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2025-2026

ARNETT PUBLIC SCHOOLS

**STUDENT  
HANDBOOK**

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# 2025-2026 ARNETT STUDENT HANDBOOK

## FOREWORD

This handbook has been prepared to help you and your parents become acquainted with your school. This handbook does not contain all the rules of the school. It is the desire of the administration and your teachers that you will use the handbook to become well-informed about your school and to be challenged to make an honest effort to live up to the high ideals and standards of Arnett Public School.

## WELCOME

The citizens of the Arnett School District have provided and are supporting a well-equipped high school for the boys and girls of the community. Opportunities you will find here include education, leadership, athletic, and social activities. From these, we suggest that you plan a balanced schedule according to your inclinations. This will not only benefit you in an educational way but also will give you the true Arnett School spirit and at the same time help us to help you. If you enter exclusively into one or two branches of the school program, you cannot get the all-around development that the school should give you; but at the same time, we also advise you not to try to include too much.

## PRIORITIES AND GOALS OF ARNETT HIGH SCHOOL

1. To develop an appreciation and understanding of democracy and democratic government.
2. To teach skills in oral and written English.
3. To promote skills in reading.
4. To develop respect for the worth and dignity of the individual.
5. To promote willingness to respect the rights and properties of others.
6. To encourage self-discipline, self-direction, and the ability to work on one's own.
7. To encourage the practice of good citizenship.
8. To instill mathematics and science skills.
9. To instill in each student an incentive sufficient to cause one to become a better citizen.

## MISSION STATEMENT FOR ARNETT PUBLIC SCHOOLS

Committed to excellence in education by engaging, encouraging, and empowering future graduates.

## TELEPHONE NUMBERS

Superintendent 885-7202

High School 885-7102

Elementary 885-7103

Gym 885-7242

Agriculture Education 885-7245

Technology Education 885-7249

## BOARD OF EDUCATION

J.B. McCartor, President

Riley Latta, Vice President

Will Whitson, Clerk

Jeremiah Campbell, Member

Rick Messer, Member

## SCHOOL ADMINISTRATION

Scot Friesen, Superintendent

Bryan Shoaf, HS Principal/ Softball

Shannon Shoaf, Elementary Principal/ Spanish/ Library

## **FACULTY**

Allen Tune, PE/ Girls Basketball  
Alison Royal, Reading Specialist/GT  
Alysha Ham, 6th grade/ 5th & 6th PE  
Amy Miller, Kindergarten  
Bill Burcham, Driver's Ed/ Baseball  
Brittney Gaisford, 1st grade  
Chris Johnston, Agriculture Education  
Cortney New, Special Education Director  
Drew Miller, Boys Basketball/History  
Tracy Johnson, Speech Pathology  
Jamie Dearing, 4th grade  
Jena Burcham, Counselor  
Kaleb McDonald, Tech Ed/ Resource Officer  
Kristi Haney, Paraprofessional/ Bus Driver

Leslie Girton, Library Aide  
Lezli Smith, Paraprofessional  
Lynanne McDonald, JH ELA/Yearbook  
Melanie McCracken, 2nd grade  
Melia Wheeler, 5th grade  
Melissa Guadarrama, Paraprofessional  
Nicki Broyles, Music/Band  
Nicole Bryant, 3rd grade  
Nicole Kuper, PreK  
Paige Dearing, Paraprofessional  
Rian Mann, Math  
Robin Coleman, Science  
Ross Royal, Computer Science/ Media/ Athletics  
Shala Knowles, English/ Speech

## **SUPPORT PERSONNEL**

Jackie Plymesser, Part-time Superintendent's Secretary  
Remick Brown, Superintendent's Secretary  
Kelsi Stevens, HS Secretary  
Melisa McMurphy, Elem Secretary/Child Nutrition  
Rick Morrissette, Maintenance Supervisor

DeLyn Morrissette, Cafeteria Manager  
Ashli Richardson, Cook/ Custodian  
Larry Branstetter, Custodian  
Maria Gallardo, Custodian  
Maria Flores, Cook/ Custodian  
Jacob Wayland, Transportation Maintenance

## **HS TIME SCHEDULE**

First Hour 8:08 - 8:53  
Second Hour 8:56 - 9:41  
Third Hour 9:44 - 10:29  
Fourth Hour 10:32 - 11:17  
Fifth Hour 11:20 - 12:05

Lunch Hour 12:05 - 12:32  
Sixth Hour 12:35- 1:20  
Enhancement 1:23-1:43  
Seventh Hour 1:46 - 2:31  
Eighth Hour 2:34 - 3:15

## **ELEMENTARY TIME SCHEDULE**

Doors open 7:45  
Breakfast End Time 8:05  
First Bell Rings 8:08  
Last Bell Rings 3:15

## **ENROLLMENT**

For admission to the Arnett Schools, a student must be a resident of this district or legal transfer. He/she must be living with his/her parents or guardians and must be willing to abide by the rules and the guidelines of the school, maintained by the Arnett Board of Education. A social security number, birth certificate, and shot record are needed at enrollment (must be current and meet state requirements).

## **STUDENT RESIDENCY**

It is the policy of the Arnett Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in [70](#) O.S. § 1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes to a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with [70](#) O.S. § 1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider

the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with [70 O.S. § 1-1 13 \(A\)\(l\)](#).)

### **Homeless Students**

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as regular sleeping accommodation for human beings.
2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.
3. A child who is temporarily living in a trailer park or camping area due to a lack of adequate living accommodations.
4. A child who is living in doubled-up accommodations due to loss of housing or other similar situations.
5. A child who is placed in a foster home for lack of shelter space.
6. A migratory child who is staying in accommodations not fit for habitation.
7. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
8. A child who is placed in a state institution because s/he has no other place to live.
9. A child who has been abandoned by his/her family and who is staying in a hospital.
10. A child whose parents or guardians will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.
11. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by homeless children:

1. Enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the superintendent. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
2. Fees and charges that may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the superintendent.
3. Customary transportation policies and regulations may be waived at the discretion of the superintendent.
4. Official school records policies and regulations may be waived at the discretion of the superintendent.
5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board policy on immunizations.
6. Other barriers to school attendance by homeless youth may be waived at the discretion of the superintendent.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;
2. Special education, Title I, and limited English proficiency programs for which they are eligible;
3. Vocational education programs;
4. Gifted and talented programs;
5. Before and after school programs;
6. School meal programs; and
7. Transportation services.

### **Residency Officer**

The school district designates the principal as residency officer. The residency officer may be contacted by calling the school district at 580-885-7104 or by writing to the residency officer at the following address, or by personally visiting the residency officer at 102 E Haskell, Arnett, OK 73832. If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student may request a review of the residency officer's decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child to the school district.

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

### **STUDENT TRANSFERS**

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. The school district will begin accepting applications for the next school year starting July 1. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to re-enroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

A student who has attended school as a resident student for at least three years prior to moving out of the school district may be allowed to transfer into the district regardless of capacity. Such student's application will be reviewed utilizing only disciplinary records and attendance in the determination of the transfer request.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,

b. possession of an intoxicating beverage, low-point beer, as defined by [Section 163.2](#) of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or

c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

In making the decision to determine capacity, the board of education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at each grade level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and

2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;

2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;

3. A copy of 210:10-1-18.1 from the Administrative Code; and

4. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly

scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within ten (10) days after the parent of the student actually received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

Appeal process choice 1: During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or attorney to address the State Board at the meeting.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

## **CHANGE OF ENROLLMENT**

A student desiring to drop a course or to make some other change in their class schedule should make the request at the principal's office. No changes in schedule may be made after the first week of the school year, except at the request of the teacher and the approval of the principal.

## **VIRTUAL SCHOOL**

Any student that chooses to go strictly virtual with no in person school participation will complete all of their classes through the Edgenuity program. Students that choose this option will not be permitted to be involved in any extracurricular activities. Virtual only students will receive a diploma when they have completed the required

coursework to graduate. They will not participate in the graduation ceremony or be eligible for Valedictorian or Salutatorian honors.

### **CLASSIFICATION OF STUDENTS**

Freshman - successfully complete the 8th-grade year.

Sophomore - pass 4 of 8 classes. 2 of the 4 must be core classes.

Junior - must have completed 9 credit hours. 5 must be core hours.

Senior - must have completed 13 credits. 7 must be core classes.

Students having fewer than four credits at the beginning of the first semester will enroll as a freshman.

\*\*\* Students who need more than one credit for graduation may not participate in the graduation exercises (State Board Of Education Regulation).

### **ELEMENTARY PROMOTION AND RETENTION**

The teacher will make a recommendation on Promotion/Retention or pass/fail. The parent or guardian of the student, if dissatisfied with the recommendation, may appeal the decision to the school principal. If the parent is still dissatisfied after such an appeal, an appeal may be made to the superintendent. If dissatisfaction still exists, the parents may appeal to the board of education. The decision of the board of education will be final. The parent may prepare a written statement to be placed in and become a permanent part of the student's record stating the reason for disagreement with the final board decision.

Students in grades seven and eight must pass eight of ten-semester core units to be passed to the next grade level. A committee consisting of the principal, counselor, and classroom teacher will review students who don't pass the units. This committee may choose not to retain the student or to retain the student.

### **GRADING SCALE**

All teachers will use this grading scale for all classes at Arnett School. All grades will be issued on the basis of 100 points.

A 90-100  
B 80-89

C 70-79  
D 65-69

F 64 Below

### **GRADE POINT AVERAGES**

Students in grades 9-12 will accumulate points for their grades. The student's semester grade point average will be used to determine the Valedictorian and Salutatorian of a class. Grade points will also be used to determine class rankings.

Grade points for regular course work:

A = 4 Points    B = 3 Points    C = 2 Points    D = 1 Point    F = 0 Points

### **REPORT CARDS**

Report cards will be issued at the end of the grading period. No student may receive their report card until all money or equipment owed to the school is paid or returned. If a student receives an incomplete class grade, the work needed for completion must be submitted before the end of two weeks. When the two weeks are up the grade will be changed to an "No Credit".

### **GRADUATION REQUIREMENTS**

Students graduating from Arnett High School must have twenty-three (23) units to graduate. Students shall complete the college preparatory/work ready curriculum. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student. In order to be in competition for class Valedictorian or Salutatorian, a student must have successfully completed the classes designated on the college preparatory/work ready curriculum track.

In order to graduate from a public high school, students must complete and demonstrate satisfactory knowledge in 14 areas of instruction related to financial literacy.

Beginning with the 2015-16 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between 9th grade and high school graduation.

Beginning with students entering the ninth grade in the 2019-2020 school year (class of 2023), each student is required to complete the process of an Individual Career Academic Plan (ICAP).

Students are also required to participate in Service Learning and/or Work-Based Learning Activities at least once in grades 9-12.

Current additional requirements for graduation include Naturalization test, ASVAB (must be offered), FAFSA (kids can opt out), U.S. History exam, and the federally-required assessments (ACT for English and Math, state-developed for Science).

Adjustments may be made to the 23 credits requirement by the administration for students moving into the district their Junior or Senior year.

The required units for the core curriculum for high school graduation shall include the following:

- 4 units of Language Arts
- 3 units of Math (must include Algebra I)
- 3 units of Science (must include Biology)
- 3 units of Social Studies (must include 1 unit U.S. History, ½ unit United States Government, ½ unit Oklahoma History)
- 1 unit The Arts
- 1 unit Computer Technology or Foreign Language
- 8 electives

The required units for the college preparatory/work ready curriculum shall include the following:

- 4 units of English
- 3 units of Laboratory Science (must include Biology I)
- 3 units of Math (must include Algebra I)
- 3 units of History/Citizenship Skills (must include 1 unit of U.S. History, ½ unit of Oklahoma History, and ½ unit of Government)
- 2 units of the same Foreign or non-English language, or 2 units Computer Technology
- 1 additional unit
- 1 unit Fine Arts (music, art, or drama) or 1 unit of Speech
- 6 electives

## **HONOR ROLL REQUIREMENTS**

Superintendent's Honor Roll students must have all A's. Principal's Honor Roll students must have no grade lower than a B.

## **ARNETT HIGH SCHOOL HONORS PROGRAM**

### **OBJECTIVES:**

1. To encourage increased student enrollment in academic areas.
2. To broaden the scope of the student's academic knowledge.
3. To recognize students who have achieved academically over and above basic requirements.

### **CRITERIA: TO BE CONSIDERED AN HONOR STUDENT, THESE CRITERIA MUST BE MET:**

1. Students must achieve an overall grade point average of 3.5 based on seven semesters of work, with no grade below a "C".
2. An honor student must successfully complete the sequence of

courses listed below.

3. In order to be in competition for class valedictorian or salutatorian, a student must have successfully completed the classes designated below.

**ENGLISH** (4 units)

English I, II, III, and IV

**MATHEMATICS** (choice of 3 units)

Algebra I, II, Geometry, Math Analysis,

**SCIENCE** (choice of 3 units)

Physical Science, Earth Science, Biology I, II, Chemistry I, II,

**SOCIAL STUDIES** (3 units) American History, World History, OK History, Government

**AT LEAST THREE OF THE FOLLOWING**

Computer Science, Foreign Language, World Literature, Accounting, Sociology, Geography, Economics, Humanities

**RECOGNITION:** Honors graduates will be recognized in the following way:

1. There will be a special recognition associated with the honor graduate's cap and gown.

**STUDENT ATTENDANCE**

A student must be in attendance at least eighty-five percent of the time in a class to get credit for that class. A student must be in attendance the full day to participate in extracurricular activities that day. Exceptions will be made for religious, funeral, and doctor appointments.

**Attendance Requirements:**

1. **Minimum Attendance:**

- Students must attend at least 85% of the scheduled classes in each course to be eligible for course credit.
- This means that students cannot miss more than 15% of the total class sessions for any given course.

2. **Types of Absences:**

- **Excused Absences:** Absences due to illness, medical appointments, family emergencies, religious observances, and other reasons approved by the school administration. Documentation may be required.
- **Unexcused Absences:** Absences without a valid reason or proper documentation.

3. **Notification and Documentation:**

- Parents/guardians must notify the school of a student's absence as soon as possible and provide necessary documentation for excused absences.
- Students must present documentation (e.g., doctor's note) to the attendance office upon returning to school.

**TEN-DAY RULE** (State School Board Rule)

Students may not miss more than ten days for school activities. The only exception is if the student qualified for the activities. Students need to keep track of the days they missed. The principal will have a committee to make the decision on the qualification needed for the activity to be exempt from this rule.

**WITHDRAWAL FROM SCHOOL**

If a student plans to withdraw from school they must notify the principal of their intention and receive a withdrawal slip to present to each of their teachers. If they have state owned books, library, or department books or supplies they must return them to the teacher who issued them. After they get their teachers' signatures on their slips, they must present it to the principal for final approval.

**EXCUSED ABSENCE**

Students are excused from attendance for religious observances, physical illness, medical and dental appointments, and the death of relatives or close friends. Students may be excused for reasons other than the above. Any absence due to another reason must be cleared through the principal's office, where an evaluation will be made as to the absence being excused or unexcused. If a student is aware of any possible absence coming up which is not listed under the heading of excused absence in the handbook, the student should check with the principal and see if the

absence will be excused or unexcused. In a few cases, exceptions could be made, depending on the reason, the planning, and the organization beforehand. In most cases, there will need to be several days' notice ahead of the absence. NOTE: an excused absence is still an absence.

## **TRUANCY**

When is a student considered to be truant?

- (1) Being absent from school without the knowledge of the parents at the time of the absence.
- (2) Leaving school before the end of the school day.
- (3) Leaving school under false pretenses.

## **LEAVING SCHOOL EARLY**

Sometimes students will need to leave school early for an appointment or other factors. In these cases, the student must get permission to leave the school campus. A student's parent or guardian must notify the school before permission will be granted. Students must have permission from the office and must also sign out at the principal's office. Students who do not have permission and have not signed out through the office will be considered truant. In the case that a student returns to school before school is out the same day that student must sign in at the principal's office.

## **TARDIES**

If a student is late to class the teacher will record them as tardy. Three unexcused tardies will count as one unexcused absence.

## **EXPECTATIONS OF STUDENTS**

1. That students come to school and school activities drug and alcohol-free.
2. That students are on time - - with appropriate learning materials.
3. That students take care of their restroom needs during class change time. Exceptions will be made in emergency cases.
4. That students help keep our school and campus clean.
5. That students do not go to the elementary school unless you have class there.
6. That students park only in the student parking area.
7. That all hats, caps, and sunglasses are removed when you enter a school building.
8. That students do not exhibit public displays of affection.
9. That students are respectful of others.
10. That students' behavior is at its best while representing Arnett.
11. That students do not leave anything of value in their locker.

## **SEMESTER TEST EXEMPTION**

Students in grades 7-12 will be required to take semester tests. Students may be exempt from semester tests if they have qualified in one of the following areas:

- A average with 4 or less absences
- B average with 3 or less absences
- C average with 0 absences

1. Any student who has been placed in In-School-Suspension or Out-Of-School Suspension will be required to take all semester tests the semester of the suspension.
2. Three tardies for any class period equals one absence for semester test exemption.
3. All documentation for excused absences must be submitted to the school within five school days of the absence.

## **MAKE - UP WORK**

Work missed should be made up as soon as possible so that the student's grade will not be lowered. A student who knows he/she will be absent for any reason should confer with his/her teachers and get assignments if possible. Students will be given one day for each day missed to make up work missed.

## **DISCIPLINE**

Teachers have the right when necessary to discipline students. Oklahoma State Law protects this right. "The teacher of a child attending a public school shall have the same rights as a parent to control and discipline of such child during the time the child is in attendance or in transit to the school or at a school approved event." Our approach to school discipline is primarily preventative: we believe in letting students know exactly what is expected of them, then the entire staff enforces these rules firmly, fairly, and consistently. Each teacher will have a set of rules for their classroom and will handle discipline in the classroom. If the misbehavior continues, the student will be sent to the principal for discipline.

## **SEARCH OF STUDENTS**

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

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

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example, prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to the proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

## **SUSPENSION OF STUDENTS**

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

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

1. Any student may be suspended for:
  - Acts of immorality

- Violations of policy or regulations
  - Possession of an intoxicating beverage, low-point beer ([37 O.S. §163.2](#))
  - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
  - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act)
  - Possession of a firearm may result in out-of-school suspension of not less than one year
  - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
  - Adjudication as a delinquent
  - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
  3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
  4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
  5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
  6. A student who has been suspended for a violent offense that is directed toward a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

#### Procedural Steps to Suspension

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

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.
3. Out-of-school suspension.
  - A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
  - B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

#### **Appellate Procedures**

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension, or the notice of the intent to suspend, of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.

D. The board of education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

## **OBSERVING A MOMENT OF SILENCE**

At Arnett Schools we recognize the importance of providing students with an opportunity to reflect, meditate, or engage in quiet contemplation. Therefore, we have instituted a policy for observing a moment of silence at the beginning of each school day.

## **CORPORAL PUNISHMENT**

Corporal punishment is not prohibited by the Board of Education. It is recommended for use only in cases of unusual incorrigibility or by choice of the student in some cases and then as a final measure. When corporal punishment is administered, it must be in the presence of the principal or another teacher and should not be administered in the presence of other pupils. Students will have a corporal punishment consent form on file.

## **GANGS**

Arnett Schools has a "NO TOLERANCE" policy when it comes to any gangs or secretive organizations. Students may not use any kind of gang lingo (hand gestures, written, or oral). Students may not dress in gang clothing or in a fashion that is associated with gang membership. Students who participate in this type of activity will be suspended from school.

## **DRUG-FREE SCHOOL POLICY**

All students in the Arnett school system will receive age-appropriate, developmentally based drug and alcohol education (tobacco and tobacco products are by definition illicit drugs.) Sections 759, 759.1 and 797 of the School

Laws of Oklahoma. This will include the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs.

Students of Arnett Schools are expected to exhibit the highest forms of conduct and this prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school grounds or as a part of any of its activities. Students found in violation of this policy will face disciplinary sanctions up to and including expulsion and referral for prosecution. Disciplinary sanctions could include loss of privileges, in-school suspension, out-of-school suspension, suspension from activity or activities, referral for prosecution, and expulsion, which may include the completion of an appropriate rehabilitation program before a student can be readmitted to school. The student will be informed about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.

### **STUDENT DRUG/NARCOTIC AND ALCOHOL POSSESSION**

Any student guilty of possession of drugs or alcohol on school premises can be suspended for the remainder of the current school term (school year). All students will be subject to the drug testing policy of Arnett High School. This policy can be found in the board policy handbook.

### **24/7 TOBACCO-FREE CAMPUS**

Arnett public school is a 24-hour, 7 days a week, tobacco-free campus. Use of any and all nicotine and/or tobacco products on campus is prohibited.

The use and/or possession of any tobacco or nicotine products, including but not limited to vapor cigarettes or E-cigarettes, are prohibited and any student who violates this rule is subject to disciplinary action.

**1st Offense:** May result in up to in-School Detention for 3 days

**2nd Offense:** May result in up to 3 days suspension from school.

**3rd Offense:** Subsequent violations could result in expulsion or change of placement for the remainder of the year.

### **ELIGIBILITY**

Arnett High School is a member of the Oklahoma High School Athletic Association, and all members of teams or individuals representing this school must meet all rules of eligibility required by the state association.

To be eligible for participation, a student must have earned at least five credits the preceding semester. Eligibility may be regained at the end of six weeks by passing all classes on a week-to-week basis to be eligible. Participants must attend school at least 90% of the time to be eligible.

Any student who is under school discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. The student must be in attendance for the entire school day or have an excused absence in order to play. Eligibility will be used for all school activities (field trips, prom, organizational activities, etc.)

### **EXTRACURRICULAR TRIPS**

The driver of a bus on an extracurricular trip will report all instances of pupil misconduct to the respective principal as soon as possible. The first offense will depend on the incident and be at the discretion of the principal. The second offense will result in loss of the privilege of riding the bus for the remainder of the current semester. No bus will be provided for an extra-curricular trip without a competent adult chaperone selected by the director of the activity. All members of the team or individuals representing this school will not be allowed to drive their own vehicle to the event. They may ride with their parents if pre-arranged with the coach or sponsor by written notification.

### **STUDENT CHARGES**

According to federal "RED FLAG" regulations, public schools can no longer allow students to charge for any purchases made at school or from school activity groups. Money must be given ahead of time for the purchase of an item. School Lunches are also affected by this federal ruling. Money must be paid for each month ahead of time. A balance sheet will be kept and the parents will be contacted when the balance on hand gets low. Once the student's lunch account is empty they will not be allowed to eat in the cafeteria until the meal is paid for.

## **SCHOOL LOCKERS**

It shall be the policy of the Arnett School Board to retain possession of all school lockers. The student will retain control of his/her locker only against fellow students, his/her possession is not exclusive to the school and its officials. A school does not supply its students with lockers for illicit use in harboring pilfered property or harmful substances... and it is the proper function of the school authorities to inspect the lockers under their control and to prevent their use in illicit ways or illegal purposes.

Do not keep anything of value in your locker. Articles of value should be checked in at the principal's office. The school is not responsible for lost or stolen articles left in lockers. Your books and personal belongings should be kept in your assigned locker only. You are not to leave anything on the floor of the hall or on top of your locker.

Students have no reasonable expectations of privacy right towards school officials in school lockers, desks, or other school property. School lockers, desks, and other areas of the school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Oklahoma State Law (section 24-102 of Title 70)

Students are not to put food, drinks or these empty containers in their lockers. Students may not keep any type of animal or insect in their locker.

## **SCHOOL PROPERTY DAMAGE**

Any person found to have been involved in any such violation will be prosecuted to the fullest extent of the law. If the offender is an Arnett student, the school regulation will also be imposed. The following state statutes apply:

A) O.S. (23-10): Recovery of Damages by Political Subdivisions From Parents to Minors - The state or any county, city, town, municipal corporation or school district, or any persons, corporation or organization, shall be entitled to recover damages in any amount not to exceed One Thousand Five Hundred Dollars (\$1,500) in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or a county, city, town, municipal corporation, school district, person, corporation or organization.

B) O.S. (70-15-117): Powers and duties - Rules and Regulations - The Board of Education for each school district shall have the power to – make rules and regulations - governing the system of the school district.

C) O.S. (70-6-114): Control and Discipline of Child - The local school Board of Education shall adopt a policy for the control and discipline of all children attending public school in that district. Such policy shall provide options for the methods of control and discipline of the students. The parents or guardians of every child residing within a school district shall be notified by the local board of education of its adoption of the policy and shall receive a copy upon request. Provided, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any function authorized by the school district or classroom presided over by the teacher.

D) O.S. (21-643): Force Against Another Not Unlawful When Self-defense of Property - To use or attempt to offer to use force or violence upon or toward the person of another is not unlawful in the following cases. When committed by a parent or the authorized agent of any parent, or by any guardian, master or teacher, in the exercise of a lawful authority to restrain or correction has been rendered necessary by the misconduct of such child, ward, apprentice or scholar, or by their refusal to obey the lawful command of such parent or authorized agent or guardian, master or teacher, and the force of violence is reasonable in manner and moderate in degree.

E) O.S. (21-1272): Penalties - Any person who intentionally, knowingly, or recklessly carries on his person any weapon in violation of Section (B) above shall be guilty of a felony punishable by a fine not to exceed One Thousand Dollars (\$1,000.00) or imprisonment in the penitentiary for a period not to exceed Two (2) years or both such fine and Imprisonment.

## **CARE OF SCHOOL EQUIPMENT**

In order to maintain a clean and orderly school, each student should have an attitude of respect for all property. Students are requested to be diligent in their care of equipment in the school labs. Defective and worn equipment should be reported to the instructor. Unwarranted rough usage may be justification for dismissal of the pupil from class.

## **PAYMENT FOR DAMAGE**

Each student shall pay for all damage he or she may do to the school property or property of other students within one week after demand unless arrangements are made with the principal to defer payment until a later date. Failure to make such payment shall be a cause of suspension.

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

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

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

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

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

### **Personal Responsibility**

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

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

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

### **Acceptable Uses**

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

2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful forms of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

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

- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
  - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
4. Cyberbullying - Cyberbullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
  - Spreading rumors about others through email, IM, or text messages.
  - Creating a Web site or other social networking account that targets another student or other person(s).
  - Sharing fake or embarrassing photos or videos of someone with others via a cellphone or the Web.
  - Stealing another person's login and password to send mean or embarrassing messages from his or her account.

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

### **Internet Safety**

1. General Warning; Individual Responsibility of Parents and Users. All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
  2. Personal Safety. Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
  3. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
  4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
  5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.
- Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

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

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

### **Privacy**

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

### **Failure To Follow Policy**

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

### **Warranties/Indemnification**

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

### **Updates**

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

### **USE OF THE GYM AFTER HOURS**

The gym is a classroom and is for the use of students enrolled in athletics. The coaches are the only personnel with the authority to let students in after hours. All rules that apply to use of the gym will be discussed with students enrolled in athletics at the beginning of each school year. No students PreK-6th grade are allowed in the gym after hours without a parent or guardian.

## **BUSES**

The bus driver will report any misconduct to the principal. The bus driver may assign seats to handle misconduct. Safety is our major concern while riding a bus. Students are to remain in their seats while the bus is moving. All rules that are in effect at school also apply to students while riding on a school bus. Students who choose not to follow these rules will not be allowed to ride the bus. Buses arrive at school at 7:45 a.m. and depart at 3:19 p.m.

## **CAFETERIA**

A modern cafeteria is owned and operated by the school for the purpose of providing palatable and healthful lunches and breakfast for students at the lowest possible cost. All money received from students is spent on food and its preparation.

Studies have shown that students who eat an adequate lunch at noon tire less easily and have fewer low points during the day than those children who do not eat a well-balanced meal. Students may buy weekly or monthly lunch tickets at the principal's office. Students who wish to have two milks or juices must pay extra for these. Students are not to take food or drinks from the cafeteria after eating.

## **OFFICES**

Students are not allowed in the principal's or superintendent's office when the principal, superintendent, or the secretary is not in the office unless they have permission from these people.

## **OTHER CLASSROOMS**

Students are not allowed in classrooms while the teacher is not in the room unless they have permission from the teacher.

## **USE OF COPY MACHINES**

The copier machines are not for personal use. They are for official school use only.

## **TELEPHONE**

The telephone is for school personnel only. With permission from the office, students may use the phone.

## **WIRELESS TELECOMMUNICATION DEVICES BELL TO BELL POLICY**

At Arnett Public Schools, we believe in creating a learning environment where students are focused, connected, and ready to succeed. To support this vision, and in response to Senate Bill 139, which requires all public school districts in Oklahoma to prohibit student use of personal electronic devices during the school day, we are implementing a new district-wide Personal Electronic Wireless Communication Devices Policy - Board Policy\_ FNG.

Effective July 1, 2025, all students will be expected to keep personal electronic devices turned off and out of sight during the instructional day (bell to bell).

This includes:

- Cell phones
- Smartwatches/smart glasses
- Earbuds/headphones
- iPods or other personal streaming/music devices
- Any device that connects to the internet or cell network

Elementary students Pre-K-6th phones will be turned off, collected, and stored by their home room teacher each day.

JH/HS Students can bring devices to school at their own risk, but usage is only allowed before school and after dismissal (per state legislation). During school day field trips (ex: ballgames phones are allowed).

During the school day, students who need to contact a parent/ guardian may request to use the office phone. Likewise, families needing to reach students should call the school's office.

## **LUNCH PERIOD**

Students in ninth through twelfth grades may leave campus at lunch. Students are not to get in any vehicle or use any type of transportation during the lunch period. Parents may pick up their own child to take to lunch. No students will be allowed to ride with anyone else but their parents or guardian unless arrangements have been made with the principal.

## **ENTERING THE SCHOOL**

Students are not to be in the school halls before the first bell rings in the morning or after lunch. Students can enter the student lounge or must stay outside until the first bell rings.

## **NOT ALLOWED AT SCHOOL**

- A. Knives of any type or style
- B. Guns of Any type and description
- C. Any article that could be classified as a weapon
- D. Tobacco or alcoholic products.
- E. Lighters or matches.
- F. Throwing Snowballs
- G. Blankets or pillows are not to be brought to classes.

## **DRESS CODE**

Students should present a neat, conservative, and appropriate appearance during school hours. Student dress should be clean, neat and in good taste at all times. A student whose extreme appearance creates a substantial disruption to the educational process or the management of any school program will be subject to discipline until corrections are made. Final judgment on the inappropriateness of student appearance will be made by the administration. The administration will determine proper dress using the following guidelines.

- A. Shoes will be worn at all times (no house shoes, or Flip Flops)
- B. Clothes will not be excessively tight, baggy, or have inappropriate holes in them. Holes may not be excessively large or be in inappropriate places.
- C. The waistband of all garments will not be worn below the hipline (no sagging or dragging).
- D. Shorts, dresses, and skirts may be no shorter than mid-thigh length. No short shorts or bicycle shorts may be worn. JH/HS students may wear shorts until Nov. 1 and after March 15th.
- F. See-through clothing, low-cut blouses, bare midriffs, tank tops, crop tops. Bare backs are not permitted. Shirts must be long enough to tuck into the waistband.
- H. Tattoos are not allowed to be visible (and should be covered) during school or any school-sponsored activity.
- I. Any clothing accessory that could be used as a weapon such as chains, handcuffs, studded gloves, studded bracelets ect. will not be permitted.
- J. Pajamas, lounge pants, or flannel pants are not allowed. Sweatpants with writing on the backside are not acceptable.

Clothing may not have any vulgar or profane expressions or advertisements for tobacco, drugs, or alcohol. Body piercing and its associated jewelry for both male and female students are not considered appropriate and will not be allowed during school or school activities. Hats or bandanas shall not be worn inside any building unless they are part of a required uniform for a skit or play. The principal will have the right to declare a student's clothing unfit for the school atmosphere, and require the student to correct the type of clothing worn.

## **FUNDRAISING**

All classes and organizations must have all fundraising projects approved by the school board at the first of the school year. No soliciting or selling may be done in the school without the approval of the principal. All students in the classes or organizations must participate in the fundraiser if they are to benefit from the funds. All money collected must be turned in at the end of each day.

## **STUDENT LOUNGE AREAS**

The student lounge areas are a place for students to meet before school and during lunch period. Students are responsible for keeping the areas clean. The student lounge will only be open to students before school and during lunch period.

## **AUTOMOBILES**

Students shall use the parking lot designated by the principal, which is the Parking Lot South and East of the swimming pool. Students will park so their car does not block the entrance of the lot or block another car. Students are to park only in this lot. Students shall drive on school property only if they meet state requirements to operate a motor vehicle. When a student arrives on the school campus and parks they are not to drive again until the end of the school day with the exception of those students leaving school early with a permit. This includes vehicles parked off school grounds. The student parking lot is off-limits during the lunch period. Students are not to ride ATVs or non-legal vehicles to school or extra-curricular activities. The speed limit in the parking lot is 5 M.P.H.

## **LIBRARY**

The library will be open at posted hours. Library books may be checked out for a two-week period with the privilege of rechecking if needed.

## **SNACKS AND DRINKS**

Students may have and/or consume snacks and drinks from and in the student lounge only. This is to be considered a privilege and will be taken away from all students if the trash and messes are left in the student lounge area. Snacks and drinks are not allowed in any other part of the high school. Sunflower seeds are not allowed in any school building or school vehicle at any time.

## **HAZING**

Hazing of any type is prohibited. (House Bill 1906) Arnett School will not allow any type of hazing to occur. Students who may participate in this type of activity may be suspended from school. Any school organizations that allow members to participate in hazing will be disbanded and will not be allowed to be a part of this school.

## **PREVENTION OF BULLYING AT SCHOOL, INVESTIGATION OF REPORTED INCIDENTS & REMEDIATION AND CONSEQUENCES**

The School Safety and Bullying Prevention Act at 70 O.S. § 24-100. 4 (A) requires each public school district board of education to adopt policies to address investigation of reported incidents of bullying. Following is the State Model Bullying Policy provided to school districts by the Oklahoma State Department of Education.

### **Prohibition of Incidents of Bullying**

It is the policy of the district to prohibit all bullying of any person at school. This policy shall extend to all schools in the district. Prohibited conduct includes incidents of bullying instigated by use of electronic communication specifically directed at students or school personnel.

### **Definitions**

The following words and terms used in this policy shall have the following meaning:

1. "At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.
2. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal communication, or electronic communication directed toward a student or group of students that result in or are reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group; and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
3. "Electronic communication" means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone, or other wireless telecommunication devices, or a computer.
4. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

### **School Bullying Prevention and Intervention**

Every school site in the district shall ensure compliance with the following strategies for bullying prevention and appropriate intervention when incidents of bullying occur at school:

1. Bullying Preventing Officers. The principal of each school site in the district shall designate at least one Bullying Prevention Officer ("BPO") who shall be the primary point of contact to receive reports of incidents of bullying. The duties of the BPO shall be as follows:

- a. To receive, promptly review, and track reports of incidents of bullying;
  - b. To establish and maintain the confidentiality of reports of incidents of bullying as appropriate;
  - c. To establish a method for receiving anonymous reports of incidents of bullying;
  - d. To publicize the procedures for reporting set forth in this policy to all students, parents/legal guardians of students, and school employees;
  - e. To educate the school and community about bullying prevention measures;
  - f. To review, monitor, and suggest strategies for improvement of the school climate in order to facilitate prevention and intervention of bullying incidents in the school site and promote a school culture of intolerance of bullying behaviors;
  - g. To report the number of documented and verified incidents of bullying to the district and/or the State Department of Education in accordance with the requirements of [70](#) O.S. § 24-100.4(F) and accompanying regulations at 210: I 0-1-20;
  - h. To serve on the Safe School Committee and make recommendations for bullying prevention education, professional development, and/or policies and procedures pertaining to bullying prevention; and
1. Any other duties deemed necessary by school administrators and/or the Safe School Committee to facilitate bullying prevention at the school site.

2. Training and education in school bullying prevention and intervention. All school administrators and school employees at each school site shall be required to complete annual professional development training in school bullying prevention, identification, response, and reporting that meets the requirements of [70](#) O.S. § 24-100.4(A) and 210: 10-1-20. Selection of the required training at each school site shall be based upon the recommendation of the Safe School Committee established at the site.

3. Safe School Committee. Every school site in the district shall establish a Safe School Committee that meets the requirements of [70](#) O.S. § 24-100.4(A). At least one of the members of the Committee shall be a BPO designated at the school site. The duties of the Committee shall be the duties set forth in [70](#) O.S. § 24-100.4(B).

4. Bullying Prevention Programs. Every school site in the district shall implement a research-based educational program as designed and developed by the State Department of Education for students and parents in preventing, identifying, responding to, and reporting incidents of bullying.

### **Reporting Incidents of Bullying**

The system of incident reporting at every school site in the district shall ensure that students are encouraged to report incidents of known bullying and shall remove unnecessary obstacles that would serve as a deterrent to reporting (e.g., ensuring availability of reporting procedures during the school day, ensuring a student is not penalized for tardiness or absence from a class incurred as a result of reporting an incident). To facilitate prompt reporting and tracking of all incidents, school sites shall, at a minimum follow the following procedures: Such procedures shall, at a minimum, address all of the following requirements:

1. District Bullying Report Form. Students shall be informed of the process for reporting incidents of bullying and encouraged to report all incidents of bullying to district officials or to the local law enforcement agency. Incidents of bullying reported to the district shall be reported on the "District Bullying Report Form" which shall be made available to students at all times during regular school hours, including in the main/front office of the school site, the office of the school counselor, the website of the school site, and any other locations recommended by the Safe School Committee at each school site. Students shall be advised that they may obtain assistance from a school official if they have questions about completing the District Bullying Report Form or if they are unable to complete the form without assistance (e.g., students unable to write legibly due to age, disability, etc.). The District Bullying Report Form shall be designed to facilitate reporting of incidents by all ages, and shall, at a minimum, include all of the following items:
  - a. Date and approximate time of incident;
  - b. Location of incident;
  - c. Name(s) of all individuals at whom the incident was directed or who were affected by the bullying behavior;
  - d. Name(s) of all individuals who initiated or encouraged the bullying behavior;
  - e. Name(s) of all individuals who witnessed the incident or may have information pertaining to the incident;

f. Description of the incident, including:

- i. Identification of all inappropriate behaviors;
- ii. Identification of any types of alleged harassment on the basis of race, color, national origin, gender, sexual orientation, religion, or disability;
- g. A description of the types of behaviors used to harass, intimidate, or threaten a student. Examples include, but are not limited to the following:
  - i. Gesture, written, or verbal expressions (e.g., written or verbal threats, obscene gestures directed toward a student);
  - ii. Physical acts (e.g., physical fights, assault, or attack);
  - iii. Electronic communication (e.g., cell phone, instant messaging, email, social networking, audio or visual images);
  - iv. Damage to a student's property (e.g., stealing, hiding, or damaging property);
  - v. Threatening another student (i.e., communication leading to a reasonable fear of harm to the person or property of another individual or individual's friends or family);
- h. Description of interference with the school's educational mission or the education of the student, including, but not limited to:
  - i. Detrimental changes in school attendance (e.g., absences or tardies; missing all or part of a class or a school day);
  - ii. Detrimental changes in student performance (e.g., student grades, assessments);
  - iii. Detrimental changes in participation in school activities (e.g., student demonstrates fear or avoidance of interaction with other students during activities, lunch, bus, recess);
- l. Identification of any physical evidence of the conduct (e.g., written notes, emails, property destruction, voicemail messages, audio or video recordings);
- J. Any other information which could potentially assist school officials in the investigation of the incident;
- k. Name of individual reporting the incident and contact information at which the individual reporting the incident may be reached to seek additional information (unless the form is for the purpose of anonymous reporting);
  1. Relationship of the individual reporting the incident to the individuals involved in the incident.
  2. Individuals who may report incidents of bullying. Incidents of bullying at each school site in the district may be reported by any student, parent, school employee, or member of the public. Any school employee who has reliable information that would lead a reasonable person to suspect that an individual at the school is currently or has been the target of one or more incidents of bullying shall be required to report the information to the school's BPO. Failure by school employees to report incidents of bullying in accordance with the requirements of this policy may result in disciplinary action.
  3. Privacy and confidentiality. Reports of bullying shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of bullying from retaliation.
  4. Anonymous reporting. In order to ensure individuals may report incidents without fear of retribution or retaliation, every school site in the district shall provide at least one method of anonymous reporting of incidents of school bullying that protects the identity of the individual reporting the incident. However, an anonymous report shall not be the sole basis for formal disciplinary action in response to an incident of bullying.
  5. Tracking reports of incidents of bullying. All reports of bullying shall be tracked using methods that will enable the BPO and administrators of each school site to identify emerging patterns of bullying over extended periods of time.

### **Response to Reported Incidents of Bullying**

Every school site shall follow the following procedure in response to reported incidents of bullying. Upon receipt of a report of a bullying incident, the BPO shall take immediate steps to:

1. Separately interview the individuals involved in the incident and witnesses to the incident to assess and ensure the safety of all individuals involved in the incident pending investigation of the incident;
2. Locate and secure any records or physical evidence relating to the incident;
3. Promptly notify the parent(s)/legal guardian(s) of all individual students involved in the incident and the steps taken by the school administration to ensure the safety of the students pending investigation of the incident; and
4. Contact law enforcement if an incident reported involves an immediate threat to school safety or immediate harm to the safety of an individual student.

### **Investigation, Determination, and Documentation of Reported Incidents of Bullying**

The principal of each site shall be the individual responsible for investigating incidents of bullying unless the principal designates another school official at the site as the individual responsible for investigation of the incident.

The procedure for the investigation of a reported bullying incident shall, at a minimum, meet all of the following requirements:

1. Initiation of investigation. Within three (3) school days of receipt of the report of an incident of bullying, the school principal or designee shall initiate an investigation of the reported incident. All interviews with individuals involved in the incidents, their parent(s)/legal guardian(s), and/or witnesses shall be documented. A student's parent/legal guardian or attorney shall be permitted to be present at the interview of a student upon request of the student or the student's parent/legal guardian.
2. Documentation of investigation. All investigations shall be documented on a form that includes, at a minimum, all of the following information:
  - a. The date that the report of the incident was received by the BPO;
  - b. The date investigation of the report was initiated;
  - c. The name and title of the individual(s) assigned to conduct the investigation;
  - d. Identification of all individuals involved in the incident;
  - e. Identification of all individuals who witnessed the incident;
  - f. A summary of the details of the alleged incident;
  - g. A list of documentation available to investigate the incident; (e.g., written statement of student victim, written statement of student witnesses, medical information, incident forms, police reports);
  - h. A summary of action taken to investigate the incident (e.g., interviews with alleged victim, offender, perpetrator, and/or witnesses; review of incident reports; review of history of prior student behaviors; review of evidence);
  - i. A determination of whether sufficient evidence exists to verify occurrence of the alleged conduct;
  - j. Identification of follow-up actions taken with the victim(s) and offender(s);
  - k. Identification of consequences implemented for the offender(s);
  - l. Identification of remediation implemented to address harm to the victim(s);
  - m. Date and method of notification of parents/legal guardians of victim(s) and offender(s) of completion and findings of the investigation.
3. Findings and determination of alleged incident. Upon completion of review of all facts alleged and available evidence, the school administrator shall:
  - a. Document all findings of facts;
  - b. Issue a determination as to whether the occurrence of the incident could be verified based upon the available evidence as follows:
    - i. Occurrence of the incident was verified;
    - ii. Occurrence of the incident was unverified due to lack of proof (e.g., inability or unwillingness of victim to assist the investigation or provide evidence in support of the allegations); or
    - iii. Evidence exists beyond reasonable doubt to support a conclusion that the incident was falsely reported by an individual as a means of bullying or retaliation or reprisal against a student for reporting an act of bullying.
4. Notification of results of the investigation. Upon completion of an investigation, the school administrator shall promptly notify the district, and the parents/legal guardians of the students involved:
  - a. The findings of the investigation; and
  - b. Any proposed consequences and remedial measures provided to the individual(s) affected by the incident.
5. Follow-up referrals for the purpose of student support services. Upon completion of an investigation, a school may recommend that available community mental health care, substance abuse, or other counseling options be provided to students involved in bullying incidents. A school may request the disclosure of any information concerning students who have received mental health, substance abuse, or other care pursuant to paragraph 13 of this subsection that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information.

### **Remediation and Consequences for Incidents of Bullying**

1. Consequences for Individuals Who Commit Incidents of Bullying. Appropriate consequences shall be imposed for every individual who commits an act of bullying or an individual found to have falsely accused another student of bullying as a means of bullying or retaliation or reprisal for reporting an act of bullying. Consequences shall be determined, implemented and enforced in a manner that is consistent with the due process requirements set forth in

the district's policies pertaining to student and employee discipline. Examples of appropriate consequences may include, but are not limited to the following:

- a. Verbal or written warnings;
- b. Conferences with the parent(s)/legal guardian(s) of the students involved in an incident of bullying;
- c. Detention;
- d. Loss of school privileges;
- e. Course and/or teacher reassignment;
- f. Prohibition or suspension of participation in school activities;
- g. In-school or out-of-school suspension in accordance with the provisions of [70](#) O.S. § 24- 101.3 and district policies and procedures pertaining to student discipline;
- h. Restitution of a victim's property that has been damaged as a result of the bullying incident;
- i. Reassignment, suspension, and/or termination of school employment;
- j. Referral to law enforcement.

2. Every school administrator shall determine consequences for incidents of bullying behavior on a case-by-case basis in a manner that is proportionate to the severity of the conduct. Consequences for verified acts of bullying behavior shall be applied in such a manner as to ensure fair and impartial application of consequences (e.g., student's academic or athletic status shall not be considered as a factor for determination of appropriate consequences). In determining what consequences are appropriate for an individual determined to have perpetrated an incident of bullying, every school administrator shall include the following factors in the consideration:

- a. If the individual who perpetrated the incident was a student:
  - i. The age of the student;
  - ii. The life skills of the student;
  - iii. The grade level of the student;
  - iv. The mental, physical and emotional development level of the student;
  - v. Personal obstacles such as a history of abuse suffered by the student or negative family situation.
- b. The existence of any previous bullying behavior or continuing or ongoing pattern(s) of behavior by the perpetrator;
- c. The circumstances in which the incident occurred;
- d. The nature and severity of the bullying behavior involved in the incident;
- e. The nature and severity of harm to the victim of the incident, including:
  - i. Consideration of documented physical, mental and emotional distress resulting from the incident; and
  - ii. The existence of any mental, physical, or health conditions of the victim exacerbated by the incident;
- f. The relationship between the individuals involved; and
- g. The potential for future violent conduct.

3. Factors for Determination of Consequences for False Accusations. Every school administrator shall determine consequences for incidents in which an individual intentionally and knowingly reports a falsified accusation of a bullying incident as a means of bullying or as a means of retaliation or reprisal against another student in response to a previously reported incident of bullying. Consequences shall be sufficient to deter false reports of conduct, but not so severe as to deter credible reports of bullying incidents. All of the following factors shall be considered in determining appropriate consequences for a falsified accusation:

- a. The status of the individual (i.e., student, employee, volunteer, etc.);
- b. If the individual who made the false accusation was a student:
  - i. The age of the student;
  - ii. The life skills of the student;
  - iii. The grade level of the student;
  - iv. The mental, physical and emotional development level of the student; and
  - v. Personal obstacles such as a history of abuse suffered by the student or negative family situation.
- c. Whether the individual who falsely accused another student of bullying has been the perpetrator of previous bullying incidents;
- d. The nature and severity of the bullying behavior involved in the incident; and
- e. The circumstances in which the incident occurred.

4. Determination of Remediation Measures in Response to Incidents of Bullying Behavior. Every school site shall implement appropriate remediation measures in response to incidents of bullying. Remediation measures shall include strategies for the protection of all persons involved in incidents of bullying, including targets and perpetrators of the bullying incident, and family members affected by the bullying incident. Such remediation measures shall be designed to prevent further incidents of bullying and to increase safety for the individuals involved in incidents of

bullying as well as all individuals at each school site. Examples of appropriate remedial measures in response to incidents of bullying may include, but shall not be limited to, one or more the following:

- a. Referral of students involved in incidents of bullying to appropriate support services, including school or community counseling services, mental health treatment, or therapy services;
- b. Referral to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs;
- c. Academic intervention;
- d. Programs of age-appropriate instruction for students to support a student's life skills (e.g., conflict resolution, problem-solving skills, life skills, social skills, anger management);
- e. Parental education programs;
- f. Peer support groups;
- g. Modifications of student schedules;
- h. Modification of hallway traffic at the school site; 1. Increased supervision;
- j. Increased use of monitors or monitoring equipment in school facilities, hallways, cafeterias, playgrounds, and/or buses.

### **Annual Notice of School Bullying Prevention Policy**

Every school site shall implement a strategy for publicizing and distributing this policy and all accompanying forms and procedures for reporting and investigating incidents of school bullying. Publication and distribution shall comply with the provisions of [70 O.S. § 24- 100.4](#) and [210:10-1-20](#), and shall at a minimum meet all of the following requirements:

1. An annual written notice of the bullying policy shall be provided to parents, guardians, staff, volunteers, and students at each school. Notice of the policy shall be posted at various locations within each school site, including, but not limited to school cafeterias, bulletin boards, and administration offices. The written notice provided to students shall be written in age-appropriate language to ensure comprehension by younger students and provided with accommodations as necessary to ensure accessibility to students with disabilities.
2. A copy of this policy shall be posted on the district website. In addition, each school site that has its own separate website shall post a copy of this policy and all accompanying forms and procedures on its website.
3. Each school site shall include a copy of this policy in its student and employee handbooks.

### **CLOSING OF SCHOOL**

In case school has to be dismissed due to bad weather, the announcement will be made on the school's website [www.arnett.k12.ok.us](http://www.arnett.k12.ok.us) and the school Facebook page prior to 7:30 a.m. There will also be an automated phone call to inform of any closures. The superintendent will call the principal who will then call other personnel.

### **EMERGENCY WARNINGS**

In order for students to be prepared, emergency drills will be conducted each year.

### **ACTIVITIES**

Administration and faculty shall have general supervision over the conduct of members of the teams, students, and supporters. All rules that apply during school also apply during these activities.

### **SENIOR INFORMATION**

Seniors must have a senior check-out form completed and turned in one week before graduation. All fees and charges and school property must be turned in before these forms will be approved. Students must turn these forms in to the office to receive their diplomas. Students who need more than one unit may not participate in the graduation exercises.

### **SAVE WOMEN'S SPORTS ACT**

Pursuant to SB002 (2022), prior to the beginning of each school year, the parent or legal guardian of a student who competes on a school athletic team shall sign an affidavit acknowledging the biological sex of the student at birth. If a student is 18 years of age or older and competes on a school athletic team, the student shall sign an affidavit acknowledging his or her biological sex at birth. If there is any change in the

status of the biological sex of a student submitting an affidavit pursuant to this policy, the affiant shall notify the school within 30 days of such change. School athletic teams shall be expressly designated as one of the following based on biological sex:

1. "Males," "men," or "boys";
2. "Females," "women," or "girls"; or
3. "Coed" or "mixed." School athletic teams designated for "females," "women," or "girls" shall not be open to students of the male sex.

Reference: OKLA. STAT. tit. 70 § 27-106

## **STUDENT ORGANIZATIONS**

We are very proud of the quality of students we have at Arnett. One way in which we hope to help them grow is by allowing them to belong to school organizations. These organizations are for students with common interests and who have the desire to learn leadership skills. We have been very fortunate to have several students become leaders in their respective state organizations and have all represented Arnett School admirably. One thing that will help students to do well in school and in life is to become active in school organizations.

### **BETA CLUB**

Standards for membership in the Arnett High School and Arnett Junior chapters of the National Beta Club must conform to the general features as laid down in the national Constitution, and in all cases must be approved by the executive principal of the high school.

Classes from which members may be drawn shall be 9-12 grade level for Beta Club and 6-8 for Junior Beta Club. These members must meet the scholastic requirements for membership in their chapter of the National Beta Club, have a 3.5 cumulative grade point average with no grade lower than a "C", have good attendance, and for Beta Club, be enrolled on the college preparatory/work ready curriculum track. In addition, members must demonstrate the following qualities: worthy character (honest and dependable), credible achievement (academic, athletic, artistic or otherwise), and commendable attitude (positive and helpful). Members must not have received any discipline referrals (suspensions), nor been convicted of any act classified as a misdemeanor or felony by the State of Oklahoma or the United States. The courses taken by the student in the seventh and eighth-grade levels are included for ninth-grade induction. After ninth grade, only 9-12 subjects count in this average. The following courses: physics, chemistry, advanced math, geometry, and algebra II will be evaluated on a 5-point scale (A=5, B=4, C=2, D=1, F=0). This differential evaluation will be used exclusively for this purpose.

### **FFA**

The FFA is an integral part of the high school program of Agriculture Education. This organization provides training that develops leadership abilities and encourages scholastic achievement, patriotism and ethical behavior for students who are members.

### **TECHNOLOGY STUDENT ASSOCIATION**

The goal of the Technology Student Association is to promote leadership and personal growth for members in a technological society. Technology Student Association is training students to meet the challenges of the future. In addition, students are learning civic responsibility and exploring career opportunities. They are involved in activities that continuously motivate students to do their very best.

### **FCA**

Fellowship of Christian Athletes is a certified ministry that is initiated and led by student-athletes, sponsored by coaches, supported by staff, established on junior high and high school campuses, and meets on a regular basis.

## **PROFICIENCY-BASED PROMOTION**

### **I. Proficiency-Based Promotion**

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

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

2. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-11-103.6:

a. Social Studies

b. Language Arts

c. The Arts

d. Languages

e. Mathematics

f. Science

3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.

4. The opportunity for proficiency assessment will be provided at least twice each year.

5. Qualifying students are those who are legally enrolled in the local school district.

6. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.

7. Students will be allowed to take proficiency assessment in multiple subject areas.

8. Students not demonstrating proficiency in a core curriculum area will be allowed to try again during the next assessment period.

9. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.

B. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

1. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.

2. If the parent or guardian requests promotion/acceleration contrary to the recommendations of the school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.

3. Failure to demonstrate proficiency will not be noted on the transcript.

4. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.

5. If proficiency is demonstrated in a 9-12 curriculum appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.

6. Units earned through proficiency assessment will be transferable to students among school districts within the state of Oklahoma.

C. Proficiency assessment will measure mastery of the Oklahoma Academic Standards in the same way that curriculum and instruction are focused on the Oklahoma Academic Standards. In other words, assessment will be aligned with curriculum and instruction.

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

1. Individualized instruction

2. Correspondence courses

3. Independent study

4. Concurrent enrollment

5. Cross-grade grouping

6. Cluster grouping
7. Grade/course advancement
8. Individualized education programs

E. Each school district will disseminate materials explaining the opportunities for Proficiency-Based Promotion to students and parents in the district each year. Oklahoma Academic Standards and type of assessment or evaluation for each core curriculum area completed.

II. Appropriate notation for core curriculum is completed. Appropriate notation will be made for elementary, middle or high school curriculum areas. Completion may be recorded with grade or pass. This unit will count toward meeting the requirements for the high school diploma.

### **POLICY OF NOTIFICATION**

It is the policy of the Arnett Board of Education to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicapped, or veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning the application of this policy may be referred to Shannon Shoaf, Coordinator of Title IX, and Section 504 responsibilities, Arnett Public Schools, 102 E Haskell, Arnett, OK 73832, Phone (580) 885-7100.

### **STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this Policy.

1. The right to inspect and review the student's educational record.
2. The right to exercise limited control over other people's access to the student's educational file.
3. The right to seek to correct the student's educational record; in a hearing if necessary.
4. The right to report violations of the FERPA to the U. S. Department of Education.
5. The right to be informed about FERPA rights, and obtain a copy of the policy.
6. The right of the school to arrange for and provide translation necessary.

All rights and protections given to parents under FERPA and this policy transfer to the student when he or she reaches 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

### **DIRECTORY INFORMATION**

The Arnett School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent.

1. The student's name
2. The names of the student's parents
3. The student's date of birth
4. The student's extracurricular participation
5. The student's class designation (i.e. first grade, tenth grade, etc.)
6. The student's achievement awards or honors
7. The student's weight and height if a member of an athletic team
8. The student's photograph
9. The name(s) of other school districts the student has attended
10. The student's social security number if enrolled in a class that requires tracking

### **NOTICE REGARDING ASBESTOS**

The Asbestos Hazard Emergency response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The Arnett School District has complied with the act. A management plan documenting these inspections is on file for public review. They may be examined, upon request, and are located in the Arnett Public School superintendent's office.

The Arnett Public Schools annually notifies parents, teachers, and other employees by publication contained herein. Additionally, information regarding any asbestos-related activities planned or in progress, will be disseminated by handouts and/or using public notice statements when they arise.

The asbestos identified in our management plan is inspected regularly by licensed asbestos companies and our staff, to scrutinize any changes in the material that could cause a health hazard. We will continue to monitor the asbestos as defined by the EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law. The superintendent of schools serves as the asbestos coordinator for Arnett Public Schools.

## **NOTICE OF NON-DISCRIMINATION**

The Arnett Public Schools does not discriminate on the basis of race, color, national origin, sex disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Shannon Shoaf, 102 E.Haskell, Arnett, OK 73832, Phone (580) 885-7100.

For further information on notice of non-discrimination, you may call 1-800-421-3481 or contact the OCR enforcement office that serves Oklahoma: Kansas City Office for Civil Rights U.S. Department of Education, 8930 Ward Parkway, Suite 2037 Kansas City, MO 64114-3302, Telephone: 1-816-268-0550; FAX: 1-816-823-1404; TDD: 1-877-521-2172; Email: OCC.KansasCity@ed.gov

## **MENINGOCOCCAL DISEASE**

What is meningococcal disease?

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis.

How is this disease spread?

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

Who is at risk of getting this disease?

Anyone can get meningococcal disease. For some adolescents, such as first year college students living in dormitories, there is an increased risk of meningococcal disease. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. These persons should talk to their healthcare provider about the meningococcal vaccine.

What are the symptoms?

People can carry the bacteria in their nose and throat without becoming ill. People ill with septicemia may have fever, nausea, vomiting, and a rash. People that are ill with meningitis will have fever, intense headache, nausea, vomiting, and a stiff neck. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a high risk of death if it is not treated promptly.

How soon do the symptoms appear?

The symptoms may appear two to ten days after infection, but usually within three to four days.

What is the treatment for meningococcal disease?

Antibiotics, such as penicillin or ceftriaxone are used to treat meningococcal disease.

Should people who have been around a person infected with meningococcal disease be treated?

Only people who have been in close contact (household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc.) need to be considered for preventive treatment. Such people are usually advised to obtain a prescription for a special antibiotic (either rifampin, ciprofloxacin, or ceftriaxone) from their physician. A public health nurse will work with the family of the patient to identify all family, friends, and contacts that need antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease and do not need treatment with the antibiotic.

Is there a vaccine to prevent meningococcal disease?

Two types of meningococcal vaccine are available. Meningococcal conjugate vaccine (MCV4) is the preferred vaccine for people 2 through 55 years of age. Meningococcal polysaccharide vaccine (MPSV4) is the only meningococcal vaccine licensed for people older than 55, but may be given if MCV4 is not available. Both vaccines work well, and protect about 90% of people who get them before being exposed to four types: A, C, Y, W-135. These four types cause about 70 percent of the disease in the United States. Because the vaccines do not include type B, which accounts for about one-third of cases in adolescents, they do not prevent all cases of meningococcal disease.

## **COMPLIANCE WITH HB1775**

Arnett Schools is committed to providing an educational environment that respects and values diversity while complying with all state and federal laws. In accordance with HB 1775, we have established the following guidelines to ensure our curriculum and instructional practices adhere to the requirements set forth by the law.

- Teachers and staff are prohibited from teaching or including in the curriculum any concept that states:
  - One race or sex is inherently superior to another race or sex.
  - An individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
  - An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
  - Members of one race or sex cannot and should not attempt to treat others without respect to race or sex.
  - An individual's moral character is necessarily determined by his or her race or sex.
  - An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.
  - Any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex.
  - Meritocracy or traits such as a hard work ethic are racist or sexist, or were created by members of a particular race to oppress members of another race.
- Any concerns or violations related to the teaching of prohibited concepts should be reported to school administration immediately.
- The administration will investigate all reports and take appropriate action to address any non-compliance.

## **PARENTS' BILL OF RIGHTS**

- OK Stat § 25-2002 (2024).
- A. All parental rights are reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution, including, but not limited to, the following rights:
  - 1. The right to direct the education of the minor child;
  - 2. All rights of parents identified in Title 70 of the Oklahoma Statutes, including the right to access and review all school records relating to the minor child;
  - 3. The right to direct the upbringing of the minor child;
  - 4. The right to direct the moral or religious training of the minor child;
  - 5. The right to make healthcare decisions for the minor child, unless otherwise prohibited by law;
  - 6. The right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed

against the minor child and a law enforcement official requests that the information not be released;

- 7. The right to consent in writing before a biometric scan of the minor child is made, shared or stored;
- 8. The right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid (DNA) is created, stored or shared, except as required by Sections 1-516 and 1-524.1 of Title 63 of the Oklahoma Statutes, or unless authorized pursuant to a court order;
- 9. The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as a part of a court proceeding, by law enforcement officers during or as part of a law enforcement investigation, during or as part of a forensic interview in a criminal or Department of Human Services investigation or to be used solely for any of the following:
  - a. safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles,
  - b. a purpose related to a legitimate academic or extracurricular activity,
  - c. a purpose related to regular classroom instruction,
  - d. security or surveillance of buildings or grounds, and
  - e. a photo identification card; and
- 10. The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or Department of Human Services investigation. This paragraph does not create any new obligation for school districts and charter schools to report misconduct between students at school, such as fighting or aggressive play, that is routinely addressed as a student disciplinary matter by the school.
- B. This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state. This section shall not be construed to apply to a parental action or decision that would end life. This section does not prohibit courts, law enforcement officers or employees of a government agency responsible for child welfare from acting in their official capacity within the reasonable and prudent scope of their authority. This section does not prohibit a court from issuing an order that is otherwise permitted by law.
- C. Any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for law enforcement personnel.
- D. Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. The Parents' Bill of Rights does not prescribe all rights of parents. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied. The Parents' Bill of Rights shall not be construed to apply to a parental action or decision that would end life. Added by Laws 2014, c. 238, § 2, eff. Nov. 1, 2014.

## ARNETT STUDENT HANDBOOK INDEX

<a href="#"><u>Acceptable Internet Use</u></a>	19-21	<a href="#"><u>Make Up Work</u></a>	12
<a href="#"><u>Activities</u></a>	32	<a href="#"><u>Meningococcal Disease</u></a>	36
<a href="#"><u>Asbestos</u></a>	35	<a href="#"><u>Mission Statement</u></a>	1
<a href="#"><u>Automobiles</u></a>	25	<a href="#"><u>Moment of Silence</u></a>	15
<a href="#"><u>BETA Club</u></a>	32	<a href="#"><u>Non-Discrimination</u></a>	36
<a href="#"><u>Board Of Education</u></a>	1	<a href="#"><u>Not Allowed At School</u></a>	24
<a href="#"><u>Buses</u></a>	22	<a href="#"><u>Offices</u></a>	22
<a href="#"><u>Bullying Prevention</u></a>	26-31	<a href="#"><u>Parents Bill of Rights</u></a>	32
<a href="#"><u>Cafeteria</u></a>	22	<a href="#"><u>Payment for Damage</u></a>	18
<a href="#"><u>Care Of School Equipment</u></a>	18	<a href="#"><u>Policy Of Notification</u></a>	35
<a href="#"><u>Change Of Enrollment</u></a>	7	<a href="#"><u>Priorities and Goals</u></a>	2
<a href="#"><u>Classification Of Students</u></a>	8	<a href="#"><u>Proficiency Based Promotion</u></a>	33
<a href="#"><u>Closing of School</u></a>	31	<a href="#"><u>Residency Officer</u></a>	4
<a href="#"><u>Copier Use</u></a>	23	<a href="#"><u>Report Cards</u></a>	8
<a href="#"><u>Corporal Punishment</u></a>	16	<a href="#"><u>Save Women’s Sports Act</u></a>	32
<a href="#"><u>Directory Information</u></a>	35	<a href="#"><u>School Lockers</u></a>	17
<a href="#"><u>Discipline</u></a>	12	<a href="#"><u>School Property Damage</u></a>	18
<a href="#"><u>Dress Code</u></a>	24	<a href="#"><u>Search of Student</u></a>	13
<a href="#"><u>Drug Free School Policy</u></a>	16	<a href="#"><u>Semester Test Exemption</u></a>	12
<a href="#"><u>Elementary Retention</u></a>	8	<a href="#"><u>Senior Information</u></a>	32
<a href="#"><u>Eligibility</u></a>	17	<a href="#"><u>Snacks and Drinks</u></a>	25
<a href="#"><u>Emergency Warnings</u></a>	32	<a href="#"><u>Statement Of Rights</u></a>	35
<a href="#"><u>Enrollment</u></a>	3	<a href="#"><u>Student Attendance</u></a>	10
<a href="#"><u>Entering the School</u></a>	24	<a href="#"><u>Student Charges</u></a>	17
<a href="#"><u>Excused Absence</u></a>	11	<a href="#"><u>Student Lounge</u></a>	25
<a href="#"><u>Expectations Of Students</u></a>	12	<a href="#"><u>Student Organizations</u></a>	32
<a href="#"><u>Extra Curricular Trips</u></a>	17	<a href="#"><u>Student Possession</u></a>	16
<a href="#"><u>Faculty</u></a>	2	<a href="#"><u>Student Residency</u></a>	3
<a href="#"><u>FCA</u></a>	33	<a href="#"><u>Student Retention</u></a>	8
<a href="#"><u>FFA</u></a>	33	<a href="#"><u>Student Transfers</u></a>	5-7
<a href="#"><u>Forward</u></a>	1	<a href="#"><u>Support Personnel</u></a>	2
<a href="#"><u>Fundraising</u></a>	25	<a href="#"><u>Suspension</u></a>	13-15
<a href="#"><u>Gangs</u></a>	16	<a href="#"><u>Tardies</u></a>	12
<a href="#"><u>Grade Point Averages</u></a>	8	<a href="#"><u>Telephones</u></a>	23
<a href="#"><u>Grading Scale</u></a>	8	<a href="#"><u>Telephone Numbers</u></a>	1
<a href="#"><u>Graduation Requirements</u></a>	9	<a href="#"><u>Ten Day Rule</u></a>	11
<a href="#"><u>Gym Use</u></a>	22	<a href="#"><u>Time Schedule</u></a>	2
<a href="#"><u>Hazing</u></a>	25	<a href="#"><u>Tobacco Free Campus</u></a>	16
<a href="#"><u>HB1775</u></a>	37	<a href="#"><u>Truancy</u></a>	11
<a href="#"><u>Homeless Students</u></a>	3	<a href="#"><u>TSA</u></a>	33
<a href="#"><u>Honor Roll Requirements</u></a>	10	<a href="#"><u>Virtual School</u></a>	8
<a href="#"><u>Honors Program</u></a>	10	<a href="#"><u>Welcome</u></a>	1
<a href="#"><u>Leaving School Early</u></a>	11	<a href="#"><u>Wireless Telecommunications</u></a>	23
<a href="#"><u>Library</u></a>	25	<a href="#"><u>Withdrawal from School</u></a>	11
<a href="#"><u>Lunch Period</u></a>	24		

