.

For both male and female students, examples of appropriate/inappropriate dress for school would be:

- 1. Clothing should fit well, not overly tight or overly loose.**
- 2. Clothing that advertises positive, wholesome, appropriate messages is appropriate.**
- 3. Clothing that advertises beer, drugs, alcoholic beverages, gangs, or hate groups, vulgar insinuations, or obscene gestures, words or pictures, are not appropriate dress for school). Nightwear and undergarments worn as outer clothing, such as pajama shirts, boxer shorts, pajama pants or house shoes is inappropriate for school.**
- 4. Clothing must cover modestly. Clothing that is bare shouldered, see-through or revealing such as tank tops, halter tops, tops or sundresses with thin straps (under 3 inches), undershirts, and shirts that reveal bare shoulders, backs, sides, chests, or midriffs are inappropriate for school.**
- 5. Sleeveless tops/dresses should cover a minimum of 3 inches on the shoulder per one piece of clothing.**
- 6. Pants/shorts must be worn at natural waist and free of long chains or straps. (not low or sagging).**
- 7. Holes above the finger tips can not show bare skin. Clothing that reveals underwear or bare skin of the torso is also inappropriate.**
- 8. Dresses, shorts, skirts, or other clothing can not be shorter than finger tip length.**
- 9. Hats or caps may be worn outside of the buildings. The wearing or displaying of bandanas is not permitted.**
- 10. Hair colors that are deemed a learning distraction will not be allowed.**
- 11. Minimal facial piercing is allowed but limited to the discretion of the administration, who will determine what is appropriate and not a learning distraction.**
- 12. Students must wear shoes (no house shoes).**

**Always at the discretion of Administration and Staff**

## **2.18 MEDICATION AND FIRST AID**

The school nurse, principal, or his designee may administer prescription or non-prescription medication during school hours. The student must have a medication permission and emergency form on file. If indicated on the form, it may be necessary to call the parent before administering any medication. The school cannot assume the responsibility for notifying the students of the time to take medication. The only medication provided by Altus Public Schools will be cough drops.

No medicines shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during the school day shall bring the medication to the principal or his designee. The parent must complete and sign the "Request for Administration of Prescription or Non-prescription Medication" form. A new form must be completed for each change in medication and renewed each school year.

All unauthorized medications brought to school by students, with the exception of inhalers and epipen will be confiscated and the parents will be asked to come to school to pick up the medication. Medication not picked up within two weeks will be destroyed.

Each school in which any medicine is administered shall maintain a "Log of the Administration of Medication" form. This log will include the name of the student for whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of the medication which was administered, the dosages of the medicine that was administered, and the time the medicine was administered.

All medications will be administered in the school office. Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the same. Non-prescription medication may be dispensed and administered only in compliance with the written directions on the label, or as written on the medication permission form signed by parent. All medicine shall be properly stored and not readily accessible to anyone other than the persons who will administer the medication.

Due to the possibility of severe reactions, Altus Public School nurses will not administer allergy shots in the schools.

## **2.19 EMERGENCY PROCEDURES**

Fire drills will be held according to state regulations. The evacuation procedures are posted in the building, and the classroom teachers will direct the students through the procedure when the fire alarm or bell signal is sounded. Students are expected to evacuate the building in a calm, orderly fashion so that the effectiveness of the evacuation can be evaluated.

Upon sighting or receiving warning of a tornado, the principals will alert the students and staff and will direct them to the nearest shelters.

All emergency procedures will follow the guidelines in the Safety and Crisis Plan.

## **2.20 WITHDRAWALS FROM SCHOOL**

Students withdrawing from school during the year will need to obtain a withdrawal form from the Student Records Clerk. Instructions will be given at that time on the proper procedures for completion of the withdrawal process. The withdrawal form process needs to begin 24 hours before the student plans to withdraw to insure that proper signatures are obtained.

## **2.21 PARKING REGULATIONS**

**Students must park in the school designated parking lot upon arrival on school grounds** (BP-700.130). For the safety and security for both the student and district, students are not allowed to park in adjacent neighborhoods to the school. Nonetheless, being allowed to drive to and park on school property is a privilege which may be taken away from a student. Any student who brings a car onto school property is agreeing that

such a vehicle will not contain or display any items which school rules do not allow in the school or on the school property. The student further agrees that if the administrators or teachers have reasonable suspicion to believe that items which should not be on school property are in the student's vehicle, the student shall unlock the vehicle for school inspection and consent to a search of the vehicle by school authorities. Failure to abide by these and the following rules shall be grounds to revoke the driving and parking privileges of the student and may result in other disciplinary action against the student.

1. All students are to park their vehicles in the designated student parking areas located directly behind the main high school building and the cafeteria, and in the front of the main high school building. Vehicles are to be left there until school is dismissed or unless permission to move them is granted by a school official.
2. Students who commute to SWTC or WOSC will park in the northwest and southwest parking lot in the front of the high school. Concurrent enrollment and career tech passes are to be obtained in the main office and must also be visible at all times.
3. Upon entering the parking lot:
  - a. the vehicles are to be parked, not driven around the parking lot
  - b. All vehicles are to be locked
  - c. Students are not to sit on or in the vehicles, use them as lockers, or otherwise be in the parking lot except when walking to another building on campus.
  - d. Students are to cooperate with the security officers, lot attendant, and the staff to observe traffic regulations around the school.
  - e. Students are to park vehicles according to flow of traffic.
  - f. Students are not to park in a reserved space or a teacher's space. If they park in an undesignated area, they will be asked to move and will receive disciplinary action.
4. Students will not receive an excused tardy if they late to class.

### **SECTION III - ACADEMIC PROGRAM**

#### **3.00 REQUIREMENTS FOR GRADUATION**

- A. All students must have successfully completed 24 units of class work. Detailed in Section "1"
- B. Students must be enrolled in six units of coursework daily.
- C. Students may be concurrently enrolled in college classes with the approval of the high school principal. Accreditation standards for Oklahoma Schools mandates that high school students must enroll in not less than 6 hours per day.
- D. Work completed at the college level may be counted as electives above the state mandated core curriculum towards meeting the minimum number of units required for graduation. These college courses will be transcribed as college courses taken as high school elective or core units with grades to be figured into the overall GPA.
- E. All required courses for which a student receives a failing grade in a given school year must be retaken either during the present school year, by correspondence, or during the succeeding school year.
- F. Seniors moving to Altus from another school may graduate in May if they would have met graduation requirements in that school, and if they meet State of Oklahoma graduation requirements.
- G. At least 2 units of the last 3 units required for graduation shall be completed in attendance in the accredited high school from which the individuals expect to receive their diplomas.
- H. Courses taken over or repeated will have the average of the two course grades figured for purposes of grade point average; however, credit will only be given one time.

Senate Bill 982 was passed by the Oklahoma Legislature and signed into law by Governor Henry on June 7, 2005. The law requires eighth-grade students entering the ninth grade in the 2006 - 2007 school year to complete the college preparatory curriculum in SB 982, unless the student's parent or legal guardian approves the student to enroll in the existing state high school graduation requirements. The options for the existing state graduation requirements and new college preparatory curriculum requirements are attached. Successful completion of either curriculum will result in accomplishment of a standard diploma.

▪ **Students must acquire 24 Credits as listed above**

▪ **Students must have THREE math credits in the 9-12<sup>th</sup> grade. Credit will be given for Algebra I taken and passed in 8<sup>th</sup> grade; however, those students will still need an additional 3 math credits at the high school level.**

▪ **HB 1378 All students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between 9<sup>th</sup> grade and graduation.**

SB1380: Effective July 1, 2018 (Will affect those students entering the 10<sup>th</sup> grade in the 2016-17 school year.) For students completing the college preparatory/work ready curriculum:

- Section 1(B)(3): Of the three units or sets of competencies of laboratory science required, one must be a life science meeting the standards for Biology1; one must be a physical science meeting the standards for Physical Science, Chemistry or Physics and one must be from the domains of physical science, life science or earth and space science with content and rigor above Biology 1 or Physical Science.
- Section 1(B)(6): Allows for concurrently enrolled courses, Advanced Placement courses or IB courses that are approved for college admission to meet the requirements of “one additional unit or set of competencies.”

For students completing the core curriculum:

- Section 1(D)(5): Reduces units or sets of competencies required for arts from two to one
- Section 1(D)(6): Adds a core curriculum unit of Computer Education and requires one unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware
- and business computer applications, such as word processing, databases, spreadsheets and graphics, excluding keyboarding or typing courses.

## **Graduation Requirements Beginning Seniors 2019 and after:**

<b>College Preparatory Curriculum – Option 1</b> (Mandatory unless official document on file with counselor to sign out of CPC)		<b>Meets State Graduation Requirements Only - Option 2</b> (Student must be signed out of college preparatory curriculum)	
CREDITS/SUBJECT	CLASSES	CREDITS/SUBJECT	CLASSES
4 – English*	English I, II, III and IV	4 – English	English I, II, III, and IV
3 – History*	½ Ok History 1 World History, 1 US History ½ Government	3 – History	½ Ok History 1 World History 1 US History ½ Government



3 – Science*	1 - Life Science (Biology I) 1 – Physical Science (Physical, Chemistry or Physics) 1 – Additional Science	3 – Science	1 - Life Science (Biology I) 1 – Physical Science (Physical, Chemistry or Physics) 1 – Additional Science
3 – Math*	<b>Algebra I (required)</b> , Algebra II, Geometry, Pre-Calculus, Calculus, Trigonometry, Statistics, (These classes meet college entrance requirements)	3 - Math	<b>Algebra I (required)</b> Two Additional Maths  Math of Finance and Intermediate Algebra (meet graduation requirements only)
½ - Financial Lit	Personal Financial Literacy	1 – Technology	1 Credit of Computer Class
1 – Fine Arts	This includes performing arts, visual arts, or applied arts.	½ Financial lit	Personal Financial Literacy
1 – Additional Credit	Must be from Technology		
6 ½ - Electives	Total Credits should equal at least 24	8 ½ - Electives	Total Credits should equal at least 24

\*indicates a Core area

- **Students must have THREE math credits in the 9-12<sup>th</sup> grade. Algebra I taken in 8<sup>th</sup> grade will count, BUT, those students will still need an additional 3 math credits**

- **All students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between 9<sup>th</sup> grade and graduation.**

#### The following classes will satisfy the Fine Arts requirements

Performing Arts	Visual Arts	Applied Arts
Band – 1, Applied Music – ½, Jazz Band – ½, Piano Lab – ½, Treble Choir – 1, Men’s Choir – 1, Varsity Women – 1, Varsity Chorale – 1, Concert Women – 1, BluHarmonix - 1	Advanced 9 <sup>th</sup> Art – 1, 3-D Art – ½, Drawing I – ½, Printmaking – ½, Drawing II – ½, Drawing III – ½, Paint I – ½, Paint II – ½, Paint III – ½, Advanced Studio Art – 1, Portfolio Art (AP) – 1, 3D Design (Set Paint) – ½	3D Construction (Stagecraft) – ½ Art Appreciation – ½, Ag Drama/Speech – ½

#### The following classes will meet the criteria for Additional Core Credit:

Meets college entrance requirements and/or OK Promise Requirements (OHLAP)		
Various Elective Credits	Technology (computer classes only)	Foreign Language
World Geography - ½ Economics - ½ Holocaust – ½ Civil War/Reconstruction - ½ America in the 60’s – ½	Desktop Publishing - ½ Computer Apps. 1A and 1B - ½ (each) Computer Apps 2 - ½ Fundamentals of Web Design - ½ Advanced Desktop Publishing – ½	Spanish I, II, III - 1 (each)

	Advanced Desktop Publishing – ½	
--	---------------------------------	--

\*\*1 addition credit of lab science, math, history, foreign language, computer, or additional core is required for OHLAP. \*\*2 years of foreign language is needed for NCAA\*\*



Freshmen	Sophomore
<p>*Must have college prep curriculum unless signed out.</p> <p>English I Algebra I or Algebra II ½ Oklahoma History Environmental Science or *Biology I ½ Technology Fine Arts Foreign Language Competitive Athletics Electives *must have had Algebra 1 in the 8<sup>th</sup> grade with a “C”</p>	<p>*Must have college prep curriculum unless signed out.</p> <p>English II Intermediate Algebra or Algebra II or Geometry World History Biology I or *Chemistry Fine Arts Foreign Language and/or Technology Competitive Athletics Electives *must have had Biology I</p>
Junior	Senior
<p>*Must have college prep curriculum unless signed out.</p> <p>English III Geometry or some other Math American History Science ½ Personal Financial Literacy Fine Arts (if needed) Foreign Lang. or Technology (if needed) Competitive Athletics Electives SWTC – 3 hours required AM or PM WOSC – Concurrent Enrollment</p>	<p>*Must have college prep curriculum unless signed out.</p> <p>English IV Math (if needed) ½ Government Science (if needed) Fine Arts (if needed) Foreign Lang. or Technology (if needed) Competitive Athletics Electives Home (1<sup>st</sup> or 7<sup>th</sup> hour ONLY) SWTC – 3 hours required AM or PM WOSC – Concurrent Enrollment</p>

### Suggested Order of Required Classes for Enrollment by Grade

Academic and vocational-technical courses designed to offer sets of competencies integrated or **embedded within the course that provide for the teaching and learning of the appropriate skills** and knowledge in the

Priority Academic Student Skills (PASS), as adopted by the State Board of Education, may upon approval of the Board be counted for academic credit and toward meeting the graduation requirements. Teachers of these courses must also meet the requirements of "highly qualified" in the No Child Left Behind Act of 2001. HR1.

Internet-based courses offered by a technology center school that are taught by a certified, "highly qualified" teacher and provide for the teaching and learning of the appropriate skills and knowledge in the Priority Academic Student Skills may, upon approval of the State Board of Education and the independent district board of education, be counted for academic credit and toward meeting the graduation requirements. Internet-based courses or vocational-technical courses utilizing integrated or embedded skills for which no Priority Academic Student Skills have been adopted by the State Board of Education may be approved by the Board if such courses incorporate standards of nationally recognized professional organizations and are taught by certified "highly qualified" teachers. (Oklahoma State Law §244.I)

Students taking keyboarding in the seventh or eighth grade need not repeat the course. Business/Technology credit may be defined as any course offered in that respective curriculum from the 9 - 12 Altus School, Southwest Technology Center, or other accredited high school.

### **3.01 HIGH SCHOOL – CLASSIFICATION OF STUDENTS**

For students enrolling in the Fall (2007 – 2008) and all years thereafter, to graduate from Altus High School in grades 9, 10, 11 and 12, promotion to the next grade shall be based upon the student's accumulation of credits earned and core subject area courses successfully completed toward graduation. Students must meet the following credit totals and the mandatory subject area requirements. Core areas include English, Math, Science and Social Studies.

<b><u>Grade</u></b>	<b><u>Credit Requirements</u></b>
9 <sup>th</sup>	0 – 2.5 credits
10 <sup>th</sup>	5 – 9.5 credits (5 credits that must include 1 English and two other credits in core areas)
11 <sup>th</sup>	10 – 16.5 credits (10 credits that must include five credits in core areas)
12 <sup>th</sup>	16 – (16 credits that must include six credits in core areas) In addition, students must be enrolled in all remaining courses required for graduation.

Students that have not graduated after four years will be considered 5<sup>th</sup> year Seniors and will be referred to possible alternate placement.

### **3.02 PARTICIPATION IN GRADUATION EXERCISES**

For a student to participate in graduation exercises, students must meet the following guidelines:

1. All correspondence classes must be finished and the final grade document in the counselors office by **May 1<sup>st</sup>**.
2. A student must have completed all but one of the required number of units for graduation.
3. Students must be in good standing and not currently suspended. A student may still receive his/her diploma in the summertime after graduation has been completed. The

above information only pertains to graduation exercises.

### 3.03 POLICY ON GRADING

Grading and reporting grades are in many instances the only ways the school has of informing parents of their children's progress. Every effort should be made to inform parents of student progress through phone calls, notes to parents, conferences, etc.

The following percent spreads shall be utilized by teachers in the Altus School in determining grades.

A - 90-100	C - 70-79	F – BELOW 60
B - 80-89	D - 60-69	

### Five Point Grading Scale

It is part of the philosophy of the Altus Public Schools to encourage students to enroll in those courses that challenge even the most academically able student. Students who enroll in the classes that are designated as being more challenging are to be rewarded by awarding grades that are weighted more than grades given for less academically demanding courses. The basic purpose of the weighted grades is to provide incentives for students to enroll in a program of advanced studies.

The honors classes at Altus High School will be those that are approved by College Board as Advanced Placement classes. The Advanced Placement Program is nationally recognized. AP classes are college-level courses and exams that give high school students the opportunity to receive college credit. These classes will be those that receive the weighted distinction.

A five-point grading scale (A=5, B=4, C=3) will be assigned to the following classes when these course syllabi have been approved by The College Board (this list is subject to change yearly based on The College Board approved classes and trained staff):

AP English III (Language & Composition)	AP Psychology	AP Physics
AP English IV (Literature & Composition)	AP Calculus	AP Chemistry
AP Biology	AP Statistics	
AP Environmental Science	AP US History	
AP Government & Politics		

Grades below a “C” in any AP class will be credentialed according to the traditional 4-point scale (D=1, F=0). All other classes will be credentialed on a 4-point scale (A=4, B=3, C=2, D=1). Students and parents should understand that colleges and universities do not see these grades as weighted grades. A “C” for an AP weighted class on a high school transcript is seen as a “C.”

### 3.04 SCHOLASTIC ELIGIBILITY

1. Regular standards of eligibility will be governed by rules of the Oklahoma Secondary School Activities Association.
2. Eligibility regulations other than those established by the Oklahoma Secondary School Activities Association shall be determined by the athletic director and the building principal.

- 3. In all cases, the athletic director and the principal are directly responsible for all eligibility matters.
- 4. Teachers are responsible to turn in a list of failing students to the site secretary by 3:15 p.m. of the last school day of each week.

Section 1- Semester Eligibility:

- A. A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would be five school credits for 7th, 8th, and 9th grade students.)
- B. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first **six weeks** of the next semester he/she attends.
- C. A student who does not meet the above minimum scholastic standard, may regain his/her eligibility by achieving passing grades in **all subjects** he/she is enrolled in at the end of a **six week period**.
- D. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding eighteen (18) week grading period should be obtained from the records in the school last attended.

Section 2 - Student Eligibility during a Semester:

- A. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, he/she will be ineligible to participate during the next one-week period. **The ineligibility period will begin on Monday and end on Sunday.**
- C. **During a period of ineligibility, a student may practice but may not take part in other activities related to his/her sport. (Example - travel with the team, participate in any way on the sidelines, and so forth.)**
- D. A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

**3.05 CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS**

The policies on Concurrent Enrollment of High School Students and on Opportunity Admissions adopted by The Oklahoma State Regents for Higher Education follows:

- 1. A twelfth grade student enrolled in an accredited high school may, if he/she meets requirements set forth below, be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student.  
**\*TWO-YEAR COLLEGES.....19 ACT OR 900 SAT OR 3.0 GPA**  
**\*FOUR-YEAR COLLEGES AND UNIVERSITIES... The student must meet the published criteria of the State Regents (other than high school graduation and curricular requirements) for admission to the institution for which application is being made. This includes having**

**participated in the American College Testing Program or a similar battery of tests. (Scholastic Aptitude Test).**

2. An eleventh grade student enrolled in an accredited high school may, if he/she meets requirements set forth below, be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student.
3. College concurrent enrollment in 4 or 8-week classes must be on campus enrolled in Office Procedures during non-class periods.

**\*TWO-YEAR COLLEGES.....19 ACT OR 980 SAT OR 3.5 GPA**

**\*FOUR-YEAR COLLEGES AND UNIVERSITIES... The student must meet the published criteria of the State Regents (other than high school graduation and curricular requirements) for admission to the institution for which application is being made. This includes having participated in the American College Testing Program or a similar battery of tests. (Scholastic Aptitude Test).**

4. Students must have a signed statement from the high school principal stating they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of their senior year. Student must also provide a letter of recommendation from their counselor and written permission from their parent or legal guardian.

**\*After qualifying for admission, students must have a 19 ACT subject area score to enroll in a college course in the corresponding subject area.**

Altus Public Schools will adhere to guidelines regarding concurrent enrollment as described in Oklahoma Senate Bill 290. In addition, the following local guidelines will be followed:

1. The student must be enrolled in less than a full-time load at Altus High School as attested by the high school principal. (Interpretation: A high school student admitted under the provisions set forth above may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one/half high school academic credit course shall be equivalent to three semester credit hours of college work.)
2. Some college courses can be taken in place of the high school graduation requirement for core courses. College courses taken as a core course requirement and dropped will result in the student being enrolled into a class at Altus High School.
3. A student, who is otherwise eligible under this policy, may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the Oklahoma State System without the necessity of being concurrently enrolled in high school classes during the summer term.
4. Any expense related to concurrent enrollment courses is the responsibility of the student's parent or legal guardian. Altus Public Schools will not be liable for expenses incurred while attending concurrent enrollment classes.

5. Students will be required to provide official college transcripts in order to have the credit properly included in their high school transcripts. All courses taken concurrently will be transcribed on the students' Altus High School transcripts either as core or elective courses. High school credit will be awarded based on the following: college course of 3 hours or more equal  $\frac{1}{2}$  high school credit. All other courses taken at the college for less than 3 hours credit will be transcribed, but no high school credit will be awarded.
6. Beginning with the class of 2012, all concurrent enrollment courses will be factored in the student's grade point average. No course work taken for college credit will be awarded a "weighted" grade. Grades will be recorded on the students' high school transcripts utilizing a four-point system.

The following higher education courses commonly taken through concurrent enrollment are approved for academic credit for Altus Public Schools students:

#### College Courses

College Algebra

General Biology

English Composition I

English Composition II

Introduction to Chemistry

Chemistry I

American History Survey to 1865

American History Survey from 1865

Introduction to Geography

American Federal Government

Introduction to Speech

All 3-hour courses designated with

Humanity credit at the college

Micro Computer Applications

Sociology

Psychology

#### High School Courses

$\frac{1}{2}$  credit Additional Core

$\frac{1}{2}$  credit Additional Core \*

$\frac{1}{2}$  credit English IV

$\frac{1}{2}$  credit English IV

$\frac{1}{2}$  credit Chemistry\*

$\frac{1}{2}$  credit Chemistry\*

$\frac{1}{2}$  credit U.S. History

$\frac{1}{2}$  credit U.S. History

$\frac{1}{2}$  credit World Geography

$\frac{1}{2}$  credit American Government

$\frac{1}{2}$  credit Fine Art Credit

$\frac{1}{2}$  credit Elective Credit

$\frac{1}{2}$  credit Technology Credit

$\frac{1}{2}$  credit Elective Credit

$\frac{1}{2}$  credit Elective Credit

Other courses must be pre-approved by the counseling department for credit to be awarded in core areas. All other 3-hour college courses will equal  $\frac{1}{2}$  credit of elective credit.

**\*Prior permission is required from Altus High School for enrollment in college science classes requiring lab commitments.**

**Disclaimer documents shall be signed by a parent or legal guardian for a concurrently enrolled student which acknowledges the necessity of achieving (24) credits for high school graduation.**

### 3.06 COLLEGE ENTRANCE REQUIREMENTS

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION  
STATE CAPITOL, OKLAHOMA CITY

## Policy Statement on Admission to, Retention in, and Transfer Among Colleges and Universities of the State System

Article XIII-A of the Constitution of Oklahoma and Title 70, Section 3206 of the Oklahoma Statutes provide that the Oklahoma State regents for Higher Education shall prescribe standards of education for institutions in the Oklahoma State System of Higher Education including standards for "admission to, retention in, and graduation from State Educational Institutions." In order to carry out these constitutional and statutory responsibilities, the State Regents hereby adopt this revised policy statements establishing curricular requirements, criteria and standards for admission to State System Institutions, as well as standards for retention in and transfer among institutions by type.

### COURSE REQUIREMENTS FOR OKLAHOMA STATE COLLEGES AND UNIVERSITIES

<b>English</b>	4 units (Grammar, Composition, and Literature)
<b>Math</b> .....	3 units (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis and Calculus)
<b>Laboratory</b> .....	3 units (Biology, Chemistry, Physics, or any science lab science certified by school district; general science courses don't qualify).
<b>History and Citizenship Skills</b>	3 units (including 1 unit of American history and 2 units from the subjects of history, government, geography, economics, civics and/or non-Western culture)
<b>Other</b> .....	2 units (from any of the 12 units listed above or selected from computer science units or foreign language units)

#### TOTAL 15 UNITS

1. Some applied science classes may also count. See your counselor.
2. World history will count toward non-Western culture.

**Note:** Requirements may change, and they may be different for independent (private) colleges and universities. Check with your school counselor for details.

Suggestion for Success: Colleges and universities also recommend, but do not require, that a student take an additional unit in lab science, an additional unit of math, plus two units in speech or fine arts (music, art, drama).



## SECTION IV - HONORS AND SPECIAL RECOGNITION

### **4.00 HONOR ROLLS**

Honor rolls are used to provide special recognition for students who distinguish themselves academically each nine-week period. Students may gain this recognition by qualifying using the following criteria:

1. Superintendent's Honor Roll: The student must have a straight A (4.0) grade point average in those subjects for which honor roll credit is given.
2. Principal's Honor Roll: The student must have a 3.5 grade point average in those subjects for which honor roll credit is given.

Honor roll credit is not given for band, vocal music, or physical education. Students who make grades of "D", "F", or "NC" (no credit) for any course in which the student is enrolled are automatically disqualified for the honor roll for that nine weeks period.

### **4.01 OKLAHOMA HONOR SOCIETY – ALTUS HIGH SCHOOL CHAPTER**

Rules and regulations for Oklahoma High School Honor Society are as follows:

1. The organization shall be known as the Oklahoma High School Honor Society.
2. The purpose of this society shall be to promote high standards of scholarship among the students in the schools of Oklahoma.
3. Every accredited high school in the state is eligible to organize a local chapter of the society.
4. Each chapter shall take the name of the local school. The full name of the school shall be "Altus Chapter, Oklahoma High School Honor Society."
5. Ten percent of the high school enrollment will be eligible for membership.
6. Forms to be used in listing students that have been nominated for membership will be sent to the local school authorities prior to February 1 of each year. Membership will be based upon work done during the first semester of the current year and the second semester in the preceding year. The standing of students enrolled in the first year of a particular organizational level will be based on the work done during the first semester of the current year.
7. The local chapter may be organized as soon as nominations are made. Nominations should be approved by the local school officials not later than March 15 of each year. A list of students nominated should be sent to the State Department of Education, Accreditation Section, on forms furnished for that purpose. A certificate of membership for each person approved will be sent to the local school authorities. These certificates will be distributed in time for closing exercises of the school in the spring.
8. At the time the certificates are presented, there will be appropriate ceremonial exercises. This is done usually in connection with the commencement program or special awards assembly.
9. The ten percent of the student body making the highest average marks in the school may be nominated.
10. The local school officials shall have authority to make additional rules pertaining to school attendance, deportment, and student activities.
11. Only those classes that count toward honor roll recognition will be used to calculate the GPA in determining the Oklahoma Honor Society.

### **4.02 NATIONAL HONOR SOCIETY – AHS CHAPTER**

Membership in the National Honor Society is both an honor and a responsibility, and students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character by which they were initially selected.

The national minimum standard for scholarship shall be a cumulative scholastic average of at least 90 percent, A, or 3.7 (on a 4.0 scale) or the equivalent standard of excellence. AHS membership is based solely on a student's GPA. Candidates shall then be evaluated on the basis of service, leadership, and character.

#### **4.03 VALEDICTORIAN, SALUTATORIAN, TOP TEN SENIORS**

The valedictorian of Altus High School must be in attendance in the Altus Schools three of the last four nine weeks periods of the eleventh grade year and the entire twelve grade year.

The following method will be used to determine the valedictorian(s) of Altus High School:

1. Semester grades for grades nine through the first semester of grade twelve will be included with an average of the third nine weeks grades of grade twelve in determining the valedictorian of the graduating class.
2. Only those classes that count toward honor roll recognition will be used to calculate the GPA in determining the valedictorian honor.
3. Early graduates must complete all required coursework by the end of the 2<sup>nd</sup> semester, in the year they will graduate, in order to be eligible for Top 10.

The same calculations will be used to determine the salutatorian and "Top Ten" seniors.

Selection of valedictorian, salutatorian, or top ten will be based on GPA with the five-point scale.

#### **4.04 ACADEMIC LETTERS**

The Altus Board of Education desires to recognize those students in the secondary schools who excel in academics by awarding them an academic letter. In order to emphasize their scholastic nature each letter will embody the lamp of knowledge. They are to be in the school colors and awarded at the end of the current school years. The complete spring semester of grades must be earned in the Altus Schools. To earn an academic letter in the 7-8 grades, a student must have a 4.00 grade point average for both semesters in the grade for which the letter is earned, and must have qualified for the Superintendent's Honor Roll for both semesters. For grades 9 through 12, they will be awarded on a cumulative grade point average as follows:

9th grade 4.00	11 <sup>th</sup> grade 3.75
10th grade 3.80	12 <sup>th</sup> grade 3.50

Only one letter will be given to each qualifying student for grades 7 through 8. However, bars will be given to those students who qualify in subsequent years. Only one letter will be given to each qualifying student for grades 9 through 12. However, bars will be given to those students who qualify in subsequent years. In preparation for these awards, grades at the middle school, junior high, and high school will be figured after the third nine weeks to include 1st semester and 3rd 9 weeks grades. Only those classes that count toward honor roll recognition will be used to calculate the GPA in determining academic letters.

Military dependent students qualifying under the Interstate Compact on Educational Opportunity for Military Children (ICEOMC-2009) will be allowed to have grades from sending schools and grade point averages count for consideration in recognition for academic honor rolls including Principals Honor Roll, Superintendents Honor Roll, Academic Letters and Academic Bars. Local board policy will remain in effect for consideration of Academic Top Ten and for Valedictorian and Salutatorian awards.

#### **4.05 STUDENT COUNCIL REPRESENTATIVES**

A. **MEMBERS** - In the Spring of each school year, four members will be selected by their respective classes to serve on the student council. ANY student with a grade point average of 2.75 or better may file for election. They will be required to give a short presentation (no longer than 3 minutes) to explain their reasons for wanting to serve their respective classes on the council. The voting process will be completed by secret ballot.

B. **OFFICERS** - Each class will be represented on the council with a president, vice-president and secretary. The same criteria stated in "A" above will be used in the selection of the class officers.

#### **4.06 HOMECOMING KING AND QUEEN**

The procedure to elect the homecoming king and queen is as follows:

1. Seniors will not be considered for homecoming queen/king if they have been in In-School Supervision or suspended out of school for the previous year up to the date of homecoming festivities.
2. The Senior Class will nominate senior students whose names they wish to appear on a primary ballot;
3. From the primary ballot, the seniors will select three candidates for king and three candidates for queen by secret ballot.
4. The six candidates will address the student body at the homecoming assembly stating the reasons why they would like to be elected.
5. Ballots will be made available to the student body and they will elect the homecoming king and queen.

### **SECTION V - ACTIVITIES**

#### **5.00 DEFINITION OF SCHOOL ACTIVITIES**

School activities are any extracurricular activities sponsored or approved by the school at the school's discretion.

#### **5.01 RULES GOVERNING INTERSCHOLASTIC ACTIVITIES**

Oklahoma Secondary School Activities Association (OSSAA) eligibility standards are required of all students participating in extracurricular activities, athletic and non-athletic.

1. Any student who reaches his/her nineteenth birthday before September 1 will not be eligible for athletic competition. Non-athletics: Any student who reaches his/her twenty-first birthday before September 1 will not be eligible.
2. No student shall be eligible to represent the school in athletics until there is on file with the athletic director a physical examination and parental consent certificate prescribed by the OSSAA.
3. A student who has not attended classes ninety percent of the time for the semester becomes ineligible.
4. A student whose conduct or character at school or whose conduct or character outside the school is such as to reflect discredit upon the school, shall be ineligible until reinstated by the principal.
5. A student who is disqualified during a game or contest because of a flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the principal. If the flagrant or unsportsmanlike conduct consists of fighting or cursing a game official, the student will be automatically suspended from participating in the next two games or contests in which his/her team or organization participates.

6. A student is not eligible to participate in interscholastic contests if he/she has participated in a contest where professionalism is being practiced or where cash or merchandise prizes were offered, given or paid to individuals or to the team.
7. A student who has completed all requirements for graduation in an Oklahoma school district or has graduated from high school or its equivalent in another state shall be considered a graduate and not eligible for competition.
8. A student shall not be eligible after attending eight semesters in grades nine to twelve, inclusive. Attendance for part of fifteen separate days or participation in an interscholastic contest during a semester shall be regarded as a semester under this rule.
9. A student is eligible in the public high school of the district where the parents are bonafide residents.
10. OSSAA scholastic eligibility standards are required for all students participating in extra-curricular activity programs. (See "Scholastic Eligibility" under Academic Programs)

## **5.02 STUDENT DRUG TESTING PROGRAM EXTRACURRICULAR ACTIVITIES**

The Altus Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Altus Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

### Purpose and Intent

It is the desire of the board of education, administration, and staff that every student in the Altus Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Altus Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Altus Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training.

Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

### Definitions

1. Student athlete or athlete means a member of the junior high or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. Extracurricular means those activities that take place outside the regular course of study in school and participants are those students involved in those activities.
3. Drug use test means a scientifically substantiated method to test for the presence of illegal or performance enhancing drug or the metabolites thereof in a person's saliva.
4. Random tests are given to participants from the pool.
5. Random selection basis means a mechanism for selecting students for drug testing that:
  - A. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and
  - B. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.
6. Follow up tests can be weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. Illegal drugs means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.
8. Performance-enhancing drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the counter transactions.
9. Positive, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
10. Reasonable suspicion means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.

11. Self-referral is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

### Procedures

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. A saliva screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete's health and athletic performance will be included as part of that physical examination.

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a saliva sample (a) at the beginning of each school year or when the student enrolls in an extracurricular activity; (b) as chosen by the random selection basis; and (c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

All extracurricular activities participants shall be required to provide a saliva sample for drug use testing for illegal drugs and/or performance enhancing drugs by September in order to participate in the fall semester. Only those that move into the district between September and December will be allowed an initial drug test to participate. A second opportunity to initial test will be given in January. After January testing, only students who are moving into the district will be allowed to initial drug test for participation. Extracurricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for extracurricular participants will also be chosen on a selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a number of students' names to be drawn at random to provide a saliva sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

### Confidentiality

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstance will results from a drug test under this policy be turned over to any law enforcement officer or agency.

### Appeal

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.

### Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension

period and one follow-up session. Counseling will consist of sessions with the site Principal or Principal's designee.

2. **Second positive retest.** The student will be suspended from participation in any extracurricular activity for the remainder of the semester or not less than 45 school days.
3. **Third and subsequent retest.** The student will be suspended from participation in any extracurricular activity for the current semester and the ensuing semester.
4. **Self-referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy and will be required to retest as would a student who has tested positive. To be eligible for self-referral, an activity student must not have previously tested positive or previously self referred for any illegal or performance enhancing drug pursuant to this policy.
5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for the remainder of the current semester and ensuing semester, upon completion of which, the participating student shall again be subject to this policy.

The cost per test is subject to change and will be determined by the board of education on an annual basis.

### **Extracurricular Activities Student Drug Testing Consent Form**

#### **Statement of Purpose and Intent**

Participation in school-sponsored extracurricular activities at Altus Public Schools is a privilege. Activity students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal and/or performance enhancing drugs.

Illegal and/or performance enhancing drug use of any kind is incompatible with participation in extracurricular activities on behalf of Altus Public Schools. For the safety, health, and well-being of the student of the Altus Public School District, the district has adopted the student drug testing program for extracurricular activities policy and this consent form for use by all participating students at the junior high school and the high school levels.

#### **Participation in Extracurricular Activities**

The coach/sponsor/administrator shall provide each activity student and the parent or custodial guardian of such student with a copy of the policy and the consent form, which shall be read, signed, and dated annually, before the student shall be eligible to practice or participate in any extracurricular activity. Upon reaching the age of 18 years, the activity student shall be required to sign a new consent form in order to participate in any extracurricular activity. This consent shall be to provide a saliva sample: (a) when chosen by the random selection basis: (b) at any time requested based on reasonable suspicion to be tested for illegal or performance



enhancing drugs. No student shall be allowed to practice or participate in any activity governed by the policy unless the student has returned the properly signed consent form.

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

After having read the "Student Drug Testing Program," policy and this consent form, I understand that, out of care for my safety and health, the Altus Public School District enforces the rules applying to the consumption or possession of illegal and performance enhancing drugs. As a participant in an extracurricular activity, I realize that the personal decisions I make daily in regard to the consumption or possession of illegal or performance enhancing drugs may affect my health and well being as well as the possible endangerment of those around me and reflect upon an organization with which I am associated. If I choose to violate school policy regarding the use or possession of illegal or performance enhancing drugs any time while I am involved in in-season or off-season activities, I understand that upon determination of the violation, I will be subject to the restrictions on my participation as outlined in the policy.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

We have read and understand the Altus Public Schools' "Student Drug Testing Program" policy and this consent form. We desire that the student named above participate in the extracurricular activities of the Altus Public School District and we hereby voluntarily agree to be subject to its terms. We accept the method of obtaining saliva samples, testing and analysis of such specimens, and all other aspects of the program. We further agree and consent to the disclosure of the sampling, testing, and results as provided in this program.

\_\_\_\_\_  
Signature of Parent of Custodial Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Coach/Sponsor/Administrator

\_\_\_\_\_  
Date

### **Student's Prescription Drug List**

Listed below are the prescription drugs and dosages my son/daughter is taking at this time. I understand that, depending on the type of medication and the circumstances, its use may be verified and discussed with the doctor who prescribed it. I give permission to the doctor(s) who have prescribed medication for the treatment of my son/daughter's medical condition(s) to verify the circumstance and discuss any effects that the medication(s) may have on my son/daughter's lab test results or school performance.

\_\_\_\_\_  
Drug Name

\_\_\_\_\_  
Dosage

\_\_\_\_\_  
Drug Name

\_\_\_\_\_  
Dosage

\_\_\_\_\_ My son/daughter takes the prescription drugs and dosage on a permanent basis.

\_\_\_\_\_

Drug Name

\_\_\_\_\_

Dosage

\_\_\_\_\_ My son/daughter does not take any prescription medication on a permanent basis.

Parent/Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*By my signature above, I have confirmed and acknowledged that the above listed medications are the only medications currently being used by me for any medical condition(s).

Note: Any change in the type of prescription medication must be noted and the changes given to the Athletic Director in writing immediately.

### **CONSENT FORM**

(18 year olds and older)

I have received, read and understand the Altus High School District Policy on Student Drug Testing. I understand that being 18 years of age does not exclude me from any responsibility included in the Altus High School district Policy on Student Drug Testing. I consent to all terms of the policy and accept the method of obtaining a saliva sample, testing, and analysis of such saliva specimens, and all other aspects of the program. I agree to full disclosure of testing results to my parents or custodial guardians specified in this policy. I will fully agree to all requirements established in this policy for participation in extracurricular activities at Altus Public Schools

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent or Custodial Parent Signature Date

### **5.03 ACTIVITY TRANSPORTATION**

All groups traveling from Altus to other places for the purpose of participating in school sponsored activities shall travel in school approved transportation. The school shall not be responsible for students other than those who travel under school supervision. School officials may release students directly to their parents or legal guardians after an out-of-town event. Under no circumstances are students to be released to anyone

other than their parents or legal guardians unless arrangements have been made in advance with the principal and written documentation is on file in the principal's office.

#### **5.04 ACTIVITY ABSENCES**

Students will be allowed ten (10) activity absences per school year. A.H.S students are encouraged to be involved in more than one school activity. With this in mind, it is recommended that students will be allowed no more than three activity absences per group or sport. O.S.S.A.A. sanctioned or other competitions held in elimination format for the purpose of determining a state champion (e.g. Regional, Area, and State) does not count as one of the ten allowed days.

Monitoring individual student activity absences is the responsibility of the student and the respective sponsor. If the student believes he/she is about to go over the allowed ten days, he/she may petition in writing to the athletic director for up to five additional days. The athletic director will then convene an activity absence committee made up of the athletic director, an assistant principal, a counselor and a teacher. The committee will examine each request on a case-by- case basis and examine factors such as student attendance, grades, and conduct. They will then make a decision on the request for additional days and forward a recommendation to the principal. The principal will either support or deny the absence recommendation.

No high school student will be allowed to miss a school day or class for the purpose of participating in a school activity unless the student is in attendance 90% of the time.

***With approval of the principal, students may attend one national livestock show or other unsanctioned competition, but absence for this event will be counted as part of the allowed ten activity absences.***

#### **Field Trip Absences**

Educational field trips are a valuable part of the curricular experience at Altus High School. Maintaining academic eligibility is equally important. Students may not be allowed to miss a class in which they are academically ineligible to attend a field trip. Teacher input and administrator approval is required prior to any such absence.

Students academically ineligible will not be allowed to compete above the local level. This relates to both OSSAA sanctioned and non-sanctioned school sponsored events and applies to both school days and weekends.

#### **5.05 NCAA ELIGIBILITY**

The NCAA has established a control clearinghouse to certify athletic eligibility for Division I and II colleges and universities. If students plan to participate in athletics at an NCAA Division I or Division II college or university, they must be certified by the NCAA Initial-Eligibility Clearinghouse. To be certified, students need to:

1. graduate from high school
2. take a minimum of 14 academic core classes to include the following: 4 units of English, 2 units of math (Algebra I and above), 2 units of science (to include at least one lab course), 2 units of social studies, 1 additional unit of English, math, or science, 3 units of academic courses (either in the four specified subjects listed above or a foreign language, computer science, or philosophy)
3. achieve a core GPA based upon the Test Score Index (sliding scale) produced on a national test date. (All scores must be sent directly to the NCAA Initial-Eligibility Clearinghouse)
4. forward directly to the Clearinghouse:

- (a) a Student Release form with \$27.00;
- (b) an NCAA 48H Form with all high school transcripts, and all ACT/SAT scores to be used for eligibility.

The registration materials can be obtained from a counselor.

Students should register with the Clearinghouse when they decide they would like to participate in athletics as a college freshman. It is generally best to register after the junior year grades appear on the transcript. For more detailed information consult the athletic director or the counselor.

### **5.06 HOMECOMING ACTIVITIES**

There will be one football game designated as Homecoming. The game will be determined by the principal and the athletic director. All homecoming activities will be coordinated by the Student Council advisor and the members of the Council with the approval of the principal. No other events will be sponsored by the school.

### **5.07 ASSEMBLIES**

Assemblies will be scheduled when it can be ascertained that they will enhance the educational and cultural experiences of the students. At all times, students will be expected to be attentive and courteous to the presenters. Disruptive behavior of any kind will not be tolerated.

## **SECTION VI - STANDARDS OF BEHAVIOR**

### **6.00 DISCIPLINE POLICY**

The Altus Public Schools believe that the primary function of the schools is to educate children. We further believe that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable social behavior and assisting students in understanding and attaining those norms. From time to time, it may be necessary for the benefit of the individual and of the school for the faculty and administrators to enforce corrective actions for breaches in acceptable behavior.

The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in the Altus Schools or in transit to or from the school or while attending or participating in any school function authorized by the school district (70 O.S. 6-114, School Laws of Oklahoma).

Each student shall be treated in a fair and equitable manner. The severity of the disciplinary action will be based upon a careful assessment of the circumstances surrounding each infraction.

The following examples of behavior are not acceptable in society generally, and in a school environment particularly. When in the judgment of the teacher or administrator the behavior of a student constitutes unacceptable behavior in the following areas, corrective action will be taken. These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Contempt or disrespect for authority
4. Cheating on schoolwork
5. Skipping class
6. Leaving school without permission

7. Refusing detention and/or in-school supervision
8. Truancy
9. Profanity or vulgarity
10. Possessing, selling, or using alcoholic beverages or other mood-altering chemicals
11. Stealing
12. Extortion
13. Assault, physical and/or verbal
14. Fighting
15. Possession of weapons
16. Distributing/possessing obscene literature
17. Destroying/defacing school property
18. Any violation of local, state or federal statues
19. Striking a teacher or other school employee is not acceptable. Should this occur and it is determined that bodily harm was intended, the principal or assistant principal will suspend the student for at least the remainder of the current semester and the full semester (excluding summer school) which follows.
20. Parking violations
21. Violation of school dress code
22. Gang related activities
23. Misconduct on school bus

In considering the different forms of disciplinary action, the faculty/administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator and/or faculty member to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parent
3. In-school supervision
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat or class assignment
8. Temporary removal from class
9. Requiring a student to make financial restitution for damaged property
10. Requiring a student to clean or straighten items or facilities damaged by his/her behavior.
11. Corporal Punishment
12. Restriction of privileges
13. Referral to police
14. Referral for counseling
15. Suspension
16. Expulsion
17. Alternative Placement
18. Other appropriate disciplinary action as required and as indicated by circumstances.
19. Saturday School

## **6.01 MISCONDUCT**

Inappropriate actions while at school or school activities: Students engaging in any act of gross misconduct, including flagrant discourtesy, abusive or vile language, physical abuse, disruptive behavior, or deliberate insubordination, or truancy and/or excessive absenteeism, shall be referred to the principal for appropriate action. Such behavior may be grounds for suspension.

## **BUS MISCONDUCT**

Generally, the bus driver will take the following approach in handling unsafe conduct problems on the bus.

A. For students in 5<sup>th</sup> through 12<sup>th</sup> grades, there will be no counseling with offenders. They have read the rules and parents have gone over it with them. Punishment will be immediate and by the principal of the respective school. If a student shows an uncontrolled malicious disregard for the safety and well-being of the passengers and driver, it is possible that immediate suspensions from the bus and school may occur without going through the procedures below:

1<sup>st</sup> Offense – Upon the first offense of unacceptable conduct, the site principal will notify the student and parent. The driver will take whatever action is deemed necessary.

2<sup>nd</sup> Offense – Upon the second offense, the principal will notify the student and parent that the student is suspended from school bus riding privileges for five (5) days. The student will be transported home on the last day he/she rides the bus.

3<sup>rd</sup> Offense – Upon the third offense, the principal will notify the student and parent that the student is suspended from school bus riding privileges for twenty (20) days.

4<sup>th</sup> Offense – Upon the fourth offense, the principal will notify the student and parent that the student is suspended from bus riding privileges for the equivalent of one semester (87 days).

The same rules of conduct expected at school and in the classroom shall apply for the student on the school bus.

Bus conduct procedures involving identified special needs students are determined individually on a case by case basis.

## **\*STUDENTS WHO ENGAGE IN FIGHTING MAY BE CHARGED WITH DISORDERLY CONDUCT, ARRESTED, AND TAKEN TO THE COUNTY JAIL, AS WELL AS SUSPENDED FROM SCHOOL.**

### **Out-Of-School Actions:**

The Board of Education recognizes that out-of-school conduct of students attending school within this district are not normally a concern of the Board, however, the Board believes that 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. (Reference: 70 O.S. 6-114)

### **6.02 FELONIOUS ACT**

Any student involved in a felonious act and/or theft (other than drug abuse) while under school supervision or on school property will be subject to the following procedures:

1. Any such act will be reported to the Board of Education, police, and the parent(s) or guardian(s) of the student.
2. The Altus Public Schools will request the District Attorney to file appropriate charges.
3. The student will be suspended for a minimum of ten (10) school days and may be suspended a maximum period authorized by law.

### **6.03 DANGEROUS WEAPONS**

Students shall be suspended for a minimum of ten (10) school days and may be suspended a maximum of the current semester plus the next semester if in violation of Section 492 in School Laws of Oklahoma, 1992, Chapter I, Article XXIV.

If a student has in his/her possession or it is determined he/she has threatened or attempted to use or used a dangerous weapon, the student may be suspended for a maximum of two semesters.

Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, to be determined by the district board of education pursuant to the provisions of this section. The term of the suspension may be modified by the district superintendent on a case-by-case basis. For purposes of this paragraph the term "firearm" shall mean and include all weapons as defined by 18 U.S.C., Section 921.

### **6.04 SEARCH OF STUDENTS**

The superintendent, principal, teacher, or security personnel of the Altus School District, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any student or property in the possession of the student when said student is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled substances, intoxicating beverages, non-intoxicating beverages (37- 163.11) or for missing or stolen property if said property be reasonably suspected to have been taken from a student, a school employee, or the school during school activities.

The search shall be conducted by a person of the same sex of the student and shall be witnessed by at least one other authorized person, said to be of the same sex if practicable. The extent of the search shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing except cold weather outerwear, and footwear shall be removed prior to or during the conduct of any warrant less search.

The school employees specified above have the authority to detain the student to be searched and to confiscate any dangerous weapons, controlled substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property that might be in the student's possession.

Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property shall be suspended from school as provided in Board Policies and school handbook of the school district.

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. 70 O.S. § 24-102, S.L.O. §489.

## **6.05 SEARCH OF VEHICLES**

**Vehicles parked on school property are subject to random searches by school administration.**

Students having vehicles at school are governed by the vehicle policy established by the Altus Public School and published in the Student Handbook. Being allowed to park on school property is a privilege which may be taken away from a student. Any student who brings a car onto school property is agreeing that such vehicle will not contain any items which school rules do not allow in the school or on the school property. The student further agrees that if the administrators or teachers have reasonable suspicion to believe that items which should not be on school property are in the student's vehicle, the student shall unlock the vehicle for school inspection and consent to a search of the vehicle by school authorities. Failure to abide by these rules shall be grounds to revoke the parking privileges of the student and may result in other disciplinary action against the student.

## **6.06 VANDALISM**

Any student involved in any acts of vandalism on Altus Public Schools property will be subject to the following procedures:

1. Any such act will be reported to the Board of Education, police, the District Attorney, and the parent(s) or guardian(s) of the student.
2. The Altus Public Schools will request the District Attorney's Office to file appropriate charges based upon a signed complaint.
3. The student will be suspended a maximum of the current semester plus the ensuing semester.
4. The student will not be allowed to return to school in any event until arrangements for restitution are made with a designated school official.

## **6.07 INTERNET AND/OR COMPUTING RESOURCES**

It is the policy of the Board of Education of Altus School District I-18 that District computer usage complies with: (A) Federal and State laws and regulations, (B) INTERNET policies and procedures, and other related Board of Education policies.

District Computing Resources are intended for administration, education, training, research and planning purposes. District Computing Resources shall not be used for unauthorized purposes, such as, but not limited to, transmission of commercial or personal advertisements, solicitations, promotions, destructive programs and/or distribution of political or religious material or material considered offensive.

Use of electronic communications (such as e-mail, voice mail or systems with similar functions) to send fraudulent, harassing, obscene, indecent, sexually explicit, intimidating, ethnically inflammatory, biased or other unlawful information or material is prohibited.

To protect the integrity of the systems, workstations, networks and instructional facilities, the District reserves the right to monitor and restrict access to District Computing Resources and the INTERNET.

District Computing Resources are intended for administration, education, and academic research only. No student, client or guest may use computers in a classroom, lab, workshop or office unless there is an instructor or other appropriate District employee present.



Transmission of material violating federal or state regulations is prohibited. This material may include, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.

Use for private commercial activities is prohibited. Use for product advertisement, political lobbying or distribution of religious material is also prohibited. The use of District Computing Resources is a privilege, not a right. Violation of District Policies and Procedures may result in cancellation of computer-use privileges and/or other disciplinary action. If Federal or State laws are violated, the offender will be reported to the proper authorities. System administrators will deem what is inappropriate use of District networks under their jurisdiction.

It is the policy of the Board of Education that any user who willfully or through gross negligence destroys or damages any District Computing Resources may be held financially responsible for the repair or replacement of those resources. (BOE 200.085)

**6.08 TOBACCO** Tobacco: is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes e-cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking.

"Any minor being in possession of any of the listed items above, chewing tobacco, or any other form of tobacco product and being, by any police officer, or teacher in any school, asked where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product were obtained who shall refuse to furnish such information, shall be guilty of a misdemeanor and upon conviction thereof before the district court, or any judge of the district court, such minor being of the age of sixteen (16) years or upwards shall be sentenced to pay a fine not exceeding Five Dollars (\$5.00) or to undergo an imprisonment in the jail of the proper county not exceeding five (5) days, or both; if such minor shall be under the age of sixteen (16) years, he or she shall be certified by such magistrate or justice to the juvenile court of the county for such action as said court shall deem proper." (Reference: 21-O.S. 1981-1242 as amended by H.B. 1104)

Tobacco Abuse Policy: Use, possession or distribution of tobacco (smoking, dipping, or chewing).

1st offense - detention

2nd offense - 1-3 days in-school supervision

3rd offense - 1-3 days out-of-school supervision/alt. placement

4th offense - 5-10 days out-of-school supervision/alt. placement

5th offense - 10 days out-of-school supervision/alt. placement

A student found in possession of a juul on school property will be assigned ISS for 1 school day and the device will be confiscated.

The Altus Board of Education policy will supersede the Oklahoma State Statute to include any student in the Altus Public Schools regardless of age.

## **6.09 HAZING / BULLYING / CYBER BULLYING**

Altus Public Schools strives to provide a safe, positive learning climate for students. Therefore, it shall be the policy of Altus Public Schools to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of this Policy shall be subject to appropriate discipline.

Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.

Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

Altus Public Schools shall annually inform students that bullying or cyber bullying of students will not be tolerated.

#### DEFINITIONS:

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;
3. Placing a student in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of Altus Public Schools, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

#### DELEGATION OF RESPONSIBILITY:

Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to any staff member.

Any staff member who receives a bullying or cyber bullying complaint shall gather information or seek administrative assistance to determine if bullying or cyber bullying has occurred. The principal or his/her designee will inform the parents or guardians of the victim and also the parents or guardians of the accused.

### **COMPLAINT PROCEDURES:**

A student shall report a complaint of bullying or cyber bullying, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student.

The staff member will either gather the information or seek administrative assistance to determine if the alleged bullying or cyber bullying conduct occurred.

**Computer Vandalism** will result in cancellation of District computing resource privileges and/or other disciplinary action.

### **6.10 ALCOHOL AND/OR DRUG ABUSE POLICY**

Alcohol and/or drug abuse shall be defined as sale, possession, use and/or being under the influence, while under the supervision of the school or in attendance at any school related function, of non-intoxicating beverages, alcohol, controlled dangerous substances as defined (previously) in Policy 6.13 Sec. I-D or any compound, liquid, chemical narcotic, drug, vegetable, fruit or other substance which:

1. Contains ketones, aldehydes, organic acetones, ether, chlorinated hydrocarbons (e.g. gasoline, glue, fingernail polish, white out, etc.) or some other solvent releasing toxic vapors, or
2. Causes or can cause conditions of intoxication, inebriation, excitement, elation, stupefaction, paralysis, irrationality, dulling of the brain or nervous system or otherwise changes, distorts or disturbs the eyesight, thinking process, judgment, balance, or coordination of an individual.

### **STUDENT SUSPENDED FOR ALCOHOLIC AND/OR DRUG ABUSE**

#### **A. First Offense**

Whenever it appears to any public school teacher that a student may be under the influence of nonintoxicating beverages as defined in section 163.2 of Title 37 of the Oklahoma Statutes, alcoholic beverages as defined in Section 506 of Title 37 of the Oklahoma Statutes or a controlled dangerous substance, as defined in Section 2-102 of Title 63 of the Oklahoma Statutes, the teacher shall report the matter, upon recognition, to the school principal or his designee. If the student is found to be under the influence, the principal or designee shall immediately notify the superintendent of schools or designee and a parent or legal guardian of the student of the matter." (Reference: OS 70-24-138)

Upon proof of guilt, a student that is a first time offender will be suspended for one semester. The principal will inform the parent(s) both verbally, when possible, and by letter that the student has been suspended for alcoholic and/or drug abuse. The notification will include the length of the suspension and will ask both parent(s) and student to meet with the principal or his/her designee.

A suspended student, who is a first time offender for possession of, or for being under the influence of drugs as defined above, could be readmitted conditionally to a school after ten days if these conditions are met:

(Revised 7-14-98)

700.155

1. The student must be involved in or enrolled in counseling with a counselor or agency approved by the school. Parents' involvement, although not required, is strongly requested. During the period of counseling, reports on the progress of the student will be provided to the principal. These progress reports are to be signed by the counselor.
2. Upon proof of compliance with number one above, the student would be readmitted on probationary status and would stay on probation as long as counseling continues. Counseling, upon successful completion, would be terminated by the counselor. A statement of release, signed by the counselor, must be submitted to the principal.

### **B. Second and Subsequent Offenses:**

Upon commission of a second offense, the District Attorney's Office will be requested to file the appropriate legal action upon signed complaint. (Reference O.S. 70-24-102). This policy applies to both regular and special education students. The special education review committee will meet following the suspension. A second offense will result in suspension from the school for a minimum of a semester's length of time.

### **C. Sale of Controlled Substances**

Sale of any of the substances listed in the preceding paragraphs shall result in suspension for a minimum of one semester. Notification will be sent to the Board of Education, police, District Attorney, and parent(s) or guardian(s) of the student. A second offense will result in suspension from the school for a minimum of a semester's length of time.

**Drug Paraphernalia:** Possession of any article used for taking drugs or in selling drugs.

Suspensions for possession of drug paraphernalia include:

1st offense: 5-10 days out of school suspension/

**Alternative Placement**

2nd offense: 10 days out of school suspension/

**Alternative Placement**

3rd offense: suspension for one semester

## **6.11 DISCIPLINE PROCEDURE**

Each teacher at Altus High School will develop a discipline plan. Rules of behavior will be known by all students, as well as consequences of behavior. Each plan must be approved by the high school principal. After the consequences have been exhausted with the teacher, the student will be sent to the appropriate principal.

### **Upon Being Sent to the Principal:**

1. The principal will confer with the student about the problem. Disciplinary Action from the class in which the problem occurs may be given to the student. This conference will be documented and a copy of the document will be sent to the parent(s)/guardian(s). Consequences for recurrence of the problem will be explained on the document sent to the parent(s)/guardian(s).
2. Recurrence of problems with the student will be considered severe and will be handled under a severe clause. The severe clause would indicate that the problem is severe enough that the school

could not deal with the problem anymore. A recommendation of suspension could be made by the principal.

NOTE: In case of serious misconduct that would endanger the physical well-being of students and/or staff members or misconduct that should deviate from accepted moral conduct, may be resolved under the severe clause without following steps 1, 2, and 3.

## 6.12 IN-SCHOOL SUPERVISION

Students who are suspended from the regular school program may be assigned to the in-school supervision center designated by the administration.

Students who are assigned ISS will be required to report directly to the ISS Room (Room 25) at 8:00 a.m. Students assigned to ISS will be released at 3:00 pm, if needed will need to arrange for transportation at that time. Students who are assigned ISS are not allowed anywhere on campus without direct supervision of the ISS supervisor. Violation of this may result in extra day(s) of ISS or suspension.

The in-school supervision program will be a highly structured class situation with emphasis being placed on intensive student work. Students who refuse in-school supervision can be alternatively placed from school for as many days as the in-school supervision penalty. When the student then returns to school, he will have to complete the in-school supervision penalty before returning to regular classes. Students will be given this discipline option three times in a semester period. After that, other discipline measures such as suspension and alternative placement will be considered.

The secondary principals will determine the necessity of sending a student to in-school supervision and the duration of the punishment. The primary purpose of this program is to allow student offenders to remain in school and keep up academically while in detention.

## 6.13 SUSPENSION

Suspension is defined as removal of a student from school and all school functions for a specified period of time. The principal or his/her designee may suspend a student(s) for varying lengths of time depending on the infraction(s). A student can be suspended from one day to a maximum period authorized by law. Parents or legal guardians of the student(s) will be notified of the suspension by mail and by verbal contact, when possible. Students, who are suspended out of school, will not be allowed on any school properties or allowed to attend school functions at any time during the suspension period. Failure to comply with this policy may lead to additional suspension.

Make-up assignments during the period of suspension will be put on a Special Assignment Form. These assignments will be made available to the parent(s) to pick up at the school at a reasonably designated time and place. It is the student's responsibility to complete the assignments during the suspension period. The daily assignments will be made available and are due the day the student returns to school. The daily assignments will be given a check for completion. Uncompleted assignments will earn a 0 (zero) and be averaged with all the other grades earned by the student during the regular school term. Major tests will be taken and given full credit. Students should be prepared to take missed tests upon returning to the school. For long term suspension, school assignments, including tests, may or may not be made available for the students. During long term suspensions, grades may or may not be recorded and credit given. School assignments, tests, grades, and credit will be determined through the suspension and/or appeals process.

Students who are on suspension will not be allowed to attend any school functions during the suspension period or enroll in any other Altus Public School.

#### **6.14 GRIEVANCE PROCEDURE TO STUDENTS**

**DUE PROCESS:** Appeals procedure for suspension.

Step 1: .If the student or parent wishes to appeal a suspension, they must notify the principal within forty-eight (48) hours that they intend to appeal. The principal will provide a hearing in which the student and parents may participate. The hearing will be conducted by the principal.

Step 2: .If the student and parents involved are not satisfied with the ruling of the principal, an appeal may then be made with the superintendent for another hearing to be conducted by a designated hearing officer. This appeal shall be made in writing within forty-eight (48) hours of the principal's decision. The hearing officer will hear the appeal within five (5) school days after proper notification.

Step 3: .If the student and parents are not satisfied with the decision of the hearing officer, an appeal may be made to the Board of Education in the following manner:

1. The notification of appeal must be made in writing to the Board of Education through the Superintendent's Office within forty-eight (48) hours after the hearing officer's decision is rendered. The Board of Education will hear the appeal as soon as possible.
2. The student will be advised that he/she may be present at the Board hearing accompanied by a representative to act on his/her behalf the school official will be afforded the same consideration.
3. The student will be informed of hearing procedures and given reasonable time to prepare for the hearing.
4. During the hearing, the student or his/her legal counsel shall have the right to examine evidence, examine and cross-examine witnesses, and present evidence and testimony on behalf of the student. The School official shall have the same stated right.
5. The decision of the Board of Education will be final.  
(School Laws of Oklahoma, 1992, Chapter I, Article XXIV, Section 490.)
6. The Board of Education may conduct the hearing or may appoint a hearing officer to conduct the hearing for a student who has been suspended out of school for more than ten (10) days. The decision of the local board of the hearing officer is final.

Suspensions of any length may be appealed, using the procedures listed above; however, timelines will be adjusted to meet the time restrictions on a case-by-case basis.