



2023-2024
Student Handbook



2023- 2024 Calendar

July 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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March 2024						
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31						

April 2024						
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May 2024						
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June 2024						
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23	24	25	26	27	28	29
30	31					

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

Grading Periods

1st Nine Weeks:
Aug. 10 - Oct. 6

2nd Nine Weeks:
Oct. 9- Dec. 22

3rd Nine Weeks:
Jan. 9 - March 8

4th Nine Weeks:
March 11 - May 17

Student Reports

Progress Reports:
Sept. 13
Nov. 15
Feb. 14
April 3

Report Cards:
Oct. 11
Jan. 10
March 13
May 16

Important Dates

- July 4.....Independence Day Observed
- July 17.....Principals Report
- July 28.....One-Stop Enrollment
- Aug. 3.....Teachers Report
- Aug. 3, 4, 7, 8, 9,Professional Days
- Aug. 7.....Meet the Teacher Day
- Aug. 10.....First Day of School
- Sept. 4.....Labor Day Holiday
- Sept. 14.....School/ Parent Conferences
- Sept. 15.....No School
- Oct. 13-16Fall Break
- Nov. 10.....Veterans Day Observed
- Nov. 20-24.....Thanksgiving Holiday
- Dec. 22.....Last Day of First Semester
- Dec. 23-Jan. 7Christmas Holiday
- Jan. 8.....Professional Day
- Jan. 9.....First Day of Second Semester
- Jan. 15.....Martin Luther King Day
- Feb. 15.....School/Parent Conferences
- Feb. 16No School
- Feb. 19.....Presidents' Day
- March 18-22Spring Break
- March 29-April 1Easter Break
- April 26.....No School
- May 3.....No School
- May 10.....No School
- May 16.....Last Day of School
- May 17.....Staff Work Day/
High School Graduation
- May 27Memorial Day

** Parent Conferences will be held from 3:30 p.m. - 9:30 p.m. **
For current events visit our website: www.altusps.com
Facebook: @AltusPublicSchools Twitter@AltusSchools

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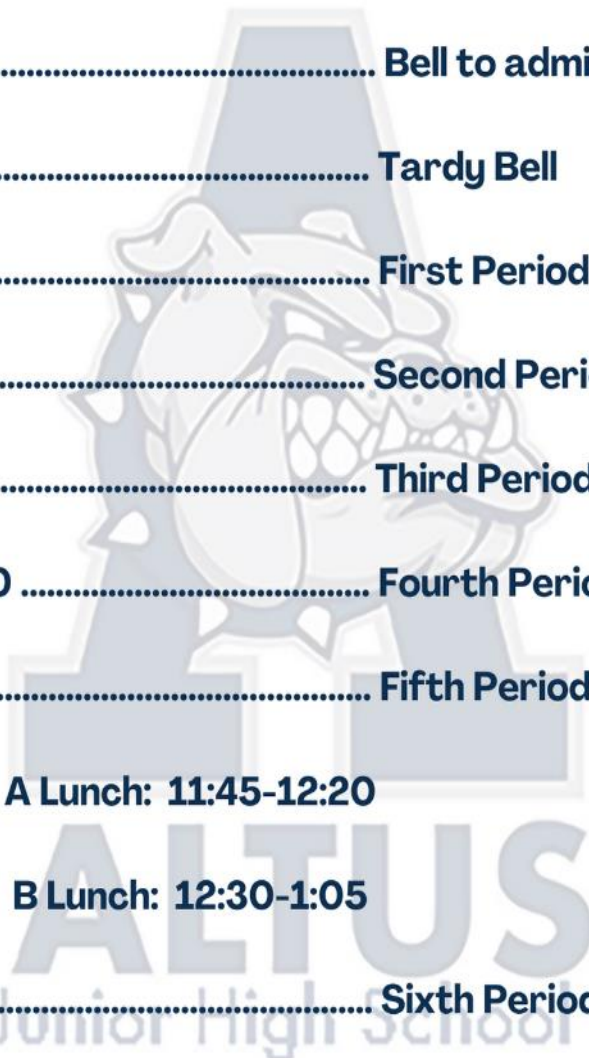
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Altus Jr. High School

2023-24

Bell Schedule



7:45	Teachers on Duty
7:53	Bell to admit students
8:00	Tardy Bell
8:00-8:50	First Period
8:55-9:50	Second Period
9:55-10:45	Third Period
10:50-11:40	Fourth Period
11:45-1:10	Fifth Period
A Lunch: 11:45-12:20	
B Lunch: 12:30-1:05	
1:15-2:05	Sixth Period
2:10-3:00	Seventh Period

Altus Junior High School Mission Statement

THE MISSION OF ALTUS JUNIOR HIGH IS TO CHALLENGE STUDENTS TO BECOME SUCCESSFUL LIFE-LONG LEARNERS AND RESPONSIBLE CITIZENS WHO WILL MAKE VALUABLE CONTRIBUTIONS TO SOCIETY.

INTRODUCTION

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

SECTION I – GENERAL PROCEDURES

1.00 ARRIVAL

Upon arrival at Altus Junior High, all students will enter through the main front doors of the building. Doors will open at 7:15 a.m. Students may go to their lockers and/or storage room and gather supplies for first hour and proceed to the gym to be seated until they are dismissed to go to their 1st hour class. Students are not allowed to stay in the hallways before school.

Seventh graders will go to the small gym and eighth graders will go to the big gym. No one is allowed in the locker rooms before school.

When the bell rings, students will pick up their iPads and then go directly to their classrooms. Students are not allowed to leave the classroom once they have entered even if the tardy bell has not rung. Students must have a signed agenda book to leave the classroom.

For before school tutoring or to see a teacher before school, students must enter the main door by the office.

1.01 ATTENDANCE POLICY

Definitions

Absence – missing more than 15 minutes of class period.

Truancy – an absence without parent/guardian or school consent and appropriate notification made to the building principal.

Attendance

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

There are times, however, when students will have to be absent. The parent or guardian should communicate the reason for the student's absence on or before the day of the absence. The office will be open at 7:15 a.m., and parents are encouraged to call (580)-481-2173 as early as possible to notify office staff of an absence. All doctor/dentist appointments or any long-term absence must be verified by written documentation.

When students know of an absence in advance, they are encouraged to make up the work before the absence.

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

Make-up Work

Students will be allowed to make up the class work missed due to an absence; however, the students are responsible for taking the initiative to contact their instructors, pick up missed assignments, and schedule make-up tests. Students are given one school day plus the number of school days absent to make up class work and test. If the make-up work is not completed, a zero will be recorded for each missing assignment and test.

Make-up work will not be permitted for truancy (unexcused absences).

Activity Absence – It is the student’s responsibility to ask for make-up work and turn in assignments when absent for a school activity.

Make-up – Truancy

Students will not be allowed to make up work and will receive a zero when the absence is truancy. In-School Supervision will also be assigned.

Excessive Absences

Excessive Absences limit the learning process. A student absent more than ten class periods during a semester cannot obtain credit in that course. School activity absences will not count toward the ten-absence limit. On the eleventh absence, the school administrator or his/her designee may extend the limit due to unforeseen events, i.e., long term illness, hospitalization, etc., but the student and parent/guardian must petition the attendance office in writing for that extension. The petition must include acceptable documentation such as parent/guardian information, doctor/dentist note, and/or extenuating circumstance documentation. The administrator or his/her designee will make the final determination.

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

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

1.02 TARDIES

Promptness to class is very important. Students are to be in their seats and ready to work when the tardy bell sounds. All first hour tardies will be written in the office. For second through seventh period tardies, the teacher will mark a student tardy in Infinite Campus and record the reason and time for the tardy. For every three unexcused tardy in an hour, the teacher will assign one detention. If tardies become excessive, other discipline may be assigned.

1.03 LEAVING SCHOOL

The campus is a closed campus; therefore, once the students arrive on school grounds, they are not permitted to leave unless they are properly checked out through the office or are enroute home after the school day ends. If parents desire to take their children to lunch or have them come home, they must have approval of the principal. Parents may take only their children to lunch. Students who are late from lunch will receive an unexcused tardy. School hours for students are from 7:53 a.m. through 3:00 p.m.

If it is necessary for a student to leave school, the student must be signed out at the front office. At the end of the day, if a student walks off campus, he or she may not return to campus to catch a bus or ride. Students who walk home must leave campus promptly.

1.04 VISITORS IN THE BUILDING

All visitors must report to the office and sign in when entering the building.

1.05 LOCKERS

Altus Junior High School furnishes lockers for all students, and students are required to keep their lockers locked at all times. For security purposes, locks supplied by the school should be used on lockers. **There should be no sharing of lockers or switching of locks and/or lockers.** No adhesives are to be applied to locker walls or doors. Magnetic accessories are permitted. Books or school supplies should be labeled so that the rightful owner can be identified when they are misplaced.

1.06 BACKPACKS

Bags/Backpacks are to be used for transporting books to and from school only. During school, they are to remain in lockers. **Backpacks must be small enough to fit in your locker.**

1.07 STUDENT DRESS CODE

Appropriate dress is required at all times as determined by the staff and administration of Altus Junior High School. Students that do not adhere to the student dress code will be allowed to change, call home for clothes, or sit in In-school Supervision for the remainder

of the day on the first offense. Second offense, and thereafter, students will not have phone privileges. They may change if clothing is available and /or sit in In-school Supervision for the remainder of the day. **Dress code rules include but are not limited to the following:**

Shorts, dresses, and skirts may be worn if they meet the following criterion: while standing straight with arms to the side, the middle finger of both hands must not be able to touch bare skin. House shoes, lounging pants, pajamas, and swim trunks are not considered appropriate dress for the classroom. All pants must not have holes or frayed areas above the middle finger when standing straight with the arms to the side. Pants with wording across the seat are not permitted. Pants worn below the waistline or sagging pants will not be tolerated. Wording across the front or back of the shorts, skirt, or pants are not allowed.

Shirts must measure 2 inches in width for the straps or shoulders. This includes if the shirt is worn under a shirt that is sheer, crocheted, and/or see through. Bare midribs, spaghetti straps, halter tops, or tops that show cleavage are not acceptable. All sleeveless or muscle shirts must come up to the armpit. Undergarments are not allowed to be visible at any time.

Also, clothing with hand-written wording or pictures are not allowed. Students will not be allowed to have visible tattoos and handwriting and/or drawings of any kind on their arms, hands, face, etc. No chains, straps and/or lanyards are allowed to hang from clothing or person. Jewelry with metal spikes or heavy metal chains are not allowed. No clothing or accessories that advertises or suggests tobacco, alcoholic beverages, weapons, drugs, or bares words or statements that are vulgar, suggestive, or negative, such as the word "hate" may be worn.

No hats, caps, or other headgear will be allowed at school unless they are part of a school uniform or approved by building administration. Sports caps for a school uniform may be brought to school in a sports bag and remain there until practice or game time. Stocking caps that can be rolled up and put in a coat pocket may be worn during cold weather as well as earmuffs and scarves. Gloves cannot be worn inside the building. Bare feet are not acceptable.

Students are not allowed to wear smart watches of any kind at school.

Any student with visible hickeys will be required to wear clothing that covers them, or the student will sit in In-School Supervision.

1.08 ILLNESS AND MEDICATION

Administering Medication

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

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the principal or his/her designee. Medication cannot be brought to school or sent home with the student. The parent must complete and sign the *Request form, Administration of Prescription and Non-Prescription Medication* form. A new form must be completed for each change in medication and renewed each school year.

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

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

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

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

A student who complains of being sick will report to the office. The following action may be taken:

The principal, assistant principal, or secretary may call the parent or school nurse if the student's illness necessitates the student to be sent home.

Students will not call parents without permission.

1.09 EMERGENCY PROCEDURES

There will be 10 emergency drills practiced at irregular intervals throughout the school year. All drills will be held according to state regulations. The evacuation procedures are posted in the building, and the classroom teachers will direct the students through the appropriate procedures. Students are expected to evacuate in a calm, orderly fashion so that the effectiveness of the evacuation can be evaluated. All emergency procedures will follow the guidelines in the Safety and Crisis Plan. The school safety/management plan is located in the principal's office.

1.10 iPADS

iPads will be available for student use. The iPads will be kept at school. Each student will have a signed Digital Initiative Agreement Form in the office. The form details the cost and what is expected from the students if the iPad and/or case is broken in any way. The iPad is provided as a tool to assist learning and will not be used for non-educational purposes.

1.11 WITHDRAWALS FROM SCHOOL

The Board of Education realizes that a student may need to withdraw from school because of residence relocation or other valid reason. In such a case, the student must notify the counselor who will assist the student with out-processing. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teacher's signature must be returned to the counselor's office. Lunch accounts must be cleared at the Board of Education. Students are reminded that transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

1.12 LOST BOOKS

Books, belonging to the school, which are lost, stolen, or mutilated, shall be paid for by the pupil responsible.

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name is written on the book label in case the book is misplaced.

1.13 VEHICLES

If a student rides a bike or motorcycle or drives a car to school, it should remain parked until school is over. No bikes or motorcycles or cars will be allowed to leave the school grounds during the lunch period. Passengers other than immediate family are not allowed.

1.14 CLASS SCHEDULE CHANGES

Class schedules should be arranged so that students receive maximum benefit from their learning experiences while in school; however, the schedules will not always be ideal for every student. Scheduling changes will be made during the first weeks of class or at the end of the grading period. After that period of time, no changes will be made.

Consideration for class changes will not be based on the personality or teaching methods of the instructor as assessed by the students and/or parents.

1.15 TELEPHONE

The telephone is available for student use in the office. Do not rely on using the school phone for making plans which can be arranged before or after school.

A student must have permission from adult office staff to use the phone and must sign in on the log sheet. A student will not be called to the phone except in an emergency. A message will be delivered when a phone call is received.

1.16 LOST AND FOUND

Articles found in and around the school should be turned into the main office where the owner may claim the property by identification. Personal items should have the owner's name in them for identification if lost or stolen.

1.17 ALTUS PUBLIC SCHOOLS CHILD NUTRITION PROGRAM (CNP) POLICY/PROCEDURES

1. AJH students will be provided free breakfast and lunch due to the USDA Community Eligibility Provision status. Visiting guests and school staff will have applicable charges as listed below.

2. SY 2023-24 MEAL PRICES

AJH Students:	Lunch - No Charge	Breakfast - No Charge
Guest Price:	Lunch - \$5.00	Breakfast - \$3.10
Staff Price:	Lunch - \$4.95	Breakfast - \$2.45

Restricting access to foods of minimal nutritional value

Each district board of education shall ensure that students in middle and junior high school facilities are not provided foods of minimal nutritional value except after school, at events which take place in the evening, and on special occasions. An exception to the minimal value standard will be diet soda with less than ten (10) calories per bottle or can.

1.18 ACTIVITY TRANSPORTATION

All groups traveling from Altus to other places for the purpose of participating in school sponsored activities shall travel in school approved transportation. The school shall not be responsible for students other than those who travel under school supervision.

School officials may release students directly to their parents or legal guardians after an out-of-town event. Under no circumstances are students to be released to anyone other than their parents or legal guardians unless arrangements have been made in advance with the principal and written documentation is on file in the principal's office.

1.19 STUDENT ACTIVITIES

Only students that are enrolled at Altus Junior High may attend school social activities and/or parties. School officials will plan and conduct all social activities at the school under the supervision of the principal. Students must be in good standing and have not served time in In-School Supervision, alternative school, or out-of-school suspension.

SECTION II - ACADEMIC PROGRAM

2.0 GRADING

Grading and reporting grades are, in many instances, the only way we have of informing parents of their student's progress. Every effort should be made to inform parents of the student progress through phone calls, notes to parents, conferences, etc. Also, grades are posted on-line weekly. To check your child's grades online, parents may sign up at the Board of Education for the *Infinite Campus Parent Portal*.

The following percent spreads shall be utilized by teachers in Altus Public Schools in determining grades:

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

(Points shall not be subtracted for disciplinary reasons.)

2.01 CHEATING

Students may be assigned one or more of the following if caught cheating: Grade change, detention, and/or in-school supervision.

2.02 REPORT CARDS TO PARENTS

Grade reports are issued to students on the Wednesday following the end of each nine week grading period. (See Calendar.)

2.03 CURRICULUM REQUIREMENTS

All students must pass 4 ½ credits to be promoted. 3 ½ must be from required core classes.

2.04 ELIGIBILITY

Activity Eligibility – Secondary

- In order to have eligibility for secondary activities determined in an equitable and consistent manner, the following procedure shall be used by all teachers in grades seven through twelve.
- Grades used for computation of eligibility will be an accumulative total of all grades for the semester. At the end of each semester, a recompilation for the next semester shall begin.
- Any student who is not passing all subjects shall be placed on probation for one week.
- If a student continues to fail the week following a week of probation, he or she will be deemed to be ineligible to participate in any school activity that week.
- Grades shall be computed as a numerical average from the beginning of the semester to date.
- Students must be in attendance 90% of the current semester to be considered eligible.

Scholastic Eligibility

Semester Grade

A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would be five school credits for the 7th and 8th grade students).

- If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester that is attended.
- Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the last school attended.

Student Eligibility During a Semester

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.

A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he or she will be placed on probation for the next one week period. If a student is still failing one or more classes at the end of the probationary one week period, he/she will be ineligible to participate during the next one week period. **The ineligibility periods will begin on Monday and end on Sunday.**

“Passing grade” means work of such character that credit would be entered on the records were the semester to close at that time.

Special Provisions

- An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard at the end of a three week period.
- Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Illness, injury, death in the family and natural causes.) (Board policy allows a maximum of two weeks to apply this exception.)
- One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of Spring semester.
- Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.
- Special education students, who are enrolled in special education classes, have an Individual Educational Plan and have been certified by the Principal as doing quality of work may, with the approval of the Board of Directors, be accepted as eligible under this rule.

2.05 SEMESTER HONOR ROLL

In junior high, subjects to be considered for the honor roll are English, Math, Science, Social Studies, and Reading.

Any student who makes a “D” and/or an “F” in any class is automatically disqualified from the honor roll for that nine weeks.

A = 4 points B = 3 points C = 2 points

1. Principal's Honor Roll (Semester) - Students must have a 3.5 grade point average for those classes that count towards the honor roll. (See above)
2. Superintendent's Honor Roll (Semester/Term) - Students must have a 4.0 grade point average for those classes that count towards the honor roll. (See above)

2.06 OKLAHOMA HONOR SOCIETY

The top ten percent of each class will be selected for membership in the Oklahoma Honor Society. To qualify, a student must meet the requirements as set forth in the Administrator's Handbook of the State of Oklahoma (Grades in solid subjects only; first semester and 3rd nine weeks).

2.07 PRE-AP/HONORS CLASSES

It is the philosophy of the Altus Public Schools to encourage students to enroll in those courses that challenge even the most academically able student.

QUALIFICATIONS FOR ENROLLMENT IN PRE AP/HONORS ENGLISH, SCIENCE AND SOCIAL STUDIES CLASSES

Meet one of the following Gifted/Talented criteria:

Score at the 97th percentile or above on a nationally standardized test of intellectual or specific academic ability.

Students must have a cumulative 3.0 GPA in a specific subject area for the previous two semesters.

QUALIFICATIONS FOR ENROLLMENT IN PRE AP/ HONORS READING OR MATH

Meet one of the following criteria:

*Score at the 97th percentile or above on a nationally standardized test of intellectual or specific academic ability. (IQ Test)

OR

*Passed the OCCT the previous year in that subject area and have maintained a 3.0 grade point average with no semester grade lower than a C in that subject the previous year.

WITHDRAWING FROM HONORS CLASSES

To withdraw from an Honors/Pre-AP class, a student must make this request to a counselor or the honors teacher at one of the following time periods during the first semester.

- First Nine Weeks Progress Report
- Upon receipt of First Nine Weeks Report Card
- End of First Semester – make request prior to Christmas break

If a student begins an Honors/Pre-AP Class second semester, he/she must remain in that honors class for the remainder of the year.

SECTION III - STANDARDS OF BEHAVIOR

3.00 LEARNING DISTRACTIONS

Students are able to learn the most only when they devote their full attention to instruction being given in class; therefore, learning distractions should not be allowed in classrooms, school building facilities and school grounds during school hours. These may include but not limited to:

1. Students are prohibited to have fidgets, rubber bands, laser pointers and permanent markers.
2. Electronic devices (including earbuds, airpods, headphones, etc.) that are brought to school and used for any purpose other than education will be confiscated.
3. Students shall not write, read, pass, bring to school, or be in possession of personal notes. This includes notes and communication on internet applications such as: Google Docs, Google Slides, etc.

4. Anything that school officials may consider as a weapon is prohibited including any pointed objects such as hair picks and rat-tailed combs.
5. Bouquets of flowers/balloons, gifts, etc. must be delivered to the front desk.
6. Anything that would distract from the learning process is prohibited.
7. E-cigarettes or any vapor devices are not allowed.
8. Gum is not allowed.
9. Outside food and drink are not allowed with the exception of lunch times.

3.01 STUDENT BEHAVIOR

While on campus, at a school activity, or an extracurricular activity all students are expected to behave in a manner appropriate for young adults. At no time is touching, hugging, running, jumping, skipping, or throwing objects allowed. There will also be no tolerance for any type of public display of affection.

Keep your hands and feet to yourself at all times.

Vulgar language and gestures are strictly forbidden. Students may be required to leave events if they are not adhering to the behavior policies.

3.02 HALLWAY TRAFFIC

Students should be in the halls only at the beginning and close of school and while moving from one class to another. Students should always stay to the right and should not be standing/stopping in the hallway or at another student's locker between classes. Running and shouting is never acceptable. ***Students in the halls during class time must have a signed agenda book.***

3.03 DISCIPLINE POLICY

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

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

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

Each student shall be treated in a fair and equitable manner. The severity of the disciplinary action will be based upon a careful assessment of the circumstances surrounding each infraction. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. When in the judgement of the teacher or administrator, the behavior of a student constitutes unacceptable behavior in the following areas, corrective action will be taken. These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Contempt or disrespect for authority
4. Cheating on schoolwork
5. Cutting class
6. Leaving school without permission
7. Refusing detention and/or in-school supervision
8. Truancy
9. Profanity or vulgarity
10. Possessing, selling, or using alcoholic beverages or other mood-altering chemicals/drugs or drug paraphernalia.

11. Stealing/Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities.
12. Extortion
13. Assault, physical and/or verbal
14. Bullying/Cyberbullying
15. Fighting
16. Possession of weapons
17. Distributing and/or possessing obscene literature
18. Destroying and/or defacing school property
19. Any violation of local state or federal statutes
20. Physically aggressive behavior to a teacher or other school employee is not acceptable. Should this occur and it is determined that bodily harm is intended, the principal will expel the student for at least the remainder of the current semester and may expel the student for the remainder of the current semester and the full semester which follows. (Excluding summer school)

In controlling the different forms of unacceptable behavior, the faculty/administration of the school district will consider the following. However, the school is not limited to these various methods, nor does this reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely upon the judgement and discretion of the administrator and/or faculty member to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parent
3. Detention
4. In-School Supervision
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat or class assignment
8. Temporary removal from class
9. Requiring a student to make financial restitution for damaged property
10. Requiring a student to clean or straighten items or facilities damaged by his/her behavior
11. Corporal Punishment
12. Restriction of privileges
13. Referral to police
14. Referral to counselling
15. Suspension
16. Alternative Placement
17. Other appropriate disciplinary action required as indicated by circumstances which may include, but is not limited to, the removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in school dances and or class trips.

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

3.04 DETENTION

Before and After School Detention: A teacher or an administrator may assign detention to a student.

Morning detention begins at 7:15 a.m. and ends at 7:53 a.m. in ISS room. Afternoon detention begins at 3:05 p.m. and ends at 3:35 p.m.

When detention is assigned, students must take the responsibility to be in attendance with their books and assignments, as the time in detention will be spent on academic studies. The student is expected to stay the full thirty minutes and arrange his/her own transportation if he/she has missed a bus ride. Failure to report may result in further disciplinary action.

3.05 IN-SCHOOL SUPERVISION

Students must report at 7:45 a.m. or as soon as they are on campus, whichever is first. They will be dismissed at 3:00 p.m.

Students who are removed from the regular classroom setting for a short period of time may be assigned to In-School Supervision. The In-School Supervision program (isolated all day detention) will be a highly structured classroom with emphasis being placed on intensive student work. While serving time in In-School Supervision, students may be required to do service work around the school building and campus.

Students who refuse to attend In-School Supervision can be suspended from school or placed in an alternative setting for as many days as assigned by the principal or assistant principal. When the students return to school, they will have to complete the In-School Supervision penalty before returning to regular class.

The principal/assistant principal will determine the necessity of sending a student to all day detention and the duration of the punishment. The primary purpose of this program is to allow most student offenders to remain in school and keep up academically.

Students assigned to in-school supervision are not eligible to participate or attend extra-curricular activities for the days they are assigned this alternative placement.

3.06 ALTERNATIVE PLACEMENT

At the discretion of the administrator and in lieu of the regular school setting, other educational options may be used in place of out of school suspension. Five days will be the least number of days assigned for any offense. Students assigned to alternative placement are not eligible to participate or attend extra-curricular activities for the days they are assigned alternative placement.

3.07 SUSPENSION

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

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

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

Due Process: Appeals procedure for suspension:

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

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

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

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

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

Legal Authority For Suspension

A principal or his/her designee has the initial responsibility and authority to suspend a student.

In buildings where assistant principals are not provided and the principal is absent, the superintendent or his/her designee, or another principal from one of the district schools, shall come to the school where a student is presenting a discipline problem, assist in the resolution of the problem, and be authorized to make suspensions in the absence of the principal (Reference: O.S. 70-24-102).

SUSPENSION OF SPECIAL EDUCATION STUDENTS

When considering disciplinary measures for special education students, the following shall be considered:

1. When suspension of less than ten (10) days from school is necessary, the due process procedures established for regular students shall be followed.
2. For suspension of over ten (10) days or an accumulation of ten (10) days, these additional procedures shall be followed:
 - Schedule an IEP meeting to determine if the student's behavior is the result of the handicapping conditions.
 - When the behavior is related to the handicapping condition and a change in program or removal from the current program is recommended, the IEP must be revised to reflect the change in placement.
 - The school must provide an alternative program (i.e. IEP revision home based, etc.).
 - When the behavior is not related to the handicapping condition, the procedures established for regular students shall be followed.

In an emergency situation in which the student is endangering himself or others, the school has the authority to remove the student from school immediately. However, the IEP/Placement team must convene as soon as possible after an emergency removal to determine further appropriate action. In any event, the district's disciplinary due-process procedures must be followed.

3.08 BUS REGULATIONS

Riding the bus is a privilege, not a right; therefore, students should be aware that privileges may be lost if they are abused. Only regularly scheduled bus students are to ride the buses. Consequences when written up on the bus:

1st Offense: Warning

2nd Offense: Student is suspended from bus riding privileges for 5 days

3rd Offense: Student is suspended from bus riding privileges for 20 days

4th Offense: Student is suspended from bus riding privileges for the equivalent of one semester (87 days)

Suspensions will carry over into the following school year if the student is not able to complete his/her bus suspension before the end of the current school year.

3.09 SEARCH OF STUDENTS:

The superintendent, principal, teacher or security personnel of the Altus School District, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any student or property in the possession of the student when said student is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized

by the school, for dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages (937-163-11) or for missing or stolen property if said property be reasonably suspected to have been taken from a student, a school employee, or the school during school activities.

The search shall be conducted by a person of the same sex of the student and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. The extent of the search shall be reasonably related to the objective of the search not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing except cold weather outerwear and footwear shall be removed prior to or during the conduct of any warrantless search. The school employee specified above has the authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages or missing or stolen property that might be in the student's possession.

Students shall be notified that they do not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property, which may be opened and examined by school officials at any time, and no reason shall be necessary for such search. (H.B. 1343-1987)

3.10 SEARCH OF VEHICLES

Students having vehicles at school are governed by the vehicle policy established by the Altus Public Schools and published in the Student Handbook.

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

3.11 FELONIOUS ACT

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

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

3.12 WIRELESS TELECOMMUNICATION DEVICE

Pursuant to Oklahoma School Law, a student may possess a wireless telecommunication device upon the prior written consent of both a parent or guardian and school principal or superintendent. Written permission for possession of a wireless telecommunication device shall be valid only for the remainder of the school year in which it is obtained. It is the student's responsibility to provide the consent form each school year to the principal.

Wireless telecommunication devices, including but not limited to cell phones, smart watches and pagers, shall not be used by students on school premises during regular school hours. Regular school hours include after-school activities. Taking pictures or videos with a wireless telecommunication device on school campus is prohibited. When in a student's possession on school campus, wireless communication devices shall be turned off during regular school hours and put in their locker or sports bag/storage area. The use of wireless telecommunication devices is strictly prohibited in locker rooms as well as when students are participating in extracurricular activities, including practices and performances. At the conclusion of school activities, cell phones may be used for contacting parents. **(NO POWER; CANNOT BE ON VIBRATE)** Wireless communication devices cannot be powered on inside the building.

Student possession of wireless telecommunication devices shall not distract or disrupt the educational environment, including before and after school, class time, assemblies, lunch meetings and /or passing between classes in school hallways. ***Students found to be in violation of this policy will be subject to disciplinary action including their phone being taken, searched, and consequences assigned.*** Any wireless telecommunication devices taken from a student will only be released to a parent/guardian. For additional information, see *Altus Public Schools Board Policy 700.160*.

Consequences for Possession Wireless Telecommunication Device

1st offense – Detention

2nd offense – One day of In-School Supervision will be served

3rd offense – Three days of In-School Supervision; use of telecommunication devices forfeited for the remainder of the school semester.

4th and subsequent offense – 5 days of In-School Supervision; use of telecommunication devices forfeited for the remainder of the school year.

Inappropriate Use of Wireless Telecommunication Device

*The severity of the disciplinary action will be based upon a careful assessment of the circumstances surrounding each infraction.

3.13 WEAPONS-FREE SCHOOLS

1. In order to provide a safe environment for the students and staff of the Altus School District, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas, or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

2. Dangerous instruments or weapons include, but are not limited to firearms (guns), fireworks, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person. This disrupts the educational process and interferes with the normal operation of the Altus School District.

3. For the foregoing reasons and except as specifically provided in paragraph 10 below, possession by any student of a dangerous weapon, as that term is defined this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

4. A dangerous weapon includes, “possession of a dangerous weapon “ includes, **BUT IS NOT LIMITED TO**, any student having a dangerous weapon; (1) on his/her person; (2) in his/her locker; (3) in his/her vehicle; (4) held by another person for his/her benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

5. A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles, or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocket knife, regardless of the length or sharpness of the blade, any pen knife, “credit card” knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, flammable materials, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principle purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrument which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person’s consent. **THE FOREGOING LIST OF “DANGEROUS WEAPONS” IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

6. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

7. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any student or staff in jeopardy, and shall immediately notify the principal or the principal’s designee. If the teacher or employee does not believe that the weapon can be confiscated safely the teacher or employee shall immediately notify the principal or the principal’s designee of the situation.

8. If the principal or his designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure.

- a. Immediately investigate the matter and contact the police or campus security, if appropriate.
- b. If not already confiscated by an employee of the school district and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
- c. Notify the superintendent of schools or designee.
- d. Notify the student's parent.
- e. Cooperate fully with police.
- f. Transfer confiscated weapon to the police department, if feasible.

9. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica of facsimile of a dangerous weapon, shall not be accepted as a transfer student into the school district.

10. An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use of demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the superintendent of schools, is required.

11. A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy but may be considered in determining the length or severity of any punishment for violation of this policy.

12. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

3.14 ALCOHOL AND/OR DRUG ABUSE POLICY

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

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

STUDENT SUSPENDED FOR ALCOHOLIC AND/OR DRUG ABUSE

A. First Offense

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

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

A suspended student, who is a first time offender for possession of, or for being under the influence of drugs as defined above, could be readmitted conditionally to a school after ten days if these conditions are met: 60 (Revised 7-14-98) 700.155

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

B. Second and Subsequent Offenses:

Upon commission of a second offense, the District Attorney's Office will be requested to file the appropriate legal action upon signed complaint. (Reference O.S. 70-24-102). This policy applies to both regular and special education students. The special education

review committee will meet following the suspension. A second offense will result in suspension from the school for a minimum of a semester's length of time.

C. Sale of Controlled Substances:

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

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

Suspensions for possession of drug paraphernalia include:

1st offense: 5/10 days out of school suspension/ **Alternative Placement**

2nd offense: 10 days out of school suspension/ **Alternative Placement**

3rd offense: Suspension for one semester

3.15 TOBACCO/VAPES

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

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

A student found in possession of any tobacco products, (smokeless, vaping device and/or accessories, or cigarettes) on school property will face disciplinary action and have the items confiscated.

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

3.16 GANG-RELATED ACTIVITIES

A major goal for all students, parents and faculty of Altus Junior High should be the establishment of its campus as a gang-free zone. Therefore, any gang-related activities will be considered acts of disruption and would subject students to serious consequences of discipline.

It is the policy of this school district that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

DEFINITION OF SCHOOL ACTIVITIES

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

3.17 RULES GOVERNING INTERSCHOLASTIC ACTIVITIES

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

1. Any student who reaches his/her nineteenth birthday before September 1 will not be eligible for athletic competition. Non-athletics:

Any student who reaches his/her twenty-first birthday before September 1 will not be eligible.

2. No student shall be eligible to represent the school in athletics until there is on file with the athletic director a physical examination and parental consent certificate prescribed by the OSSAA.
3. A student who has not attended classes ninety percent of the time for the semester becomes ineligible.
4. A student whose conduct or character at school or whose conduct or character outside the school is such as to reflect discredit upon the school, shall be ineligible until reinstated by the principal.
5. A student who is disqualified during a game or contest because of a flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the principal. If the flagrant or unsportsmanlike conduct consists of fighting or cursing a game official, the student will be automatically suspended from participating in the next two games or contests in which his/her team or organization participates.
6. A student is not eligible to participate in interscholastic contests if he/she has participated in a contest where professionalism is being practiced or where cash or merchandise prizes were offered, given or paid to individuals or to the team.
7. A student who has completed all requirements for graduation in an Oklahoma school district or has graduated from high school or its equivalent in another state shall be considered a graduate and not eligible for competition.
8. A student shall not be eligible after attending eight semesters in grades nine to twelve, inclusive. Attendance for part of fifteen separate days or participation in an interscholastic contest during a semester shall be regarded as a semester under this rule.
9. A student is eligible in the public high school of the district where the parents are bonafide residents.
10. OSSAA scholastic eligibility standards are required for all students participating in extra-curricular activity programs. (See "Scholastic Eligibility" under Academic Programs)

3.18 STUDENT DRUG TESTING PROGRAM EXTRACURRICULAR ACTIVITIES

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

Purpose and Intent

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

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Altus Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

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

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

Definitions

1. Student athlete or athlete means a member of the junior high or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. Extracurricular means those activities that take place outside the regular course of study in school and participants are those students involved in those activities.
3. Drug use test means a scientifically substantiated method to test for the presence of illegal or performance enhancing drug or the metabolites thereof in a person's saliva.
4. Random tests are given to participants from the pool.
5. Random selection basis means a mechanism for selecting students for drug testing that:
 - A. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and

B. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.

6. Follow up tests can be weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. Illegal drugs means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.
8. Performance-enhancing drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the counter transactions.
9. Positive, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
10. Reasonable suspicion means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.
11. Self-referral is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

Procedures

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

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

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

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

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

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

30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

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

Confidentiality

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

Appeal

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

Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of sessions with the site Principal or Principal's designee.
2. **Second positive retest.** The student will be suspended from participation in any extracurricular activity for the remainder of the semester or not less than 45 school days.
3. **Third and subsequent retest.** The student will be suspended from participation in any extracurricular activity for the current semester and the ensuing semester.
4. **Self-referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy and will be required to retest as would a student who has tested positive. To be eligible for self-referral, an activity student must not have previously tested positive or previously self referred for any illegal or performance enhancing drug pursuant to this policy.
5. **Failure to appear to a drug test.** If a participant student fails to appear when notified, under this policy such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for the remainder of the current semester and ensuing semester, upon completion of which, the participating student shall again be subject to this policy.

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

Extracurricular Activities Student Drug Testing Consent Form

Statement of Purpose and Intent

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

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

Participation in Extracurricular Activities

The coach/sponsor/administrator shall provide each activity student and the parent or custodial guardian of such student with a copy of the policy and the consent form, which shall be read, signed, and dated annually, before the student shall be eligible to practice or participate in any extracurricular activity. Upon reaching the age of 18 years, the activity student shall be required to sign a new consent form in order to participate in any extracurricular activity. This consent shall be to provide a saliva sample: (a) when chosen by the random selection basis: (b) at any time requested based on reasonable suspicion to be tested for illegal or performance enhancing drugs. No student shall be allowed to practice or participate in any activity governed by the policy unless the student has returned the properly signed consent form.

Student's Last Name _____ First Name _____

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

Signature of Student _____ Date _____

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

Signature of Parent of Custodial Guardian _____ Date _____

Signature of Coach/Sponsor/Administrator _____ Date _____

Student's Prescription Drug List

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

Drug Name	Dosage
_____	_____

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

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

Parent/Guardian's Signature: _____ Date _____

Student's Signature: _____ Date _____

SECTION IV - ORGANIZATION

4.00 CIVIL RIGHTS COMPLIANCE STATEMENT

“The Altus Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, age, qualified handicap, or veteran status.” Inquiries concerning application of this policy may be referred to the assistant principal by phone at (580) 481-2173 or by mail at Altus Junior High School, P.O. Box 558, Altus, Ok 73521”

4.01 Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

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

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have a written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accreditation organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

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

4.02 NO CHILD LEFT BEHIND ACT OF 2001 PARENTS RIGHT TO KNOW

Section 1111 (6) (A) –QUALIFICATIONS–At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teacher, including, at a minimum, the following:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

According to the Act the information listed above must only be provided to parents who request the information. The LEA/school site must notify parents that they have the right to request the information.

Section 1111 (6) (B)-ADDITIONAL INFORMATION- In addition to the information that parents may request under subparagraph (A), a school that receives funds under this **part shall provide** to each individual parent

- **Information on the level of achievement of the parent's child in each of the State academic assessments.**
- **Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.**

The Act also requires that this information be provided to parents, to the extent practicable, in an understandable format and in a language that parents can understand.