

Asher Public Schools

Asher, Oklahoma

**Student Handbook
2025-2026**

**Jason Alsup, Superintendent
Ron Potter, PK-12 Principal**

Board of Education

**TRENT BOLES
TOMMY GREGG
TERI TULANE
ADAM KUHLMAN
DEREK CLAYTOR**

The Board of Education is elected by the people of the Asher School District. They are the governing board for the Asher Public School. They are responsible for school policies, hiring school personnel, approving all financial expenditures, and numerous other policy-making functions.

The board hires a professional school person, the Superintendent, and charges him or her with the actual responsibility of selecting teachers, and in general, the entire operation of the school.

Foreword

This Handbook has been prepared as a source of information and as a guide to help you know your school. It contains statements of policies, procedures, and regulations. It is possible that problems may arise that cause regulations to change during the school year. If this becomes necessary, please adapt yourself to the new policies. It lists the studies that will give you a desirable educational program. **The Asher Student Handbook has been approved by the Asher Board of Education.**

The Asher School is accredited by the State Board of Education. Our school, in order to have a balanced educational program, employs highly qualified teachers. These teachers strive to assist students in obtaining a well-rounded education in preparation for successful citizenship whether or not they plan to continue their education beyond high school.

The Asher School buildings are well maintained; and with the help and assistance of the students, we can keep them in this condition.

Our Philosophy

The Philosophy of Asher School is based upon the following general principles:

1. The main purpose of this school is to help the student develop physically, morally, emotionally, and mentally to his or her fullest extent, limited only by their interest and ability.
2. Every student should be given assistance in finding out their aptitudes, interests, and abilities so he or she may plan for the future.
3. The actions of the students and all school personnel should be directed toward developing wholesome human relations in the school and community.
4. It is the duty of the school to help train each student to become a good citizen of the school and the community.
5. Asher School will comply with Title IX concerning sex discrimination.

Asher Public School Mission Statement

Asher Public Schools will provide an educational program that will give each student the opportunity to graduate from high school with the knowledge to effectively read, think and communicate as a productive citizen in a changing global society.

The Pledge of Allegiance and Moment of Silence

ASHER PUBLIC SCHOOL OBSERVES THE PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE EVERY DAY FOLLOWING MORNING ANNOUNCEMENTS AT 8:15.

STATEMENT OF RIGHTS NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The

principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Parents also have the right to obtain a copy of the School District's FERPA policy. Copies of this policy are located in the principal's office of each school building and at the superintendent's office. The Asher School District will arrange to provide

translations of this notice to non-English speaking parents in their native language. All rights and protection given parents, under FERPA and district policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

PARENTS RIGHT TO KNOW

The No Child Left Behind Act of 2001 requires us to inform you of the parents right to know. Schools receiving federal funds are mandated by law to provide parents on request, and in a timely manner, information regarding the professional qualifications of the student's classroom teachers including, at a minimum, the following:

- (I) Whether the teacher has met state qualification and licensing and 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 waved.
- (III) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.
- (V) Whether the child is provided services by a paraprofessional and, if so, their qualifications.

According to the Act, the information listed 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.

Asbestos Emergency Plan

This notice is to inform our patrons of the Asher Asbestos Emergency Management Plan. This AHERA management plan was developed and has been submitted pursuant to the Asbestos Hazard Emergency Response Act of 1986, Public Law 99-519; and the United States Environmental Protection Agency Rule; asbestos Containing Materials in Schools, 40 CFR Part 763; and the undersigned does hereby certify that the LEA will insure the following:

All Management plans are available for inspection and notification of such availability has been provided as specified in the management plan under Section 763.93 (g). Said plans are located in the Superintendent's office. Plans can be inspected during regular business hours. **ASHER PUBLIC SCHOOL IS ASBESTOS FREE!**

NONDISCRIMINATION STATEMENT

Asher Public School does not discriminate on the basis of race, color, national origin, gender, age, or disability.

Asher Public School is an equal opportunity employer.

Admissions

Effective with the school year beginning 1991-1992, all children between the ages of five (5) years on or before September 1, twenty-one (21) years on or before September 1, shall be entitled to attend school free of charge in the district in which they reside. Provided that children who have reached the age of five (5) years on or before September 1 of the school year may be admitted to kindergarten classes approved by the State Board of Education. The three and four year old program is open to children who are the age of three or four on or before September 1st. There are however, a maximum number of 20 students allowed by the state department of education in a four year old classroom. It is the policy of Asher Public School that enrollment for the four year old program will be based on a first come, first served basis. All students must have birth certificate and up-to-date shot record/ exemption form to be considered enrolled.

SENIOR COLLEGE/CAREER DAYS

All seniors are allowed 2 days out of school for the college/career days. The high school principal must have 48 hours prior notice and written parental consent. College/career days will not count as an absence if proper documentation is returned. No student will be allowed these days if they have excessive absences (5 or more without notes of extenuating circumstances).

Placement/Retention/Promotion of Students

In general, students will be placed at the grade level to which they are best adjusted academically, socially, and emotionally. As a usual practice, students will be promoted after spending one year in each grade. A small number of students, however, may benefit from staying another year in the same grade. Such retention may be considered when:

1. The child is in grades K-6 or, on rare occasion, when the child is in grades 7-8.
2. The child is achieving significantly below ability and grade level.
A. According to state law, if a student does not score above the unsatisfactory level on the third grade Oklahoma Core Curricular Test beginning with the 2013-2014 school year, he or she is considered to have a substantial reading problem and cannot be promoted to the fourth grade.
3. Retention would not cause an undue social and emotional adjustment.

4. Retention would have a reasonable chance of benefiting the child totally.

The following will be the procedure for deciding retention or promotion:

1. The student's parent(s) or teacher may request that the student be retained. The request should be made in a letter stating purposes and objectives of the request.
2. A committee consisting of the student's teacher, one other teacher, the principal, and the student's parents will review the student's progress and consider the request.
3. The approval committee will be guided by the following factors:
 - a. Chronological age
 - b. Social maturity
 - c. Emotional maturity
 - d. Physical development
 - e. Work and study habits
 - f. Attendance record
4. The approval committee will recommend retention or promotion and specify the factors relating to the decision. The recommendations will be submitted to the superintendent for a final decision.
5. Although the final decision should be a mutual decision of the parent(s) and the school officials, the final decision of promotion or retention shall rest with the school authorities.
6. Only in unusual circumstances should a child be retained more than once.
7. Appeals to the decision of the superintendent may be brought to the Board of Education.

Late Work Policy Grades 6-12

All work is due the day after it is assigned, unless otherwise specified. Projects, research papers, labs, journals/notebooks may or may not be an exception. It is up to the student to keep up with specific due dates of special assignments. However, teachers will give verbal reminders on these specific dates.

Penalty for late as follows:

1 day late – 10 pts off top of grade

Papers will not be accepted later than 1 day late from the time the assignment was due!! (Extenuating circumstances could exist and will be handled on an individual basis by the classroom teacher and possibly the principal.

ATTENDANCE FOR JUNIOR HIGH AND HIGH SCHOOL

The maximum number of days that may be missed is 10 days per semester. Students missing more than 10 days of the semester will be given a plan of action to make up the absences. The plan of action will be at the discretion of the Principal. Failure of the students to uphold the agreement will result in failure of the class or classes for the semester and no credit. Absences for school activities will not count in the number of days a student is allowed to miss each semester. One day of Saturday School will cancel one absence.

Note: Qualified school activities will not count as an absence. The definition of terms is as follows: **Absence-** not present at school, with parental consent. **Excused**

Absence- Dr. appointments with documentation from the office of the doctor.

Truant-not present at school, without parental consent or leaving school without consent. **A parent should send a note, doctor's statement or phone the office when a student is absent.**

According to Oklahoma School Law, a parent or guardian may be fined for failing to keep their children in school until they are past their 18th birthday.

Students are permitted eight (8) absences per semester without penalty. After the tenth absence the student will fail. There will be an appeal committee and the decision made by this committee is final. Three (3) tardies = One (1) absence. The penalty for truancy is corporal punishment or suspension from school.

The procedure of notification will be as follows: After the 7th absence in any semester. The parent will be notified at the time of the 10th absence in a semester.

The only exception to this policy is extenuating circumstances, the proof for which is written verification, such as a doctor's statement, etc., and provided by the parents. Each case will be dealt with on an individual basis. Extenuating circumstances for example "prolonged illness, car accident, court appearances, death in the family, etc."

A student will be given the numbers of days he/she was absent to make up missed work. "I's" (incomplete) will be given instead of zeros. If work is not made up in the prescribed time, the "I" will be changed to a zero (F). However, the teacher will make every effort to get the work in by routinely and regularly following up with the student. **Parents are asked to call the central office by 9:00 to let school know why a student is absent.** Written notification of doctor's appointments, court appointments, and funerals are due within forty-eight hours of absence.

Leaving School

No pupil shall leave school except by permission of the principal or the superintendent. Such permission shall be given only in case of sickness or upon personal request of the parent or guardian. Students will not leave school without first being cleared through the office. Any student leaving school without clearance is considered truant. On the 1st offense they will be suspended or swatted. On the 2nd offense they will be suspended.

Bus Conduct

Bus students are under school authority from the time they get on the bus in the morning until they get off the bus in the afternoon. The bus driver is employed by the school to drive the bus; therefore, students are under the jurisdiction of the bus driver while they are riding the bus. Some simple rules to observe in riding the school bus are:

1. Do not distract the attention of the bus driver at any time.
2. Be ready to board the bus when it arrives. The bus driver can't wait on the students to get ready.
3. When students get on the bus, they should remain seated until the bus stops for them to get off.
4. Do not hang any part of your body out of the window.
5. Always cross in front of the bus when getting off or on.
6. Vandalism will not be tolerated; such as, defacing the bus in any manner.
7. At no time are you to have a knife or sharp instrument in your hand that can do you or the bus seats any harm.
8. The administration has the right to take away your privilege of riding the bus if you do not abide by the rules.

Non-compliance with these rules may result in a student being suspended from the bus.

Lost or Stolen Items

The school is not responsible for items that are lost or stolen. If you have lost anything, please make a good search for it before reporting it to the office. If the item cannot be found, write the name of the lost item, its description, and your name on a sheet of paper and give it to the principal. Any student or school personnel finding lost or misplaced items should turn them in to the principal. To avoid items being stolen or lost, put a lock on your personal locker. Only combination locks are permitted on lockers, and the combination must be given to the principal.

Defacement of School Property

It is your responsibility, to take care of Asher School property when issued to you. If it is lost or stolen it is the responsibility of the student to find it or pay the replacement cost.

Technology

Every student in grades 6-12 will be issued a Chromebook for the school year. It will be for school use only, not personal. The Student/Borrower may not deface or destroy the Chromebook in any way. Inappropriate use of the Chromebook may result in the Student/Borrower losing his or her right to use the Chromebook. The Chromebook must be returned to Asher Public School at any time requested by school administration.

In the event the Chromebook becomes damaged in any way during the loan, it will be the responsibility of the student/parents to pay Asher School for repair or replacement cost.

Public Display of Affection

During school hours, physical contact between students, such as holding hands, hugging, kissing, etc., will not be allowed. Students displaying this behavior will be warned on the first offense, and will be subject to other punishment if behavior persists.

Dress Code

Schools have the authority to set standards for dress under State School Law. Any clothing or personal appearance that creates a disruption to the normal school day is prohibited.

1. A student should be clean, neat and well-groomed.
2. Students will not be permitted to wear clothing with pictures or words considered objectionable by the administration
3. **Hats, caps, hoods, bandanas, and sunglasses are not to be worn in the buildings or classrooms.**
4. No bare midriff (front or back).
5. **Shorts and skirts should be no shorter than 7 inches above the top of the knee when standing .**
6. **Leggings may not contain see through fabric above the knee.**
7. Students must wear proper footwear. House shoes are not permissible
8. Sleeves must measure at least three fingers across the width of shoulders. No spaghetti straps.
9. No holes in jeans above 7 inches from the top of the knee.

Students who wear clothing contrary to the dress code will be required to call a parent/guardian to either pick up the student from school or bring appropriate clothing to the school for the student to change into. If the student cannot secure appropriate clothing for the school day, additional discipline may be taken by the administration.

Asher School Administration may revise the dress code at any time deemed necessary.

Cars

Laws governing the operation of a motor vehicle must be observed; especially students should observe the 25 mile an hour speed limit on roads adjacent to the school. School parking will consist of the area west of the main building and west of the gym. When a car is parked, the driver and passengers are to get out. No loafing in parked cars is permitted in or near the school. **No student will be allowed to return to their cars during the regular school day without permission from a teacher, administrator or staff member.**

Students riding motorcycles to school will be under the same rules as those driving cars. No riding on school grounds. No student will be allowed to drive a car or motorcycle during the time of arriving at school until the school day is over without

special permission of the administration. Failure to observe this regulation will be cause enough to have the student barred from driving to school. Failure to observe very careful driving habits around the school building will require disciplinary action

Halls and School Grounds

No loud talking or congregating in the halls before school or between classes will be allowed. **Students should not arrive at school before 7:45 A.M.** Since our halls are crowded between classes, students are expected to go to the lockers, rest rooms, drinking fountains, etc., promptly and then go to the next classroom before the tardy bell.

Students are not allowed in the classrooms during the noon hour or before school unless they have permission from the teacher who is in charge of that room. All students' grades 5-12 should be in the cafetorium or on the front lawn before school and during lunch provided duty teacher is outside.

Report Cards and Grading

Report cards will be issued on nine-week basis. They will be given out on the Wednesday OR Friday following the close of each nine weeks period. Parents will also be notified if their student is failing a class at mid-nine weeks by an unsatisfactory progress report being sent for each affected class.

The grading system to be followed this year is:

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

Working for A Drug-Free America

Asher School, in joining with all other schools across the nation for a drug-free America, establishes and enforces policies and procedures for students, teachers, administrators and staff that clearly forbid the sale, distribution, possession or use of all illicit drugs and alcohol on school property or at school-sponsored functions. Parents, students and community officials have participated in developing and supporting these policies.

The following policies and procedures shall be in effect:

- ~ Prohibit the promotion, use or selling of any illegal substance (Including alcohol, which is illegal for persons under the age of 21) at school, on school property or at school-sponsored functions.
- ~ Established and enforce "No use of tobacco" rules for students.
- ~ Develop a clear, strong and consistent response for any violation.
- ~ Report use or suspected use or drugs by students to parents and law enforcement officials.
- ~ Help law enforcement officials get involved in identifying and resolving

- the problem
- ~ Use school or other facilities for student support groups such as Alcoholics Anonymous and Narcotics Anonymous.
 - ~ Enlist the participation of students who are respected by their peers in school programs to prevent illegal drug use.
 - ~ Provide alternative education arrangements for students who are removed from school because of drug or alcohol related offenses.
 - ~ Ensure that teachers, administrators and other staff are neither abusers of alcohol nor users of illegal drugs.
 - ~ Provide a system of intervention and referral services for students, faculty, and other staff.
 - ~ Establish methods to measure illicit drug and alcohol use among students at school and to evaluate the success of policies and procedures.

Reporting Students Under the Influence of or Possessing Alcoholic Beverages or Controlled Substances

It is the policy of the Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student, if possible.

Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student hand-book rule.

Every teacher employed by the Board of Education who has reasonable cause to suspect that a student is under the influence of, or has possession of, alcoholic beverages or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

REFERENCE: 70 O.S. 24-138; 63 O. S. 2-101 et seq.; 70 O.S. 24-102

Alcohol and Drugs

It is the policy of this school district that no student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, or possess, use or transmit drug paraphernalia or counterfeit drugs, or possess, use, transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

This policy shall apply to all students before, during, and after school hours at school, in any school building and on any school premises; in any school-owned vehicle or at

any activity; off school property at any school-sponsored or school-approved activity, event or function; or during any period of time when students are subject to the authority of the school personnel. Any student in possession of or using the above substance will be subject to be suspended from school.

This policy shall not apply to the proper possession and use of prescription medication or to the legal possession of any of the above-listed substances in connection with an approved school project when such possession has been approved by the school official in charge of the project. Students required to take medicine during the school day must leave medication in the office upon entering the school building and report back to the office when it is time to take said medication. Do not carry prescription medication on your person or in purse/backpack/bag, or keep in locker. Asthma inhalers are excluded from this rule.

Any student distributing medication of any kind shall be subject to swats or suspension.

Tobacco

House Bill 1104 as passed by the 1985 Oklahoma Legislature prohibits the furnishing of tobacco products to minors and also requires minors to furnish the source of any such products to law enforcement officials or teachers. Failure to comply in either instance is punishable by fine and/or jail time.

In compliance with this bill, the use or possession of cigarettes, chewing tobacco, snuff and other tobacco products by students will not be allowed at any time during the school day (as defined by law).

Tobacco

Punishment for the possession or use of Tobacco products are:

- 1st Offense - Confiscation of tobacco
- 2nd Offense - Swats or suspension from school.

Bell Schedule

Classes will be on a seven (7) period schedule with a 5-minute break between classes according to the following:

1st Bell	8:05
1st Period	8:10-9:08
2nd Period	9:13-10:06
3rd Period	10:11-11:04
4th Period	11:09-12:02
Lunch	12:02-12:17
5th Period	12:22-1:15
6th Period	1:20 -2:13
7th Period	2:18-3:10

Child Nutrition Charge Policy

Beginning August 10, 2017, students will be allowed to charge a maximum of \$25.00 in the school cafeteria. After the \$25.00, an alternative meal will be provided. The student will only be able to receive 10 alternative meals in one school year. When a student has charged \$25.00, the total amount owed must be paid before the student will be allowed to charge meals again. The Principal or Superintendent may increase the amount a student can charge due to extenuating circumstances.

Eligibility Requirements

To be eligible to participate in any extra-curricular activities, a student must be passing in all classes. Extra-curricular activities are considered as any school sponsored activity outside the normal curriculum. The Prom is not to be considered an extra-curricular activity (examples: Athletic events, FFA events, BPA events, Honors Trips, Class Fund Raising trips, etc.) **The principal may make exceptions for extenuating circumstances pertaining to attendance. There must be documentation to support the circumstance.**

Any student who reaches his 19th birthday before September 1 will not be eligible in any athletic contest with another school. Any student who has had four years of athletic opportunity is not eligible. Exceptions to these rules will be granted only on hardship rulings by the Board of Directors of the Oklahoma Secondary Schools Activities Association. Any student dismissed from school for disciplinary reasons or otherwise will not be eligible to represent the school on any trip or contest between schools until a satisfactory settlement is achieved.

Concurrent Enrollment

Asher Public School makes available to any qualifying Junior or Senior the option of taking a college-level course.

Electronic Devices WIRELESS COMMUNICATION POLICY

Asher Public Schools promotes an environment for instructional learning that is safe and secure. Therefore, in order to promote digital citizenship, students are urged to practice mature and responsible cell phone usage.

It is illegal to send threatening text messages, pictures of a sexual nature or harass any student via cell phone, computers, social networking sites, etc... at any time.(does not matter if school is in session or not) Any student using cell phone or computer devices to do any of the above will be turned in to local law enforcement officials and their parents will be contacted.

THERE ARE NO EXCEPTIONS!

Asher School Administration may revise the electronics code at any time deemed necessary.

Cell Phone Rules

Per Senate Bill 139, personal electronic devices for students are prohibited while on campus from bell to bell. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. This does not include school-approved devices.

Asher students will power off any devices from 8:10 a.m. until 3:10 p.m. while on campus. In self-contained classrooms, these devices will be placed in classroom pouches as they have been in the past. Students changing classes will either place their devices in classroom pouches (at the discretion of the teacher) or out of sight in their book bags.

Consequences for noncompliance:

1st Offense - Device is confiscated by the teacher/principal and held in the office until the end of the school day. The student can pick up the phone, and the parents are notified by the school.

2nd Offense - Device is confiscated by the teacher/principal and held in the office until a parent or guardian can pick up the device.

3rd Offense and Beyond - Device is confiscated by the teacher/principal and held in the office until a parent or guardian can pick up the device. The device (not the student) will be suspended for a number of days depending on the number and severity of offenses.

*All students refusing to give up a device to teacher or principal may be suspended immediately for failure to comply.

Resolving School-Related Conflicts

The board of education believes that the school district can operate most efficiently and can deal most effectively with problems which arise in personal manners if the problems are resolved at the lowest level of administration possible.

Therefore, the board requests that problems which parents or students have with an individual teacher or classroom situation be taken to the individual teacher for resolution. If that resolution is not satisfactory, the parent or guardian of the student should contact the school principal for resolution. If the results of a meeting with the principal are not satisfactory, the problem should be taken to the superintendent. If all of these avenues of conflict resolution have failed to provide a satisfactory resolution of the issue, the parent or guardian should request to be heard by the Board of Education at a board meeting. **All conflicts relating to Title VI, Title IX, A.D.A., and Section 504 should contact Renae Ward at (405) 784-2331 for assistance with grievance procedures.**

The school counselor may be involved at any level of the problem resolution process if circumstances dictate.

School Events Conduct

The authority of administrators to suspend or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended out-of-school or otherwise disciplined for off-campus conduct which is contrary to law or which has an adverse impact on good order, discipline or the learning environment at the school.

Disciplinary Actions and Procedures

CORPORAL PUNISHMENT: Shall be used only as a last resort. The principal has the right to administer corporal punishment if he/she deems it necessary. The principal will administer corporal punishment only in the presence of another member of the faculty and in accordance with the Oklahoma Statutes. Student's file must be checked prior to paddling for any medical problems. Parents will be notified before corporal punishment is administered. If medical problems exist, paddling should not be administered. There shall be a maximum of one paddling given to a student on any one day. The student's file shall be documented to show details of the corporal punishment with the reason for, the number licks, who administered, and who witnessed. Corporal punishment is defined as applying a **reasonable number** of licks to the seat of the pants with a paddle.

DISCIPLINE AND STUDENT CONDUCT

The responsibility to deal with and correct student misbehavior is shared by parents, teachers, and administrators. Good discipline originates in the home because the parent is the first teacher of the child. It is the parents' responsibility to teach by example and to develop in the child, good habits of behavior as well as proper attitudes toward the school; however, the home and school must work together to provide for and maintain proper student conduct.

Parents have the responsibility to develop in their children, through teaching, counseling, and role-modeling, good behavior habits, respect for authority and a positive, proper attitude concerning school.

Teachers have the responsibility to provide a classroom environment that is safe, appropriate and orderly, and to establish an atmosphere conducive to learning.

Administrators have the responsibility to establish a climate of high expectations for teachers and students, and to deal effectively with students who choose to interrupt the educational process.

Ideally, we hope that each student will develop and maintain a sense of self-discipline and direction, but we recognize the fact that external measures must sometimes be applied and enforced. Schools will respond to undesirable or inappropriate student behavior by one or more of the following means.

1. Counseling and guidance sessions
2. Parental conferences

3. Assignment of ISD
4. Assignment of community service
5. Corporal punishment
6. Suspension (out-of-school)
7. Referral to proper legal authorities.

Reasonable attempts and resources available will be utilized to aid individual students experiencing disciplinary difficulties. However, students will not be permitted to jeopardize the learning opportunities of other students or the instructional efforts of staff members.

To provide consistent and appropriate disciplinary action, building principals have defined student misbehavior and resulting consequences according to severity. A policy of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of a public school. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and appropriate learning environment, may find it necessary to use options and procedures not covered in these policies.

The various infractions and levels of response are only guidelines. Disciplinary problems listed on Level 1 may be treated as a Level 2 or Level 3 offense based on the severity of the conduct, a student's tendency to engage in repeated misbehavior, or other aggravating factors. Likewise, a Level 3 or Level 2 offense may be modified and treated as a level offense based on mitigating circumstances the administration may, in its discretion, consider.

INFRACTIONS: LEVEL 1

Level 1 infractions are defined as "Disorderly behavior or conduct which tends to impede orderly classroom procedures or acts contrary to classroom and/or school rules and regulations."

Examples of Level 1 infractions include:

Acting in a manner that interferes with the lesson or learning
Cheating on an assignment or examination
Disobeying a classroom rule or regulation
Disrupting a guest speaker
Failure to identify self when asked
Falling asleep in class
Falsification of documents (forgery/plagiarism)
Inappropriate dress
Public display of affection.
Violation of acceptable use of internet policy or school board policy.

Teachers will address Level 1 misbehavior by one or more of the following interventions:

1. Private conference with student and completion of a discipline form to be filed in the principal's office.
2. Contact with a parent/guardian concerning the student's misbehavior
3. Assignment of detention time
4. Withdrawal of privileges
5. Other appropriate consequences.

INFRACTIONS: LEVEL 2

Level 2 infractions are "disruptive behaviors or misconduct directed against self, other persons, or property".

Examples of Level 2 infractions include:

Display of gang symbols
Disrespectful attitude or actions
Petty Larceny
Possession of stolen property
Failure to attend assigned detention
Profanity or obscene gestures
Provoking/instigating others to violate school rules
Refusal to obey school personnel
Theft
Tobacco
Vandalism
Vehicle and/or parking lot violations

Teacher or other school personnel will refer Level 2 infractions to the principal's office. The principal or his designee will address Level 2 misbehavior by one or more of the following means:

1. Assignment of detention
2. Parental Contact
3. Assignment of community service
4. Corporal punishment
5. Short-term out-of-school suspension
6. Long-term out-of-school suspension

A student referred to the principal's office for Level 2 misbehavior for the third time may be suspended from school or recommended for long-term out-of-school suspension in accordance with statutory guidelines.

INFRACTIONS: LEVEL 3

Level 3 infractions are "criminal conduct or violence directed against self, other persons, or property.

Examples of Level 3 infractions include:

- Arson
- Assault
- Battery
- Bomb/explosive threats
- Burglary
- Destruction of school property
- Profanity directed to a teacher or staff member
- Fighting
- Grand Larceny
- Possession of or being under the influence of alcohol, drugs, or other mind-altering substances
- Possession or use of a dangerous weapon
- Repeated Tobacco
- Vaping Violations
- Vandalism
- Other reckless acts as determined by the administration

Level 3 infractions will be referred directly to the principal. Students will be suspended from school for Level 3 misbehavior. In addition, students who commit Level 3 infractions may be referred to appropriate law enforcement agencies.

Sexual Harassment

This includes but is not limited to verbal & physical sexual advances, demeaning comments, writing graffiti with sexual connotations, etc. Punishment may include detention, I.S.S., swats, short term and long-term suspensions, depending on the severity of the sexual harassment. **There is no place for sexual harassment of any nature at Asher Public School. It will not be tolerated.**

Dangerous Weapons and Substances

OKLAHOMA SCHOOL CODE, ARTICLE 24, SECTION 318 states: "The superintendent or principal of any public school in the State of Oklahoma shall have authority to detain and authorize the search for dangerous weapons or controlled dangerous substances, as defined by HOUSE BILL NO. 1100 of the 1st Session of the 33rd Legislature, or any pupil on any school premises or while in transit under the authority of the school or at any function sponsored or authorized by the school. The superintendent or principal authorizing such search shall notify the local law enforcement agency which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search. The notification of such law enforcement agency shall constitute reasonable grounds for obtaining a search warrant. The search shall be conducted by a person of the same sex as the person being searched.

The superintendent or principal authorizing the search shall have the authority to detain the pupil or pupils to be searched and to preserve any dangerous weapons or controlled dangerous substances, as defined by HOUSE BILL NO. 1100 of the 1st Session of the 33rd Legislature, that might be in their possession including the authority to authorize any other person they deem necessary to restrain such pupil or

pupils or to preserve any dangerous weapons or controlled dangerous substances as defined by HOUSE BILL NO. 110 of the 1st Session of the 33rd Legislature.

"Any pupil found to be in possession of dangerous weapons or controlled dangerous substances as defined by HOUSE BILL NO. 1100 of the 1st Session of the 33rd Legislature may be suspended by the superintendent or principal for the remainder of the current semester, plus the next semester. Any such suspension may be appealed to the Board of Education of the school district by any pupil suspended under this section."

Assault on School District Employees Oklahoma School Laws - Section 124

1. Every person who, without justifiable or excusable cause, knowingly commits any assault, or assault and battery upon the person of a school employee of a school district while such employee is in the performance of his or her duties as a school employee, is punishable by imprisonment in the county jail for a period not exceeding six (6) months, or by a fine not exceeding Five Hundred Dollars (\$500.00), or by both such fine and imprisonment.
2. Every person who, without justifiable or excusable cause, knowingly commits any aggravated assault and battery upon the person of a school employee while such person is in the performance of his duties, shall upon conviction be guilty of felony.

Graduation Requirements

All students will be required to complete twenty-four (24) units of credit for graduation. The Oklahoma State Department of Education requires the following:

- 4 Units of Language Arts
- 3 Units of Mathematics
(8th grade Algebra I may be used as a H.S. Math credit)
- 3 Units of Science
- 3 Units of Social Studies
- 2 Units of Computer Technology
- 1 Units of Fine Arts
- 9 Units of Electives

For non-college-bound students, a unit of credit in either mathematics **or** science may be waived provided a student completes at least three (3) vocational units of credit. A unit of credit in mathematics **and** science may be waived provided a student completes six (6) vocational units.

All students must enroll in 7 classes. Students have one week at the beginning of each semester to change classes.

No permanent grade is recorded for a student who does not complete a semester and take the semester test (unless exempted). However, a student leaving school before the end of a semester to attend another school receives the grade he has made to the date of withdrawal. Students who need more than one unit of credit for graduation shall not be permitted to participate in graduation exercises. Only students enrolled full-time at Asher school may participate in graduation exercises. Foreign exchange

students will be allowed to participate in graduation exercises, however, they will **not** receive a diploma.

*Students entering the eighth grade in the 2025-2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level:

- 4 Units of English
- 4 Units of Math
- 3 Units of Science
- 3 Units of History
- 6 Units of Pathway Course
- 3 Units of Electives

Honors/Honor Roll

Honor Rolls: To make the Superintendent's Honor Roll, a student must make an "A" in all classes. To be on the Principal's Honor Roll, a student must have a "B" average in all classes, with no grade lower than a "C". No student shall be eligible for the honor roll unless they are enrolled in 7 classes. **Grades 1st - 8th, no grade lower than a "B" will allow a student to be on the honor roll.**

Valedictorian and Salutatorian - The Valedictorian award for Seniors will be based on the last seven semesters of school and will be presented to the student who ranks first. The Salutatorian award for Seniors will be based on the last seven semesters of school and will be presented to the student who ranks second. Only seniors who attended their entire senior year will be eligible for the valedictorian and salutatorian awards. A MAXIMUM of 12 hours of (college level) will be counted on a 5 pt weighted scale as opposed to a 4 pt scale for regular classes. Any college level class used for high school graduation requirement will not be counted on a 5 pt scale. Ex. (Comp I, Comp II). A student's highest college grades will be used from classes that are eligible.

Sportsmanship

A good sport plays fair, according to the rules of the game. He does not cheat or accuse his opponents of doing so because he is not able to accept defeat. He treats his opponents with the respect due a friendly foe. As an individual, he plays not for the glory for himself but for the team. As a spectator, he is not critical of the acts of the players or members of a team. In his work, as well as his play, a good sport is generous, fair, honorable, but gives no quarters or asks no favors he does not earn. He will always be well liked, as everyone admires true sportsmanship displayed anywhere, and at any time.

Withdrawal from School

A student who is moving must come to the office, check in all textbooks, get a withdrawal sheet, and have each of his teachers record a grade for the time he was in

school. No grades will be forwarded to another school until this is done. Library books, school equipment, lunch accounts, etc., must be checked and cleared, also, before grades will be sent.

Exemptions

Students in grades 6-12 may be exempt from semester tests by observing the following regulations:

- 1) Students who have an "A" average are allowed 3 absences.
- 2) Students who have a "B" average are allowed 2 absences.
- 3) Students who have a "C" average are allowed 1 absence.
- 4) Three tardies constitute an absence.

Semester Exams

No semester exams are to be taken at times other than those scheduled by the school, unless approved by the principal and the classroom teacher. Vacations or trips should not be scheduled so they will conflict with testing dates.

Visitors

Students are instructed not to bring visitors to the school. This causes unnecessary confusion in the classroom.

Immunizations

Due to the passing of SB 658 for school enrollment a parent or guardian shall provide one of the following 1. Current up to date immunization records. 2. A completed and signed exemption form.

Telephone

Any parent wishing to speak to their child should call the central office at 405-784-2331. We will be happy to take a message and have student return your call between classes. No student will be called to the telephone except in case of an emergency. Messages will be delivered to the student. Students will not be excused from classes to make telephone calls. Telephone calls made by students must be approved by the principal. Students will be required to tell office staff the nature of a phone call when requesting to use the phone to call a parent. **Please be aware that if you text or call your student on their cell phone during class, that is a violation of the school cell phone policy and discipline action will be followed.**

Food and Drink in the Classroom

Food or drink will not be allowed in the classroom without the prior consent of a teacher. Bottled water is permitted.

Gun Free Schools Act of 1994

According to the Gun Free Schools Act of 1994, guns will not be allowed on campus by anyone at anytime. The only exception would be a law enforcement official.

Fund Raising

Any method of fund raising must be approved by the administration.

Closing of School

In case school has to be dismissed due to bad weather, the announcement will be made by the following methods: Channel 4 TV, Channel 5 TV, and Channel 9 TV, all in Oklahoma City, as well as social media platforms and school apps. Please monitor the TV broadcasts when bad weather is threatening.

Miscellaneous

STUDENTS SHOULD REMEMBER THAT AS YOUNG ADULTS, THEY ARE RESPONSIBLE FOR THE CHOICES THEY MAKE AND THE CONSEQUENCES THAT FOLLOW.

On behalf of the Board, Administration, Faculty and Support Personnel -- We welcome you to Asher Public School.

Asher Public Schools

Student Handbook

Signature Form

2024-2025

I have received a copy of the Asher Student Handbook. I am aware of the school policies and procedures that will pertain to my child while attending Asher Public School.

Parent's Name (Printed)

Parent's Signature

Date

Student's Name (Printed)

Student's Signature

Date

Parent/Guardian and student need to sign and date the form.

***DETACH FROM HANDBOOK,
and only return the form to school with your student.***

Thank you