

# Ardmore High School Student Handbook 2011-2012



# Compact for Learning

**In partnership with parents and the community, the mission of Ardmore City Schools is to educate all students through an unconditional commitment to quality and high standards.**

We believe that student success is a joint effort of the home, school and community. The purpose of this Compact for Learning is to communicate a common understanding of home and school responsibilities to assure that every student attains high standards, receives a quality education, and is, indeed, prepared for the future.

## **As a parent, I will strive to:**

- Provide a quiet place and set aside a specific time to do homework.
- Look over homework assignments to check for understanding.
- Sign and return all papers that require a parent's or guardian's signature.
- Encourage positive attitude toward school.
- Ensure that my child attends school daily and arrives to school on time.
- Attend parent/teacher conferences and other school functions.
- Encourage my child to follow the rules and regulations of the school.
- Encourage positive attitudes toward school.

## **As a teacher, I will strive to:**

- Believe that each child can learn.
- Respect and value the uniqueness of each child and his or her family.
- Provide an environment that promotes active learning.
- Assist each student in achieving success each day.
- Maintain open lines of communication with students and parents.
- Seek ways to involve parents in the school program.
- Give assignments that are an extension of what is learned in the classroom and not merely "busy work" or untaught concepts that may cause parents and students undue stress at home.
- Give corrective feedback.
- Respect cultural, racial, and ethnic differences.

## **As a student, I will strive to:**

- Attend school regularly.
- Comply with school rules.
- Accept responsibility for my own actions.
- Work to resolve conflicts in positive, nonviolent ways.
- Respect the personal rights and property of others.
- Complete homework in a thorough, legible, and timely manner.

## **Title I - Parent's Right To Know**

It is the policy of Ardmore City Schools to employ only those teachers and paraprofessionals (teachers' aides) who are considered highly qualified by the Oklahoma State Department of Education and the United States Department of Education.

1. Parents have the right to make a written request for additional information about their child's teacher which includes the following:
  - The level of state certification – emergency, alternative
  - The college degree(s), certification(s) and content area(s) of the degree(s) and certification(s).
2. Parents may also make written request for the qualifications of the paraprofessional (teacher's aid) that works with their child. These requests should be made to the building principal where that student attends.
3. Parents will be notified at any time a child has been taught for four or more consecutive weeks by a teacher not highly qualified.

## **Vision Statement**

Equipping students to be successful in life.

- ❖ We believe that all students can learn and succeed.
- ❖ We believe all students are entitled to a learning environment in which they experience security, acceptance, and dignity as individuals.
- ❖ We believe that the cultural and ethnic diversity of our system is an asset and enriches the overall learning experience.

## School to Parent Communication

To ensure a successful school year, it is important to implement good communication between the school and parent. Tools used by the school to inform parents of important announcement such as dates, times and locations of special events are:

- Channel 17
- Ardmore Schools district website: [www.ardmoreschools.org](http://www.ardmoreschools.org) (click on appropriate school's tab)
- Power School parent portal – Internet access allows parents to view their child's attendance, grades, and school bulletin board information. (Power School website, login, and password information is available in the office at each site).
- School Messenger: Voice calling system

## AHS Staff Members

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| ➤ Principal – Kim Holland  | ➤ Principal's Secretary – Melissa Fore |
| ➤ Assistant Principals:<br>Terri Ogden-Oyler & Bobby Upshaw              | ➤ Debra Johnson – Receptionist         |
| ➤ Attendance Clerk – Rena Richardson                                     | ➤ School Nurse – Heather Miller        |
| ➤ Counselors: Kenna Owens, Dena Means, Dorothy<br>Varner & Elaine Benson | ➤ Librarian – Carol Norman             |
| ➤ Counselors' Secretary – Becke McMurry                                  | ➤ Athletic Director – Doug Wendel      |
|  | ➤ AD Bus Mgr – Lanette Callison        |

The Ardmore School District I-19 adheres to the equal opportunity provisions of Federal Civil Rights laws and regulations that are applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973); age (Age Discrimination Act of 1975); or disability, if qualified (Americans with Disabilities Act of 1990); in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures.

All class offerings, courses, clubs, and extracurricular activities offered at Ardmore High School are open to all students regardless of race, creed, national origin, or sex. The student must meet the necessary prerequisites of grade level and grade point average for admittance to any given course, club, or activity.

***Note to Parents: Any additional information made available after the printing of this handbook will be provided to your student in writing.***

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## Purpose of the AHS Student Handbook

### **The Student Handbook attempts to present:**

- ✓ The general principles that form the foundation of the Ardmore High School Code of Conduct,
  - ✓ Our expectations of your behavior,
  - ✓ The rationale for the differences in the way in which the school day is structured for students,
  - ✓ The consequences of inappropriate behavior.
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## General Information

### The General Principles of the Code of Conduct are:

- ✓ Accept responsibility for your education, decisions, words, and actions.
- ✓ Act in a way that best represents your school, parents, community, and self to promote a safe, healthy environment in which to learn.
- ✓ Be active in the school and community.
- ✓ Maintain a balance between academics and co-curricular activities continually giving your best effort to each.
- ✓ Support your fellow students and their activities.
- ✓ Respect cultural diversity, individuality, and the choices and rights of others.

*This information can be clarified by a listing of specific rules and the consequences that will result if you choose not to observe those rules. However, no listing of rules can be all inclusive. You will be subject to disciplinary action any time your behavior is disruptive, illegal, or inconsiderate of others.*

### Backpacks, Athletic Bags/Musical Instruments

- Backpacks may be used to transport materials to and from school.
- Upon entering the school building, backpacks must be stored in the student's locker for the entire school day and may be removed at the end of the school day.
- Backpacks may not be carried into the classrooms.
- All athletic bags must be taken to the locker room before school.
- No student will be allowed to go to his/her car or parking lot during school.
- Lunch bags/pails must be taken directly to the locker.
- Musical instruments must be stored in the orchestra/band rooms.

### Bell Schedule

First Bell	8:05	1 <sup>st</sup> Lunch/4 <sup>th</sup> Period (4a)	11:32 – 12:09   11:36 – 12:26
1 <sup>st</sup> Period	8:15 – 9:05	4 <sup>th</sup> Period (4b)/2 <sup>nd</sup> Lunch	12:13 – 1:03   12:26 – 1:03
2 <sup>nd</sup> Period	9:09 – 9:59	5 <sup>th</sup> Period	1:07 – 1:57
Structured Study Time	10:03 – 10:38	6 <sup>th</sup> Period	2:01 – 2:51
3 <sup>rd</sup> Period	10:42 – 11:32	7 <sup>th</sup> Period	2:55 – 3:45

### Boys Town Education Model

The Boys Town Education Model as implemented in the high school is a systems-based approach to social skill instruction and positive discipline. The social skills curriculum consists of 16 basic skills (out of a total of 183 basic, intermediate, and advanced skills) important for effective adult relations, peer relations, and classroom and school activities. Students will be exposed to the curriculum in each classroom and on regular periodic basis. Each student is expected to become familiar with the curriculum and put it into practice. The curriculum includes skills such as how to:

1. Follow instruction	9. Resist peer pressure (say "no")
2. Accept criticism or a consequence	10. Apologize
3. Accept "no" for an answer	11. Engage in a conversation
4. Greet others	12. Give a compliment
5. Get the teacher's attention	13. Accept a compliment
6. Make a request	14. Volunteer
7. Disagree appropriately	15. Report peer behavior
8. Give negative feedback	16. Introduce yourself

Teachers have received training in the curriculum and are expected to teach the social skills to students in school-wide implementation of the program.

### **Cafeteria**

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

Ardmore High School serves breakfast each morning from 7:55 to 8:15 a.m., for \$1.25. Students have several lunch options. They may select the lunch meal line for \$2.20 or they may pay for ala carte selections at the sandwich bar, salad bar or snack bar. As a reminder, free and reduced meal applications are available to students who qualify by contacting the Child Nutrition Department at 221-3001, Ext 241.

The cafeteria is provided for a student's convenience. In order to keep a clean, attractive, orderly environment, the student is required to:

- wait his/her turn in line;
- do not cut in front of others;
- deposit all lunch litter in wastebaskets;
- return all trays and utensils to the dishwashing area;
- leave the table and floor in a clean condition for others.

Students may eat outside as long as trash is picked up. Plates, glasses, and silverware are not to be taken outside of the cafeteria.

### **Cell Phone Use/Possession**

Students are extended the privilege of possessing a cell phone on school grounds; however, this use is limited to non-school days or after the end of the school day. Students are not extended the privilege of possessing any other wireless telecommunication device, including but not limited to beepers and pagers.

Whenever school is in session, whether or not the student has class, cell phones may not be used. These devices must be in the "off" position, not be visible, nor used before the end of the school day on school days (this includes before school).



This rule is also in effect after school and on non-school days where a quiet atmosphere is necessary such as detention and performances, etc. Failure to follow the above procedures will result in consequences.

#### **Disciplinary actions that could be taken include:**

- Immediate confiscation of the device. The device will then be turned into the front office where it will be logged in. Student may pick the phone up at the end of the school day.
- For the 2<sup>nd</sup> offence, the device must be picked up by a parent or guardian at the end of the school day.
- For the 3<sup>rd</sup> offense, the device may be picked up by a parent or guardian and the student will be assigned ISD for 3 days. The device may not be picked up until the student has served three full days in ISD.
- For any subsequent offenses, the student may be suspended and be subject to any other disciplinary action as authorized by Board Policy.

A designated phone is available in the office for student use. Students are required to log in with their name and reason for calling. This procedure allows the office to answer parent questions should the parent need to call back and serves as documentation as to the time date, reason, etc.

The use of cell phones for cheating or the taking and displaying of inappropriate photos will not be tolerated. Possession of and/or the use of a cell phone for any clandestine or illegal activity is prohibited by both state and federal law as well as district policy. Students who use a cell phone for cheating, taking/displaying of inappropriate photos or any clandestine or illegal activity will result in the most restrictive, stringent consequences as well as the notification of the legal authorities.

Theft or loss of a cell phone is the sole responsibility of the owner and is not the responsibility of the school site or school district, unless the cell phone has been confiscated for improper usage and is in the possession of the school.

### **Channel 17**

Cable Channel 17 is dedicated to Ardmore City Schools. Be sure to check in often for all the latest news and events.

### **Closed Campus Policy**

Ardmore High School campus is closed during the school day. No one may leave campus during the school day without written permission/an official pass from the attendance clerk or principal. Southern Oklahoma Technology Center students must ride the bus to and from the Technology Center. Exceptions to this must seek advance, written approval from the principal.

### **Counseling Services**

The guidance and counseling program is an integral part of the total education process. It is organized and implemented by school counselors with the support of teachers, administrators, students, parents and community resources. The comprehensive guidance program is developmental, proactive and preventative, focusing on the whole student, physically, emotionally, socially and cognitively with the total school environment. School counselors offer: preventive guidance, individual and small group counseling, student/parent conferences, academic and behavior interventions, liaison for community resources and referrals, Student Assistance Team, career development and college information.

### **Course/Class Changes**

The student's selection of subjects provides the basis for the master schedule of classes and individual schedules. All of this is completed during the summer months. No course changes will be made after the first day of school without principal approval.

### **Daily Announcements**

Announcements will be made daily concerning school activities only through the school intercom.

### **Dances/School Events**

The high school administration has jurisdiction over student conduct while at or on a school sponsored event/activity. The high school administration will remove any student and/or students' guest who is violating the school's rules and regulations, and as appropriate, disciplinary action will be taken.

**The high school administration will review and have final approval of the guest list for school sponsored dances. Non AHS guests may not attend school events/dances without the high school administration's advance approval.**

### **Deliveries for Students - Flowers, Gifts, Food, Etc.**

Deliveries to students of flowers, gifts, food, etc. are not permitted deliveries during the school day.

## **Dress Code**

Dress regulations for Ardmore High School students are based on personal cleanliness and respect for others. AHS Personnel will determine what is appropriate.

If a student's appearance is in violation of the Dress Code and/or considered by a teacher to be indecent or causing a distraction, the teacher will notify the office.

A student will be required to change the clothing in question before returning to class, and any time missed from class due to dress code will be calculated as an absence. Repeat offenses will result in additional disciplinary action.

1. Wearing an unauthorized head cover of any kind in the building is considered inappropriate.
2. All unauthorized caps, hats, etc., will be removed when inside the building at AHS.
3. Unauthorized head coverings worn inside the building can be confiscated.
4. Students will be allowed to wear walking shorts. Students who choose to wear shorts should keep modesty in mind. Students may be asked to change if an adult finds the students' attire inappropriate. No bicycle or short-shorts allowed.
5. Girls' skirts must be of appropriate length. Skirts may be no shorter than mid-thigh.
7. No see-through apparel, halter tops, tube tops, or tank tops will be allowed.
8. Skirts and blouses must completely cover the midriff and stomach. Shirts and blouses must be modest in coverage.
9. No clothes with large holes that cause indecency. In particular, jeans may not have holes on or above the knee.
10. No undergarments may be visible.
11. Inappropriate words, vulgar connotations / innuendo, or any article of clothing that could create a distraction are not to be worn.
12. Nothing that may be regarded as gang-related colors may be worn or displayed.
13. Sagging is prohibited. Clothing must fit properly at the waist.
14. Body piercing (i.e. tongue, lip, eyebrow, and nose) is not allowed.

## **Family Education Rights & Privacy Act (FERPA)**

In accordance with the policy of the Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian or legal guardian.

### **Statement of Rights**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

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

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

***The information provided above is a condensed version of Board Policy. For a complete copy of the policy, contact your principal or the superintendent's office.***

**Food/Drinks in the Building**

Food, candy, and drinks are to be consumed in the cafeteria, not in the halls, mall areas, or classrooms of Ardmore High School.

**Gambling**

Students are not permitted to bring items for gambling purposes including but not limited to dice or other items used in games of chance. Students participating in gambling behaviors will receive disciplinary consequences from an administrator.

**Higher Education Building**

Students are not allowed in the Higher Education Building at any time unless they are in a class that meets there. ***This is considered an off-campus violation.***

**Inclement Weather**

When the Superintendent of Schools believes it is unsafe for children and staff members to be exposed to bad weather or poor driving conditions, schools will be closed. During the winter months, that decision is made based on whether it is safe for students and staff members to travel on roads, highways and streets. If inclement weather conditions exist, the decision to close schools will be made either prior to the school day or during the school day.

A decision will be made as soon as school officials can evaluate existing road conditions and projected weather circumstances. When the decision is made during the evening prior to the day of the closing, the news media will broadcast that information on the 10 p.m. television and radio newscasts.

If the decision is made after 10 p.m. the night prior to the day of the closing, the information will be provided to the radio and televisions stations for dissemination by 6 a.m. Whenever a decision has been made, that information will always be given first to the broadcast (radio & tv) media. Please use that source by tuning into one of the stations mentioned on the next page for the latest information.

<ul style="list-style-type: none"><li>• KTEN-TV Channel 10</li><li>• KXII-TV Channel 12</li><li>• KWTW-TV Channel 9 – OKC</li><li>• KFOR-TV Channel 4 – OKC</li><li>• KOCO-TV Channel 5 – OKC</li></ul>	<ul style="list-style-type: none"><li>• KKAJ 95.7 FM Radio</li><li>• KYNZ 107.1 FM Radio</li><li>• KTRX 92.7 FM Radio</li><li>• KICM 97.7 FM Radio</li><li>• KVSO 1240 AM Radio</li></ul>
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**Inappropriate Displays of Affection**

Overly affectionate behavior is not acceptable at school or on school-sponsored activities. Students are expected to keep their hands to themselves and not publicly display affection. Students participating in this behavior will be subject to disciplinary consequences.

**Jurisdiction**

The district has jurisdiction over its students during the regular school day and while they go to and from school by district transportation. The district's jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

### **Library Services**

With a well-rounded book collection and thirty six computers, the AHS library enriches and supports the learning environment. Our mission is to promote the skills and experiences that will enable young adults to use libraries and information resources for lifelong learning.

### **Lockers**

#### **Rules & Regulations:**

Each student must use the locker assigned to him/her. Secure lockers are a vital safety concern. Students are not allowed to place personal locks on lockers. Students are not allowed to place personal locks on lockers.

The student must keep the locker **locked at all times** as the school cannot assume responsibility or liability for books and articles missing from lockers. Students are not permitted to share lockers.

The administration reserves the right to cut off the lock on any locker assigned to a student. Any items left in an unlocked locker will be removed, and students in violation will lose the locker privilege and/or receive a disciplinary consequence.

### **Loitering & Hallway Movement Between Classes**

Students are not to loiter in the halls between classes. Students are expected to move directly to the next class, to the restroom, to their locker, etc.

### **Perfect Attendance Award**

Perfect attendance certificates will be awarded to all students who do not have any absences from any class period during the year. ALL absences—including excused—count when identifying Perfect Attendance recipients.

### **Personal Property**

Ardmore High School will make every reasonable effort to protect the personal property of its students and its staff. However, AHS will not be responsible for any loss of personal property stolen or destroyed at school.

### **Petitions/Fliers**

A petition for any cause may not be circulated in a school building without the approval of the principal.

### **Reporting False Information/Lying**

Reporting false information or lying to a school representative or outside authority will be addressed by the administration and consequences will be given.

### **School Parking/Driving Regulations**

#### **Student Automobile Use**

In accordance with the policy of the board of education, the following rules and regulations shall govern student parking at the public schools:

1. Students who drive vehicles to school park at their own risk and must understand that the school will not be held responsible for damage to a vehicle. Although the parking areas are monitored, students are encouraged to keep vehicles locked.

2. Students who wish to park a motor vehicle in any school parking area must register the vehicle with the school and must possess an appropriate and valid Oklahoma operator's permit or license.
3. Once parked, student vehicles may not be driven until school is dismissed for the day unless the student is excused to leave school for the day.
4. Students may not sit in, or upon, or congregate around vehicles at any time during school.
5. Vehicles shall not be driven on any grass area, around the middle school, or upon or into any area not designated as a driveway or parking area.
6. Students who have lunch privileges may drive motor vehicles to lunch during lunch period.
7. Tags, bumper stickers, signs, or flags that suggest profanity, advertise tobacco or drugs, or are inflammatory or degrade another person because of race, gender, creed, or culture are prohibited.
8. All state laws, city laws, ordinances, and school rules and regulations shall be strictly enforced.
9. Stereos should be used in a manner that does not disturb school operations or neighbors. Failure to observe this regulation will be cause enough to have the student barred from driving to school.
10. Any student in violation of any of these rules shall, on the first offense, be suspended from operating a vehicle on school premises for two (2) weeks. A second violation shall result in the permanent suspension of driving privileges on school premises.

Procedure for Obtaining a Parking Permit:

- **All vehicles parked on school grounds must be registered.**
- Complete Parking Permit Application.
- Pay the \$5.00 sticker / registration fee.
- Provide copy of driver's license & insurance.
- Mount parking sticker on the **rear window, driver's side.**
- **Notify an administrator on any day you are driving a vehicle other than the one registered with the high school principal's office or if you drive a vehicle without a permit or sell your vehicle and need a replacement parking sticker.**
- Students applying for and receiving decals are responsible for fully understanding and abiding by the AHS School Parking/Driving Regulations.

Parking/Driving Regulations:

- **A student must park in the assigned student parking lot.**
- Parking in the designated Faculty Parking area is not permitted.
- Students may not move their vehicles once parked.
- Students going to athletics may not move their vehicles when going to their athletic period.
- **No parking is allowed at Higher Education Center or the front of the building.**
- Automobiles are to be parked front end first.
- The school is not responsible for the automobile or its contents.
- Parking lot and automobiles are off limits during the school day. **Student may not go to their vehicles at any time during the school day without written permission from a principal.**
- Students must exit vehicles upon arrival; loitering in vehicles is not permitted.

- Student vehicles are subject to search for reasonable cause (drugs, alcohol, stolen property, weapons, or other contraband).
- Students to whom a permit is issued are responsible for the contents of the vehicle.
- Parking regulations are strictly enforced. It is considered a privilege to park on school grounds.
- No speed over 15 mph or any reckless driving on school grounds is allowed.

**Staff-Student Communications**

It is the intent of the Ardmore Board of Education to make students, parents, and guardians aware of allowable communications between students and staff.

School personnel shall refrain from communicating with students outside the school setting. An exception will apply if the school administration receives written consent from a student’s parents or guardian, which will outline the nature and method of Staff-Student Communications.

If school personnel engage in communications with students outside the school setting and the communication conflicts with the written permission granted by the parent/guardian of the student, the employee shall be subject to disciplinary action by the school district. Such disciplinary action could include termination of employment with the school district.

**Student Activity Fees**

In order to eliminate money-raising projects, students must pay the class dues.

- ❖ Senior Dues - \$30                      Junior Dues - \$20                      Sophomore Dues - \$10                      Freshman Dues - \$10

**Students: Fees, Fines & Charges**

In accordance with the policy of the board of education, the following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
6. Items of personal apparel that become the property of the student and which are used in extracurricular activities.
7. Parking fees and fees for identification cards if applicable.
8. Fines assessed for lost, damage, or overdue library books.
9. Other fees, fines, or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

Students in the 12<sup>th</sup> grade who have not fulfilled these obligations also will be denied a cap and gown and the privilege of participating in the graduation ceremonies of the class.

#### **Student Authorized Areas Before School & During Lunch**

- Students are restricted to the cafeteria and/or courtyard area before school and during lunch.
- The courtyard area is marked with "Tiger Paws" which indicate where students must remain before school and during lunch.
- Students needing to enter the building during lunch to go to the library or to see a teacher must have a written pass from the teacher.
- Students are not to loiter in their vehicles or in the parking lot.
- Students are not to return to the parking lot or to their vehicles for any reason during the school day without written permission from an administrator.

#### **Student Recruitment - (Access to Students & Directory Information)**

Ardmore City Schools may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters.

#### **Ardmore City Schools does not classify any information as directory information.**

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The Board shall also provide full access for the recruitment of students by regional career-technology centers, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools, and inter-district student attendance programs.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the superintendent of schools.

#### **Textbooks**

Textbooks are issued to students by classroom teachers. The textbook number will be recorded in the teacher's grade book. Students are responsible for textbooks and must return the book that is issued to them in the similar

condition in which it was received. Students who lose or damage school property, to include textbooks, shall be required to pay an amount necessary to restore or replace the property.

### **Tobacco**

The Ardmore Board of Education recognizes that the use of tobacco has been shown to be linked to illnesses and disabilities and that federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children.

Therefore, effective September 1, 2005, smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property any time; 24 hours a day, 7 days a week.

1. "School property" is defined as all property owned, leased, rented or otherwise used by any school in this district including but not limited to the following:
  - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. This also includes but is not limited to areas normally reserved for the exclusive use of faculty or support staff.
  - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
  - c. All vehicles used by the district for transporting students, staff, visitors, or other persons.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking or both, and includes cloves or any other produce packaged for smoking.
3. "Use" is defined as lighting, chewing, inhaling, or smoking any tobacco as defined within this policy.
4. "Staff" includes, but is not limited to, full-time, part-time, and contract employees.

All students, faculty and staff are responsible for adhering to this policy. Employees are warned that violation of this policy may lead to dismissal action. Students violating this policy will be disciplined and/or suspended from school. Patrons who violate this policy will be asked to leave the school premises.

### **Use of Metal Detectors**

When the administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors. Any search of a student's person as a result of the activation of the detector will be conducted in accordance with the policy on personal searches.

### **Visitors**

Visitors on campus should go first to the principal's office. Parents are invited to visit the school at their convenience; however, they should check in through the office. Visitations and conferences should be arranged in advance through the office. Friends and relatives should receive administrative approval prior to visiting the school. School visitation by other students will not be allowed.

## Academics

**The “college preparatory/work ready curriculum” will include the following:**

English (4 Units)	Grammar, Composition, Literature, or any English course approved for college admission requirements.
Laboratory Science (4 Units)	Limited to Physical Science, Biology, Chemistry, Physics, or any lab science course with content and/or rigor equal to or above Biology and approved for college admission requirements. <i>Note: Science courses above Biology I may be taught at a high school or technology center. High school students may substitute the 4<sup>th</sup> unit of credit for science by completing four vocational unit credits at the Southern Oklahoma Technology Center.</i>  <i>Students completing the alternative education program through Take Two Academy are required to complete three (3) units of science instead of four (4).</i>
Mathematics (3 Units)	Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements. <i>Note: Math courses above Algebra I may be taught at a high school or technology center.</i>
History & Citizenship Skills (3 ½ Units)	Including one (1) American History, one half (½) unit of U.S Government, one half (½) unit of Oklahoma History, and one and one half (1 ½ ) units from the subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture and approved for college admission requirements.
Same Foreign Language or Non-English Language (2 Units) OR Computer Technology (2 Units)	Approved for college admission requirements, whether taught at a high school or technology center, including Computer Programming, Hardware, and Business Computer Applications such as Word Processing, Data Bases, Spreadsheets, and Graphics, excluding Keyboarding or Typing courses.
One (1) Additional Unit Selected from any of the above or career technology education courses approved for college admission requirements.	
One (1) Unit or set of competencies of Fine Arts such as Music, Art, or Drama, or one (1) unit of Speech.	

24 Total Units Required for Graduation (18.5 Units of Core Subjects + 5.5 Units of Electives)

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

### Standard Diploma

English (4 Units)	One (1) Grammar and Composition, and three (3) which may include, but are not limited to: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition.
Science (3 Units)	One (1) Biology I or Biology I taught in a contextual methodology, and two (2) courses from the following: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principals of Technology, qualified agricultural education courses, and approved contextual science courses taught at a technology center.
Mathematics (3 Units)  Mathematics (3 Units)	One (1) Algebra or Algebra I taught in a contextual methodology, and two (2) which may include, but are not limited to: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-Calculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra; contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school or (2) technology center school when taken in the tenth, eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.
Social Studies (3 Units)	One (1) United States History, ½ to 1 United States Government, ½ Oklahoma History, and ½ to 1 which may include, but are not limited to: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States government, and Oklahoma History.
Art (2 Units)	Two (2) units which may include, but are not limited to, courses in Visual Arts and General Music

24 Total Units Required for Graduation (15 Units of Core Subjects + 9 Units of Electives)

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of foreign language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credits may be given for the above-referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained. Students taking high school courses while attending AMS will receive high school credit. The letter grade earned will be recorded on the student's high school transcript.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the PASS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or set of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education on or before July 1 of each year.

Every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

- Algebra I;
- English II; and
- Two of the following five:
  - ✓ Algebra II
  - ✓ Biology I
  - ✓ English III
  - ✓ Geometry, and
  - ✓ U.S. History

To demonstrate mastery, the student shall attain at least a satisfactory/proficient score on the end-of-instruction criterion-referenced tests administered for these courses. The State Board of Education has approved a process for alternative tests and an alternative method for students to demonstrate mastery, including exceptions and exemptions to these requirements for unusual circumstances, as required by law.

Note:

*As a condition of receiving accreditation from the State Board of Education, all students in grades 9-12 shall enroll in a minimum of 7 periods, or the equivalent in block scheduling, or rigorous academic and/or rigorous vocational courses each day, which may include arts, ,vocal and instrumental music, speech classes, and physical education classes.*

### **Important Reminders Concerning Course Work for Graduation**

Senior students with questions regarding graduation requirements should visit with the senior counselor.

1. Freshmen and sophomores must pass courses in sequence [i.e., they cannot enroll in English II if they have not passed English I; each course description should reflect the prerequisites of that course].
2. All students must be enrolled in a full schedule of classes as offered by the high school.
3. Driver Education will only be taught in summer school or before school during the regular semesters.
4. ***A senior who is short one credit or less may participate in the graduation ceremonies.***
5. Grades for the following subjects will be either Pass or Fail—athletics, pom squad, cheerleading, peer tutor.

### **Early Graduation**

Early graduation of students from Ardmore High School is discouraged. School district officials feel that there are many opportunities that may be of benefit to the student who stays the traditional four years in the high school setting. However, the following policy has been designed for those who choose an early exit.

- ✓ A student who chooses to graduate early, exiting the class with whom the student enters the ninth grade and advancing one full academic year, may do so with the appropriate number of credits necessary for graduation as set by the Ardmore Board of Education and by passing all exit tests established by the local and state boards of education. Students will receive a class ranking and will be eligible for class honors and scholarship awards.
- ✓ A student who chooses to graduate early must make application by the beginning of the student's **junior** year, so that an appropriate education plan may be developed. Students must make application through the senior counselor's office.
- ✓ Credits may be earned by the traditional method, by exam, **internet online courses**, or by correspondence from an institution accredited by the Oklahoma State Department of Education.

### **Grading System and Honor Roll**

Grades for all courses at Ardmore High School will be letter grades as follows:

Grades for standard courses at Ardmore Middle School and Ardmore High School will be letter grades and grade point averages as follows:				
<b>A = 92-100</b>	<b>B = 83-91</b>	<b>C = 74-82</b>	<b>D = 65-73</b>	<b>F = 0-64</b>
<b><u>Standard Course Work Grade Point Averages</u></b>				
<b>A = 4.0</b>	<b>B = 3.0</b>	<b>C = 2.0</b>	<b>D = 1.0</b>	<b>F = 0.0</b>

Grades for all Pre-AP courses at Ardmore Middle School and Ardmore High School will be letter grades & grade point averages as follows:

<b>A = 90-100</b>	<b>B = 80-89</b>	<b>C = 72-79</b>	<b>D = 65-71</b>	<b>F = 0-64</b>
<b><u>Pre-AP Grade Point Averages</u></b>				
<b>A = 4.0</b>	<b>B = 3.0</b>	<b>C = 2.0</b>	<b>D = 1.0</b>	<b>F = 0.0</b>

Effective with the Class of 2010 - Grades for all AP courses at Ardmore Middle School and Ardmore High School will be letter grades and grade point averages as follows:

<b>A = 90-100</b>	<b>B = 80-89</b>	<b>C = 72-79</b>	<b>D = 65-71</b>	<b>F = 0-64</b>
<b><u>AP Grade Point Averages</u></b>				
<b>A = 5.0</b>	<b>B = 4.0</b>	<b>C = 3.0</b>	<b>D = 2.0</b>	<b>F = 0.0</b>

Students enrolled concurrently in one or more college or university courses are eligible for the honor roll if they are enrolled in at least three courses at Ardmore High School.

When computing grade point averages for the semester honor roll, students who have a “3.0” average with no grade lower than a “C” in all courses, will be named to the Principals Honor Roll.

**Distinguished Honors Scholar**

( Effective with the Class of 2012) *Valedictorian status for scholarship consideration only*)

**Guidelines**

1. Student must have a minimum **GPA of 3.8**
2. Student must complete **12 full credit** units of Core Honors Courses. At least one full credit unit must be taken from each core area
3. Qualification will be based on completion of the 1<sup>st</sup> Semester of the senior year.
4. College courses taken through dual enrollment may fulfill requirements in a core area. Advanced approval from the principal is required before the student enrolls in a college course. No course requiring an End of Instruction exam will be approved for dual enrollment.

Any student that meets all of these qualifications at the end of the 1<sup>st</sup> Semester of their senior year will be considered as a Valedictorian for scholarship consideration only.

These students will be recognized at graduation as the Distinguished Honors Scholars in representation of their graduating class.

**Core Honors Courses Include**

<b>Math</b>	Pre-AP Algebra I, Pre-AP Algebra II, Pre-AP Geometry, Pre-AP Math Analysis, Pre-AP Trigonometry, Pre-AP Calculus AP Calculus, AP Calculus AB and AP Calculus BC
<b>English</b>	Pre-AP English I, II, III and IV, AP Language and Composition, AP Literature and Composition

<b>Science</b>	Pre-AP Physical Science, Pre-AP Environmental Science, Pre-AP Biology I, Biology II, AP Biology, Physics, Pre-AP Chemistry, and AP Chemistry
<b>Social Studies</b>	Pre-AP Geography (1/2 unit), AP American History, Pre-AP World History and AP European History.

### New Students

**Any new student entering Ardmore High School from a school that did not offer Pre AP and AP classes may meet these same requirements by completing 3.0 credit core honors classes in at least three different core areas for each year that they are in attendance at Ardmore High School.**

### Valedictorian/Salutatorian

The high school principal will select the Valedictorian(s) and Salutatorian(s) from the members of the graduating senior class. All grades up to and including the 1<sup>st</sup> semester of the senior year will be calculated for all subjects [except athletics, cheerleading, pom squad, and student aides] based on the grading system in effect at Ardmore High School.

To be eligible for **Valedictorian**, (1) the student(s) must have been in attendance at Ardmore High School for at least the full senior year; (2) must be a Distinguished Honors Scholar, and (3) have maintained a Grade Point Average (GPA) of 4.0 or the highest GPA at the end of the 1<sup>st</sup> semester of the senior year.

To be eligible for **Salutatorian**, (1) the student(s) must have been in attendance at Ardmore High School for at least the full senior year; (2) must be a Distinguished Honors Scholar, and (3) have maintained the second highest Grade Point Average (GPA) at the end of the 1<sup>st</sup> semester of the senior year.

### Extracurricular/Athletic Eligibility Calculation & Reporting

A student's eligibility will be determined on **Thursday of each week**. After eligibility is reported on Thursday an Eligibility Report is created. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked and will run Monday through Sunday evening. If a student is placed on the ineligible listing, they may not participate in athletics or any extra-curricular activity until they achieve passing grades and are no longer listed as ineligible. ***See the complete rules on scholastic eligibility as provided and required by the OSSAA.***

### Incompletes or "I's"

All "Incompletes" recorded at the end of a grade reporting period will become "F's" at the end of two weeks.

### Concurrent Enrollment

For students at Ardmore High School who wish to participate in concurrent enrollment at the Ardmore Higher Education Center or some other college or university the High School Principal will work out an individual course of study for that student, allowing the college course or courses to be taken in lieu of other elective courses, provided the minimum standards of the State Board of Education are met. No student who meets the requirements for concurrent enrollment shall be prohibited from participating. (SB 463, Sec 1 Para C)

**Grading Scale for Concurrent Enrollment is the same as for all standard courses at Ardmore High School as follows:**

<b>A = 92-100</b>	<b>B = 83-91</b>	<b>C = 74-82</b>	<b>D = 65-73</b>	<b>F = 0-64</b>
<b><u>Standard Course Work Grade Point Averages</u></b>				
<b>A = 4.0</b>	<b>B = 3.0</b>	<b>C = 2.0</b>	<b>D = 1.0</b>	<b>F = 0.0</b>

The student must be enrolled in less than a full-time load at the high school. One college course taken is the equivalent of two class periods a day that the student does not have to attend at the high school. (*Classes at AHEC are 60 minutes in length, while classes at AHS are 50 minutes in length.*) However, if the college course is dropped or the student stops attending for any reason, the high school counselor must be notified immediately and the student will be enrolled in a class at the high school to meet the full day requirement.

Students who plan to enroll concurrently must provide proof of enrollment in college courses to the high school counselor. It must be provided no later than two days after the first day of high school classes of each term that concurrent enrollment is requested. A receipt for payment of tuition and fees will be considered proof of enrollment.

Students wishing to concurrently enroll must obtain a written recommendation from their high school counselor, written permission from their parent(s), and a signed statement from the high school principal confirming their eligibility to satisfy, by spring of their senior year, the high school graduation requirements, including curricular requirements for college admissions.

<b>For:</b>	<b>Students Must Have:</b>
<b>Regional Universities</b>	<b>Seniors: 20 ACT or 3.0 GPA &amp; Top 50% Class Rank</b> <b>Juniors: 23 ACT or 3.5 GPA</b>
<b>Two-Year Colleges</b>	<b>Seniors: 19 ACT or 3.0 GPA</b> <b>Juniors: 21 ACT or 3.5 GPA</b>

**Concurrent Enrollment for Academic Credit**

The following higher education courses commonly take through concurrent enrollment have been reviewed by the Oklahoma State Department of Education and approved for academic credit:

<b>Course</b>	<b>Academic Credit</b>
• College Algebra	• 1 unit High School Algebra II
• General Biology	• 1 unit High School Biology II
• General Botany	• 1 unit High School Botany
• English Composition I	• ½ unit English IV
• English Composition II	• ½ unit English IV
• Introduction to Chemistry	• 1 unit High School Chemistry
• Chemistry I	• 1 unit High School Chemistry
• American History Survey to 1877	• ½ unit High School U.S. History

- American History Survey from 1877
- Introduction to Geography
- American Federal Government
- Introduction to Speech
- ½ unit High School U.S. History
- ½ credit High School World Geography
- ½ credit High School American Government
- ½ credit High School Speech

Students seeking academic credit for courses not listed above may submit the Application for Academic Credit – Concurrent Enrollment form to the Oklahoma State Department of Education for review of course curriculum with the Oklahoma *Priority Academic Student Skills*. Students should contact their school counselor for assistance in submitting this request.

### **Oklahoma Scholars Program**

Oklahoma Scholars is an effort by area business and school volunteers to encourage students to complete challenging courses during high school that will prepare them for jobs or higher education after graduation. The Scholars Course of Study gives the students the foundation they need to succeed in a technical school, community college, university, the military, or industry. With a Scholars background, a person is a more attractive job candidate and more likely to complete training or education that leads to better jobs and better pay.

Oklahoma Scholars is endorsed by employers, Ardmore City Schools, Ardmore Chamber of Commerce Foundation, Oklahoma Business and Education Coalition and meets the graduation requirements of the Oklahoma State Board of Education.

State Scholars are high school students who have completed the Scholars Course of Study, a specific sequence of academic courses in math, science, language arts, and social studies. The Oklahoma Scholars philosophy is based on the belief that it is better to pass an academically challenging course than to get a higher grade in an easier course.

Oklahoma Scholars receive special recognition for the academic achievements during high school and upon graduation. They are also eligible for scholarships. In order to become an Oklahoma Scholar, a student must enroll in and pass each of the following courses with a 2.5 GPA: *More information is available from a school counselor.*

Coursework includes:

- English I, II, III, IV
- Algebra I, II; Geometry
- Biology, Chemistry, Physics, Environmental Science
- World History (1 credit), Oklahoma History (1/2 credit), U.S. History (1 credit), U.S. Government (1/2 credit), Economics (1/2 credit)
- Two Foreign Languages

### **OK School of Science & Mathematics (OSSM)**

The OSSM Program at the Southern Oklahoma Technology Center is an opportunity for high school students who excel in math and science to attend the program while maintaining their local high school affiliation and extra-curricular participation while living at home.

Eligible students may apply for courses at OSSM. Students enrolled in this program will complete AP Calculus and AP Physics, with the potential for college credit. Algebra II and Chemistry are prerequisites. Grades for OSSM are reported as follows:

<b>A = 90-100</b>	<b>B = 80-89</b>	<b>C = 72-79</b>	<b>D = 65-71</b>	<b>F = 0-64</b>
<b>A = 5.0</b>	<b>B = 4.0</b>	<b>C = 3.0</b>	<b>D = 2.0</b>	<b>F = 0.0</b>

**Southern Oklahoma Technology Center**

The Southern Oklahoma Technology Center is located within two miles of Ardmore High School. The school offers the students with full-time occupational education. For more information, students should contact the Southern Oklahoma Technology Center for admission requirements.

**Attendance**

**Attendance/Absences**

**When absent call the Attendance Line 226-7688**

Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and regulations of the state Board of Education.

**Grades 9-12**

In grades 9-12, a student must be present 93% of the semester in a class in order to receive credit for that class. Except for those illnesses confirmed by a physician, religious holy days, suspensions and school activity absences, all absences will be counted. If a student is absent from a class more than 7% of the semester (6 absences), an “F” will be recorded if that was the grade earned; if the student would have earned a passing grade, an “NC” will be recorded.

**Excessive Absences Appeal Procedure:**  
 With each absence, a student should submit evidence to the Attendance Clerk as to the reasons for his/her absences, such as hospitalization, chronic illness, orthodontist appointments, dental appointments, doctor appointments, or other circumstances beyond his/her control. In the event that a student exceeds the 6 allowed absences, this evidence will be presented to a committee composed of an administrator, a counselor, and one the student’s teachers. This committee will decide whether the student shall be granted a waiver/extension due to the circumstances, or be given no credit for his/her class(es).

1. Compulsory School Attendance

Oklahoma Statute 70 O.S. §10-105 (quoted in part): *It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section.*

City of Ardmore Ordinance Sec. 19-1.1 (quoted in part): *It shall be unlawful for any child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of*

high school work to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means, for the full term the schools of the district are in session.

2. Guideline for Determining Truancy

10 O.S. §1101 defines “child in need of supervision” and “deprived child” as one who, among other things, “Being subject to compulsory school attendance, the child is willfully and voluntarily absent from school for fifteen (15) or more days or parts of days within a semester or four (4) or more days or parts of days within a four-week period without a valid excuse, as defined by the local school boards.

3. Enforcement

70 O.S. §10-101 (quoted in part): “The board of education of each independent school district shall appoint and affix the compensation of an attendance officer (principal) and such assistants as may be necessary, who shall serve under the authority and supervision of the board of education and the district superintendent of schools.”

70 O.S. §10-105 (quoted in part): “It shall be the duty of the attendance officer to enforce the provisions of O.S. 70-10-105.”

**Definitions**

1. Excused Absence

School attendance officers may excuse absences for students who are absent because of accident or injury, death in family, emergency situations, or other extenuating circumstances.

<ul style="list-style-type: none"><li>• Illness</li><li>• Accident or Injury</li><li>• Medical &amp; Dental Appointments</li><li>• Death in Family</li></ul>	<ul style="list-style-type: none"><li>• Religious Holy Days</li><li>• Participation in a Military Funeral Honors Ceremony</li><li>• Emergency Situations</li><li>• Suspensions</li></ul>
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2. Unexcused Absence

An unexcused absence is defined to be any absence in which a student is absent from class without approval of the school attendance officer.

3. Policy Absence

Policy absences are all absences (excused and unexcused) other than suspension, school activity absences, religious holy days, and confirmed illnesses. Policy absences are used to determine loss of grade/credit.

**A confirmed absence is defined as any absence where a student has been to the doctor and the doctor has provided something in writing verifying such absence and/or when the attendance officer has caused the student to be sent home due to illness or suspension.**

4. Exceptions to the attendance requirement are the following:

- a. Mentally or physically disabled. This determination is to be made by the Board of Education after the child’s condition has been certified by a physician.

- b. Excused by the principal for an emergency at the request of the parent(s). The definition of an emergency is left to the discretion of the principal.
- c. If a child has reached age sixteen (16), he/she may be excused from further attendance by joint written agreement between the parent(s), guardian, or custodian of the child and the school administrator of the school district where the child attends.
- d. Excused at the written request of the parent, guardian or person having custody or control of the student for the purpose of observing religious holy days and for the days which the student must travel to and from the site where the student will observe the holy days. *The written request must be presented prior to the absence of the student.* (Reference 70 O.S. §10-105)

### **Responsibilities Pertaining to Student Attendance Requirements**

Responsibilities of students and their parent, guardian, custodian or person having control of a child concerning attendance:

- 1. Each child who has reached the age of five (5) years or is under the age of eighteen (18) years and who has not finished four (4) years of high school work must be enrolled.
- 2. In the event of a student's absence, the absence will be considered to be accruing toward truancy as defined in the above mentioned Oklahoma Statutes. It is the responsibility of the parent(s) to notify the school when a student is absent.
- 3. The school administration neither encourages nor condones students missing school for family vacations. However, the reality exists that parents do take their children out of school for such trips. When this occurs, the student will not be considered truant (unexcused absence) if the following procedures are used:
  - a) The parent(s) will contact the attendance officer in advance.
  - b) The parent(s) and the attendance officer will discuss the duration of the absence, the procedure for students to follow for completion of their work and the date such work is due to the teacher(s). (The attendance officer will share this information with the teacher(s) involved. However, the teacher(s) will not be obligated to initiate arrangements with the student.)
  - c) The student will be held responsible for making specific arrangements with teacher(s) for assignments.

### **Attendance Procedures for Excessive Absences**

It shall be the responsibility of the site attendance officer to implement the following attendance procedures for excessive absences:

- 1) The attendance secretary will make a daily report to the site attendance officer regarding students who have questionable or excessive absences.
- 2) A letter will be sent from the site attendance officer to the parent upon the 3<sup>rd</sup> unexcused absence in a four week period. The letter will state the number of excused absences and the number of unexcused

absences and will inform the parent that he/she must contact the school concerning these absences or return the signed Affidavit of Understanding. (Affidavit and form letter follow this section.) A copy of this letter will be sent to the appropriate authorities.

- 3) The parent may be requested to provide a physician's statement validating the student's illness if absences continue to occur.
- 4) If the parent does not contact the school or does not sign and return the Affidavit of Understanding, the site attendance officer will contact the appropriate authorities.
- 5) If additional unexcused absence occurs, the site attendance officer will contact the appropriate authorities.
- 6) If an attendance officer is made aware of a child who should be in school but is not attending anywhere or 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, this information is to be sent to the district attendance officer(the Superintendent) who may turn the information over to the District Court or designee immediately without written notice. (Reference: 70 O.S. §10-106)

### **Truancy**

Truancy is determined by a principal. Disciplinary action will be taken.

### **Examples of Truancy:**

1. Being absent for any reason not listed as an excused absence.
2. Leaving school without first checking out at the attendance office or through a principal.
3. Being ill and staying in the restroom instead of checking in with the nurse.
4. Coming to school, but failing to attend class.
5. Obtaining a hall pass to a particular destination, then not reporting there and back.
6. Late arrival or non-attendance due to car trouble, missing the bus, etc.
7. Being in an unauthorized area. *(For Example: Being outside the "tiger paws" at lunch or before school, at the Higher Education Building, etc.)*

### **Truancy/Non Attendance**

A student will be dropped from school records upon ten days of non-attendance. The Office of the District Attorney will be notified at that time.

### **Procedure for Leaving Campus During the School Day**

A student **must** receive a permit from the attendance office to leave the school grounds **at any time** during the school day. Failure to follow proper checkout procedure will result in truancy.

**Parents checking students out at lunchtime are required to enter the building and check out his/her student with the attendance clerk. Leaving campus without authorization = detention and/or in-school detention.**

## **Testing**

### **End of Instruction**

End of Instruction tests are part of the State Testing Program for high school students. Currently, the testing program includes: Algebra I & II, English II & III, U.S. History, Geometry and Biology I. These tests are given in late April of each school year. Students' scores are placed on their high school transcript. Any student unsatisfied with their score may choose to retest. All students whose anticipated graduation date is 2012 must pass the

Algebra I, English II and at least two of the five remaining EOI tests in Geometry, Algebra II, U.S. History, Biology, or English III to graduate from high school.

### **EOI/Grade Appeals Procedure**

If a student passes the End of Instruction exam with a proficient or advanced score but fails the corresponding course, the student has two options.

#### **Option 1**

Retake the course. The original grade of "F" will remain on their transcript and the grade earned from retaking the course will also be added to their transcript. Both grades will be calculated in the grade point average.

#### **Option 2**

The student may file a written appeal of the course failure to the AHS EOI/Grade Appeals Committee and request credit by examination. The request should be submitted on the using the Request for Credit by Examination form that will be located in the principal's office.

If the Committee rules in the student's favor, the original grade of "F" will remain on their transcript but and a Pass (P) will be entered indicating that the student has passed the course. If the Committee does not award a Pass (P) following the appeal, the student will be required to retake the course as outlined in Option 1 above.

The AHS EOI/Grade Appeals Committee will consist of the building principal, one counselor, and three teachers, to be appointed by the building principal.

**The decision of the Committee shall be final.**

### **Proficiency-Based Promotion**

Upon request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-reference test, project, or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.

Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 OS & 11-103.6:

- ✓ **Social Studies**
- ✓ **Language Arts**
- ✓ **The Arts (visual art and general music)**
- ✓ **Languages**
- ✓ **Mathematics**
- ✓ **Science**

Proficiency for advancing to the next level of study will be demonstrated by a score of 90% on an Ardmore City Schools Proficiency Based Promotion Test or a comparable performance on an alternative assessment or demonstration.

Proficiency Based Promotion Tests will be given annually in May and August. Testing dates will be posted at each site and published in school newsletters and notification will be given to the Daily Ardmoreite. Requests for testing should be made one week prior to the first testing date.

Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will not be noted on the transcript or in the student’s cumulative record.

Exceptions to standard assessment may be approved by the Curriculum Department for those students with disabling conditions.

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. The school staff will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth will be considered. If the parent or guardian requests promotion/ acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.

Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:

- ✓ Individualized instruction
- ✓ Correspondence courses
- ✓ Independent study
- ✓ Concurrent enrollment
- ✓ Cross-grade grouping
- ✓ Cluster grouping
- ✓ Grade/course advancement
- ✓ Individualized education programs

Appropriate notation will be made for elementary, middle level, or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion will be recorded with the notation “pass”. This unit will count toward meeting the requirements for the high school diploma.

**Proficiency-Based Testing Dates for 10-11  
(Fall) August 1-4, 2011 | (Spring) May 29 - June 1, 2012**

**Standardized Testing**

Students are advised to plan an individual testing program so that maximum benefit can be gained from available standardized tests. **Although the SAT (Scholastic Aptitude Test) and ACT (American College Test) programs are college entrance examinations, they are used by many colleges and agencies for determining scholarship awards.**

The following is a proposed schedule for testing for the serious college-bound student. For more information, see a guidance counselor.

- **Sophomore Year:** PSAT for practice, PLAN (Pre-ACT)
- **Junior Year:** PSAT in fall (*This is the National Merit Scholarship Qualifying Test;*)
- **Senior Year:** Repeat ACT and SAT exams as often as possible.

<b><u>Testing Calendar – SAT</u></b>	
<b><u>2011</u></b> October 1-2, December 3-4	<b><u>2012</u></b> Jan 28-29, Mar 10-11, May 5-6 & June 2-3

**Testing Calendar - ACT**

**2011**

Sep 10, Oct 22, Dec 10

**2012**

Feb 12, Apr 9, Jun 11

**Testing Calendar – PSAT/NWSQT**

October 12 & 15

**Student Activities & Services**

**Extracurricular Activities**

An extracurricular activity is defined as any activity sponsored by the school and at the convenience of the school that causes students to be absent from curricular class periods.

The following are considered extracurricular activities:

1. Student government and its related activities and organization.
2. Music festivals or contests, speech contests, debates, dramatics contests.
3. Organized activities that are part of interscholastic athletics.
4. Organized activities that are part of intramural athletics.
5. All types of interscholastic competition.
6. Special interest clubs.

In an effort to provide a reasonably safe and educationally sound extracurricular activities program, the following guidelines shall be observed:

1. Only drivers currently licensed to operate a school bus shall operate a school bus on any school sponsored activity.
2. There must be an adult sponsor, in addition to the bus driver for each extracurricular activity that requires school furnished transportation.
3. All activities must be scheduled through the principal's office and placed on the calendar at the specific school office. The calendar will reflect the time, place and time of departure.
4. Students may not ride in private vehicles to or from any extracurricular activity without prior written consent of the requesting student's parent or guardian and consent of the activity's sponsor.
5. Evidence of insurance shall be required for each student who participates in an extracurricular activity.
6. All extracurricular activities shall operate within the rules and guidelines of the Oklahoma State Department of Education and the Oklahoma Secondary School Activities Association.

While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. The student must maintain a C average in all subjects in which enrolled.
2. The student must meet the school's attendance policy as indicated in this handbook and Board Policy.
3. The student must be in good standing within the rules of the activity.

## **Student Eligibility for Extracurricular Activities (Participation Requirements)**

### **Absences**

1. All students who are members of school activity groups, including 4-H are limited to ten absences per year per class period. Any deviation from the ten days absence rule shall not exceed five days.
2. It is the responsibility of the student to plan and be responsible for these absences. The student should check with sponsors at the beginning of the school year to aid in selection of events that the student may wish to attend.
3. The principal will keep or cause to be kept a record of those days or class periods missed due to school activities. These records will be open for inspection by the student, parent or guardian of the student, sponsors, and other teachers daily to aid the student in planning absences throughout the year.
4. Any absence over the maximum of the ten absences without the written permission of the Internal Activities Review Committee shall be counted as an unexcused absence in accordance with local board policy.

### **Sponsor/Teacher Responsibilities**

1. It is the responsibility of the sponsor/teacher to prepare a list of activities that the student may attend during the school year and advise students of this list. These activities should be prepared and given to the principal at the beginning (Or as soon as possible) of the school year.
2. The sponsor/teacher should help the student select only those activities that will be of benefit to the student and/or the school.
3. Sponsor/teacher should check activity absentee list regularly in order to help students plan for future absences.
4. Sponsor/teacher should strive not to be absent from any class period more than ten times due to attendance at activities.

### **Criteria for Earning the Right to Represent the School in Activities or Contests Beyond Ten Days**

1. Athletics – Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.
2. Fine Arts (Vocal, Instrumental, Speech, Drama & Debate) Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.

### **Competitive Athletics**

The Ardmore Athletic Department wants all student athletes' experience while participating in sports to be a memorable and fun experience. Participation in student athletics is a privilege, not a requirement or obligation; therefore students must earn the privilege to be a part of the athletic program. The Ardmore Athletic Department encourages all students to be a part of a sport.

### **Spectator Code of Conduct – Athletics Program**

The following code of conduct for spectators should serve as a model for sports fans at all school-sponsored athletic events:

BELIEVING THAT sportsmanship is a by-product of a spirit of tolerance and good will and the centering of attention on the good qualities involved, and

BELIEVING THAT my conduct is an important part of the school's athletic program,

I PLEDGE to act in accordance with these principles.

As an athletic spectator, I will:

1. Exemplify the highest moral character, behavior, and leadership so as to be a worthy example.
2. Maintain and exhibit pose, self-discipline during and after the contest.
3. Conduct myself in such a manner that attention is drawn not to me, but to the participants playing the game.
4. Regulate my actions at all times so that I will be a credit to the team I support, knowing the school gets the praise or blame for my conduct since I represent the school the same as does the athlete.
5. Support all reasonable moves to improve good sportsmanship.
6. Treat a visiting team and spectators as guests, being courteous and fair.
7. Avoid actions that will offend the individual athlete.
8. Accept the judgment of the coach.
9. Honor the rights of visitors in a manner in which I would expect to be treated.
10. Respect the property of the school.
11. Display good sportsmanship by being modest in victory and gracious in defeat.
12. Pay respect to both teams as they enter for competition.
13. Appreciate the good plays by both teams.
14. Show sympathy for an injured player.
15. Regard the officials as guests and treat them as such.
16. Direct my energies to encouraging my team rather than booing the officials.
17. Believe that the officials are fair and accept their decisions as final.
18. Learn the rules of the game in order to be a more intelligent fan.
19. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.

20. Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities.
21. Realize that obscene cheers, littering, throwing of objects, ad verbal indignities directed toward athletes, spectators, or officials have no place in school athletics.

### **National Merit Scholarship Program**

To be eligible to participate in the National Merit program, a student must:

1. Be enrolled full-time as a high school student, progressing normally toward graduation or completion of high school and planning to enter college no later than the fall following graduation;
2. Be a citizen of the U.S. or a permanent U.S. resident in the process of becoming a citizen;
3. Take the PSAT/NMSQT during the third year in grades 9-12.
4. Those students identified as semifinalists can become finalists and compete for a merit scholarship by continuing to meet all requirements for participating in the competition if they:
  - are enrolled full-time in the last year of high school and are planning to enroll full time in college in the following fall;
  - have a consistently high record of academic performance in all grades 9-12;
  - are fully endorsed and recommended by the designated school official;
  - submit the merit scholarship application;
  - take the SAT I: Reasoning Test and earn scores that confirm the PSAT/NMSQT performance that resulted in semifinalist standing;
  - provide all information and documentation requested.

### **Oklahoma Honor Society**

The purpose of this society is to promote high standards of scholarship among the students in the high schools of Oklahoma.

The top ten percent (10%) of each class making the highest average may be nominated. A certificate of membership for each person approved will be given to each at the honors assembly.

Membership, which is for one year only, is based on the last two completed semesters. For freshmen, it is based on only the one semester they have completed at the time of the yearly selection.

This organization is sponsored by the Oklahoma Association of Secondary School Principals.

### **National Honor Society**

Membership in the local chapter is an honor bestowed upon a student. Students do not apply for membership. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Freshmen (9<sup>th</sup> graders) are not eligible for membership. The academic prerequisite is a minimum cumulative scholastic grade average of 3.7 GPA, which is set by the local faculty council. The council may also specify a prerequisite number of academic courses in recognition of varying degrees of difficulty of courses of study. The student disciplinary record will be reviewed during the selection process. In addition, students are evaluated on the basis of service to the school and community, leadership in the school and community, and character. Selection for National Honor Society is never made on the basis of grades alone. Selection is by a majority vote of the faculty council. The chapter sponsor is an ex-officio member of the council.

Membership in the National Honor Society is a responsibility as well as an honor. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, leadership, and character.

These guidelines and requirements are established by the sponsoring organization, the National Association of Secondary School Principals.

### **Greater Ardmore Scholarship Foundation**

A group of local businessmen and representatives of local foundations formed a scholarship foundation in 1990 like no other known in the nation. The Greater Ardmore Scholarship Foundation was created to provide students from average income families up to \$500 per semester for a total possible scholarship of \$4,000 in four years. All students with a 2.5 GPA or a 21 ACT whose tuition cannot be paid for by a Pell Grant or other scholarship funds in excess of \$2,500 a semester and whose family income is less than \$75,000 qualify for the scholarship.

### **Scholarship Information**

All scholarship information is kept in the counseling lobby throughout the year. Most scholarships become available in January. College-specific scholarships are due in February and the deadlines are very stringent. Scholarship information can be accessed through the district's website. [www.ardmoreschools.org](http://www.ardmoreschools.org) Students are encouraged to stop by the counselors' office often to get the latest scholarship information available.

### **Oklahoma's Promise (formerly OHLAP)**

The Oklahoma Legislature has set up a unique program for eighth-, ninth- and 10th-grade students that will help pay for their college education. For more information, please contact a high school counselor. Applications must be submitted no later than the end of the student's sophomore year.

## **Health & Welfare**

### **Medication: Administering to Students**

It is the policy of the Ardmore Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - a) student's name,
  - b) name and strength of medication,
  - c) dosage and directions for administration,
  - d) name of physician or dentist,
  - e) date and name of pharmacy, and
  - f) whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization for the parent, guardian, or person having legal custody that indicates the following:

- a) purpose of the medication,
- b) time to be administered,
- c) whether the medication must be retained by student for self-administration,

- d) termination date for administering the medication, and
- e) other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental information. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication.

Additionally:

- a. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- b. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- c. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- d. A student who is permitted to self-administer asthma or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
- e. Definitions:
  - 1) **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
  - 2) **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

3. Non-prescription medication may only be administered for a specific short-term illness and only for the duration of the illness (i.e., cough, cold, tooth ache). The medication will be administered in accordance with label directions or written instructions from the student's physician.

The medication must be delivered to the principal's office in person by the parent or guardian of the student. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- a) purpose of the medication,
- b) time to be administered,
- c) termination date for administering the medication, and
- d) other appropriate information requested by the principal or the principal's designee.

*The school will not keep a supply of non-prescription medications for the purpose of dispensing at a parents' request.*

The administrator, or administrator's designee, will:

- a) Inform appropriate school personnel of the medication being administered
- b) Keep an accurate record of the administration of the medication
- c) Keep all medication in a locked cabinet except medication retained by a student per physician's orders
- d) Return unused prescription to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

### **Controlled Dangerous Substances**

A student shall be considered in possession of any dangerous substance as described in Section 7 of the School Code Prohibiting Serious Student Misconduct. Anyone who uses any article as a weapon to threaten or injure another person will be considered in violation of this policy.

A student shall be considered in possession of a dangerous substance as described, regardless of the amount, if such substance is found on or near the student's person, in his/her purse, backpack, portfolio, in the student's desk, locker, vehicle, or other property of the student while on the school premises or attending a school sponsored function, activity, or event.

### **Search of Individuals**

In accordance with the policy of the Board of Education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to search at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

### **Harassment**

It is the policy of this school district that threatening behavior, harassment, intimidation and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, sexual orientation, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act, or electronic communications. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievement, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**If you feel that your child is being harassed or bullied, please obtain a Harassment/ Bullying Complaint form from your principal's office or from the office of the superintendent. In order for harassment or bullying complaints to be investigated, a form must be submitted to the superintendent.**

### **Hazing**

It is the policy of the Ardmore City Schools that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

"Endanger the physical health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which would result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

## Student Conduct

### Student Behavior & Discipline

The Ardmore Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- ✓ The seriousness of the offense;
- ✓ The effect of the offense on other students;
- ✓ Whether the offense is physically or mentally injurious to other people;
- ✓ Whether the incident is isolated or habitual behavior;
- ✓ The manifestation of a disability;
- ✓ Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property

16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, of country or origin and directed toward another student, an employee, or a visitor.
17. Sexual harassment
18. Gang related activity or action
19. Verbal or written language which demeans another student, employee or visitor on the basis of age, gender, sexual orientation or disability

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternative corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative 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 to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parent
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavior contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

### **Student Conduct Code**

All pupils shall observe the Student Conduct Code distributed to each student at the beginning of each school year and shall adhere to all rules and regulations formulated by the school administration in fulfillment of Board of Education policies.

*The following code sets forth school guidelines prohibiting certain types of student conduct that constitute major offenses.*

**A student found to be in violation of the code will be given the right to due process and is subject to suspension from school.**

**Guideline #1 - Disruption of School**

A student shall not by use of violence, force, noise, profanity, coercion, threat, intimidation, fear, passive resistance, immorality, or any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

**Guideline #2 - Damage or Destruction of School Property**

A student shall not cause or attempt to cause damage or destruction to school property or steal school property.

**Guideline #3 - Damage or Destruction of Private Property**

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds.

**Guideline #4 - Assault on a School Employee**

A student shall not cause or attempt to cause physical injury, behave in such a way as could reasonably cause physical injury, or threaten or abuse, either verbally or otherwise, a school employee.

“Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee.” OK State Legislation , 2001

**Guideline #5 - Physical Abuse of a Student or Other Person Not Employed by the School**

A student shall not do serious bodily injury to any person:

- On the school grounds, during or immediately before or after school hours;
- On the school grounds at any other time when school is being used by a school group;
- Off the school grounds at a school activity, function, or event; or
- On the way to and from school.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered a violation of this provision.

**Guideline #6 - Weapons & Dangerous Instruments**

*A student shall not possess, handle or transmit any object that can be considered a weapon:*

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off the school grounds at any school activity, function, or event; or
- On the way to and from school.

**Guideline #7 - Controlled Dangerous Substances & Intoxicating Beverages**

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

**Guideline #8 - Gang or Gang-Related Activity**

A student shall not engage in any activity at school which could be construed to be gang activity or gang-related activity. This shall include activity which would violate any school policy or wear or display any apparel or paraphernalia that would be identifiable as associating with any gang.

**Guideline #9**

Students shall be expected to adhere to rules and regulations as may be established by the school administration and principals.

Any student violating the provisions of Guidelines 4 and 5 above or found to be in possession of dangerous weapons or controlled dangerous substances, intoxicating beverages (as defined by 37 O.S. 163.2{a}), or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester or, at the discretion of the principal, may be subject to any other action except any student in this school district who uses or possesses a firearm at school, at any school-sponsored event or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year unless the superintendent or his/her designee modifies the provisions of the suspension on a case-by-case basis. Any suspension may be appealed to the Board of Education of the school district by a student suspended under this section.

**Guideline #10 - General School Violations**

A student who fails to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel shall be in violation of school rules and regulations.

**Self Defense**

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered a violation of this provision. The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

- the student provokes, invites, or encourages the use of physical force by another;
- the student has the opportunity to avoid force or to inform a school official of the threatened use of force; or
- the student uses force after the other party abandons or attempts to abandon a fight or confrontation.

**Arson/Fire Play**

Students are not allowed to carry objects which can produce fire (i.e. lighter, matches, etc.). These items will be confiscated by the administration and the appropriate intervention will be implemented. In addition, playing with a lighter or matches constitutes fire play and will result in disciplinary intervention by a principal. Finally, any fire generated by a student will be considered arson and the authorities will be notified.

**Gang Activity**

The board recognizes that the harm done by the presence and activities of gangs in public schools exceed the immediate consequences of activities including violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of educational processes and school activities. Therefore, gangs and gang activities are prohibited in this school district.

**1. Definition:**

For the purposes of these regulations, a “gang” is any group of two or more persons whose purpose include the encouragement, support, or commission of illegal acts or acts in violation of disciplinary rules of this school district.

2. Prohibitions:

No student on or about school property or at any school-related activity shall:

- a. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in or affiliation with any gang;
- b. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;
- c. Engage in any act, in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - 1) Soliciting membership in or affiliation with any gang;
  - 2) Soliciting any person to pay for “protection,” or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
  - 3) Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
  - 4) Engaging in violence, extortion, or any other illegal act or other violation of school policy;
  - 5) Soliciting any person to engage in physical violence against any other person.

3. Application & Enforcement:

- a. In determining, as part of the application and enforcement of these regulations, whether acts, conduct, or activities are gang-related, school officials are encouraged to exercise judgment based upon current circumstances in their schools, neighborhoods, and community.
- b. The removal of gang-related graffiti shall be a priority in maintenance of school property. All such graffiti on school property shall be removed or covered within 24 hours of its first appearance to school officials, or as soon thereafter as possible, unless additional time is needed to obtain replacements for damaged items.
- c. School officials should also encourage private property owners to promptly remove or cover gang-related graffiti on private property in school neighborhoods.
- d. School officials are to work closely with local law enforcement officials in controlling gang-related activities. Local law enforcement can provide school officials with information regarding gang activities in the area, including names and characteristics of local gangs.
- e. The superintendent, in consultation with the appropriate building principals, should report instances of gang-related criminal acts or acts of serious disruption to local law enforcement authorities for further action.

4. Violations of Policy:

Students who violate school policy and these regulations shall be subject to the full-range of school disciplinary measures, in addition to applicable criminal and civil penalties.

5. Disciplinary Procedures:

- a. When a staff member or contract person has reasonable, individualized suspicion that a student is in violation of school policy and these regulations, the student will be sent to the principal or the principal's designee.
- b. Upon determination of violation, the principal or designee will make a reasonable effort to notify the student's parent or guardian as soon thereafter as possible. The student will be suspended until the parents attend a conference with the principal or designee to apply disciplinary procedures.
- c. Depending on the severity of the violation or the reoccurrence of the violation, the principal may suspend the student from school for a period not less than three (3) days and not more than the remainder of the semester and the succeeding semester.

6. Parents must be contacted and come for a conference with the principal or designee.

Secret Societies

The Board of Education has the power to regulate and control all secret letter organizations, social orders, societies, and fraternities with the schools under its jurisdiction. No function of any such organization may be carried on in any school, on any school grounds, or at any school-related function, and all students who are members of such organizations will be bound by the policies of the Oklahoma Secondary Schools Activities Association.

Mace/Pepper Spray

These are considered weapons and cannot be brought onto school property. This is considered a dangerous instrument/weapons violation.

Suspension Policy for Out of School Placement

In accordance with the policy of the Board of Education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:

- ✓ Acts of immorality
- ✓ Violations of policy or regulations
- ✓ Possession of an intoxicating beverage, low-point beer
- ✓ Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- ✓ Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act)
- ✓ Possession of a firearm shall result in out-of-school suspension of not less than one year
- ✓ Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- ✓ Adjudication as a delinquent for a violent or non-violent offense
- ✓ Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a

school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See Board Policy FD-C)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty. (See Board Policy FD-AA)
5. Students suspended out-of-school who are on individualized education plan pursuant to IDEA, I.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

#### **Procedural Steps to Suspension**

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.
3. Out-of-school suspension.
  - A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the Board of Education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
  - B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an educational plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English,

mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

### **Suspension Appeals Committee**

A suspension appeals committee is hereby established which will consist of a combination of administrators and teachers. The members of the committee shall be appointed by the district's hearing officer or the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

### **Appellate Procedures**

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the hearing officer within one (1) day following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the hearing officer shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within one (1) day from the date of the notice of intent is filed with the hearing officer. The hearing officer, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within one school day (defined as 24 hours, unless a weekend is involved) of the decision.
  - E. The decision of the suspension appeals committee is final and no further appeal to the Board of Education shall be allowed.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the Board of Education. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent in writing within three (3) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

- B. Upon receiving written notice of a student's intent to appeal, the superintendent shall advise the Board of Education. The Board of Education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- C. During the hearing of the appeal before the Board of Education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
- D. The Board of Education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Board of Education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the Board of Education or hearing officer shall be final.

**Note: 70 O.S. Section 24-101.3(E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.**

### **Weapons-Free Schools**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

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

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

*"... any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."*

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45 calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. *(For more information, see Note 2 in Board Policy FD-C, which is located in the principal's office or the office of the superintendent)*

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system.

## Internet Safety

Ardmore City Schools is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another of his or her property.

### **Term of the Permitted Use**

A student or staff member who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### **Acceptable Uses**

#### **1. Educational Purposes Only**

The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

#### **2. Unacceptable Uses of Network**

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- a) Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential trade secret information, or copyrighted materials. Even if materials on the networks are not marked with copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
- b) Uses that cause harm to other or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- c) Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- d) Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the use or others, including credit card numbers and social security numbers.

### 3. Netiquette

All users must abide by rules of network etiquette, which include the following:

- a) Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- b) Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- c) Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objections.
- d) Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

### 4. Cyber Bullying

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or MySpace (other other social-networking) accounts that targets another student or other person(s).
- Sharing face or embarrassing photos or videos of someone with others via a cell phone or the Web
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Ardmore City Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

### Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first

obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone “met” on the computer network or Internet without a parent’s permission (if the user is under 18). Regardless of the user’s age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. **“Hacking” and other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directly information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using McAfee’s Smart Filter BESS Edition for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254[h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
  - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

#### Privacy

Network and Internet access is provided as a tool for the user’s education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

### Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

Annually, students and/or parents must read and sign the Internet Access Conduct Agreement as shown on the following page.

## Internet Access Conduct Agreement

**Every student, regardless of age, must read and sign below:**

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

User's Name (print clearly) \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Status</b>					
	<b>Student</b>	<b>Staff</b>	<b>Patron</b>	<b>I am 18 or older</b>	<b>I am under 18</b>
If I am signing this policy when I am under 18, I understand that when I turn 18, I will have to sign another policy.					

**Parent or Guardian:** (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent/Guardian (please print): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

**This agreement is valid for the \_\_\_\_\_ school year only.**

## Concerns & Grievance Procedures

### **Public Complaints**

The Ardmore Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution. Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc.

### **Parental Concerns & Grievance Procedure**

The Ardmore School District recognizes that parents and other school patrons have a fundamental right to discuss concerns that they might have with the district. However, it is also recognized that there must be an orderly procedure for addressing these concerns. If a parent's concern is directed toward a teacher, the parent should make an appointment with the teacher. After the initial meeting, if the concern is not settled, the parent should discuss the problem with the principal. If the issue is not resolved, an appointment should be made with the assistant superintendent for personnel.

Another option is for a parent to complete a "Complaint Form". This form can be obtained from the principal's office or from the office of the superintendent. The "Complaint Form" will be submitted to the appropriate level for resolution.

After exhausting all of these available channels, the parents may appeal to the Board of Education following Board Policy BB-D.1. The Board's action shall be a final determination of the grievance.

### **Civility - (Conduct of Parents, Visitors and District Employees)**

It is the intent of the Board of Education to promote mutual respect, civility and orderly conduct among District employees, parents and the public. It is not the intent of the Board to deprive any person of his/her right to freedom of expression. The intent of this Policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

### **Expected Level of Behavior**

1. School personnel will treat parents and other members of the public with courtesy and respect.
2. Parents and visitors will treat teachers, administrators and other District employees with courtesy and respect.

### **Unacceptable/Disruptive Behavior**

1. Disruptive behavior includes, but is not necessarily limited to, behavior that interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians, and the general public. It also covers areas of a school or facility that are not open to parent/guardians and the general public.

2. Using loud and/or offensive language, swearing, cursing or display of temper.
3. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation.
4. Damaging or destroying school property.
5. Abusive, threatening or obscene email or voice mail messages.
6. Any other behavior that disrupts the orderly operation of a school, classroom or any other school facility.

#### **Authority of School Personnel to Direct Persons to Leave School Facility Premises/Property**

1. Any individual who:
  - a. interferes with the peaceful conduct of activities at a school or at a school facility; or
  - b. commits an act which interferes with the peaceful conduct of activities at a school or at a school facility; or
  - c. enters the school or school facility for the purpose of committing an act that may interfere with the peaceful conduct of activities at the school or school facility;

may be directed by the school principal, assistant principal, or in their absence, a person who is lawfully in charge of the school, to promptly leave the school or school facility. If the person refuses to leave the school premises as directed, the administrator (or other authorized personnel) shall seek the assistance of law enforcement officers and request that law enforcement officers take such action as is deemed necessary.

2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school/facility premises, the employee may request than an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave the school premises or school facility as directed, the authorized personnel shall seek the assistance of law enforcement officers and request that law enforcement officers take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement officers.

#### **Definitions**

*Interferes with the peaceful conduct* – includes actions that directly interfere with classes, study, student or faculty safety, parking areas or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the school; or direct interference with the administration, maintenance or security of property belonging to the school.

#### **Misdemeanor**

Any person to whom this Policy applies and who fails to leave the school or school facility as directed ore returns within six (6) months thereafter without first obtaining written permission from the Superintendent of Schools, or

anyone designated by the Superintendent of Schools or the governing board of the District, is guilty of an offense classified as a misdemeanor under Oklahoma law.

**Notification of Procedure**

Should a school principal or District administrator decide to ban an individual from school or property or school events, he or she must provide the individual with written notice. In addition, the principal or District administrator issuing the ban must also provide the individual with a Notice of Appeal Rights and information relative to the appeal procedure and send the information to the individual via U.S. Certified Mail, Return Receipt Requested.

**Grievance Procedure for Title IX, Title VI or Section 504**

A grievance for Title IX, Title VI or Section 504 would include the following:

- ❖ Title IX is part of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states “No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.
- ❖ Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance.
- ❖ Section 504 of the Rehabilitation Act of 1973 requires that: No otherwise qualified individual with a disability in the United States ... shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The principal of each school with the Ardmore School District shall be designated as the Title IX, Title VI, Section 504 Building coordinator. For specifics on filing a Title IX, Title VI or Section 504 Grievance, check with the building principal.

***Annual Asbestos Notice***

This is to inform you that the Ardmore City Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure. Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will ensure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility.

If you have any questions, please contact the Office of the Superintendent. A copy of the management plan is also located in this office.