



2025-2026

STUDENT HANDBOOK

Duncan High School



DHS Mission Statement

At Duncan High School, we are committed to fostering an inclusive environment where every student can achieve at high levels. Our mission is to deliver a rigorous academic curriculum within a supportive, secure, and nurturing atmosphere.

Every student, every day.

DHS Core Values

- 1. Teamwork: We believe in the power of collaboration and working together to achieve common goals.**
- 2. Integrity: Upholding honesty and strong moral principles guides our actions and decisions.**
- 3. Kindness: We cultivate compassion and understanding in all interactions.**
- 4. Leadership: Empowering students to take initiative and inspire others is at the heart of our community.**
- 5. Perseverance: We encourage resilience and determination in the pursuit of excellence.**

DPS Mission Statement

The Duncan Public School District is committed to a tradition of excellence in developing students to their full potential in an environment which fosters responsibility, productive citizenship, and lifelong learning.

DPS Core Beliefs

To ensure quality teaching and learning, Duncan Public Schools (DPS) value:

- Students who are academically prepared for college, career, and life
- A respectful and nurturing environment for parents, students, staff, and community members
- Well-maintained buildings and grounds
- Up-to-date curriculum materials and technology
- Quality student programs that meet the diverse needs of all students
- Highly qualified teachers who care about students by engaging them in rigorous, student-centered innovative teaching
- Small class sizes
- Adequate financial support to provide competitive salaries
- Parent and community connections/involvement

- Strong leadership
- Ongoing professional development

By upholding these values, Duncan Public Schools will put into place policies and procedures that meet or exceed those of other school districts and state and national standards.

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Dear Students,

It is with immense pleasure and excitement that I welcome you to Duncan High School for the 2025-2026 school year! Whether you are a returning student or joining our community for the first time, we are thrilled to have you as part of our vibrant and supportive school family.

This handbook serves as your guide to navigating our school's policies, procedures, and resources. Please take the time to familiarize yourself with its contents. Our goal is to provide a safe, respectful, and enriching environment where every student can thrive.

At Duncan High School, we are committed to fostering a culture built upon five core values:

- **Teamwork:** We believe that collaboration and mutual support are essential for success. Working together, we can achieve more than we ever could alone.
- **Integrity:** We uphold the highest standards of honesty, ethical behavior, and personal responsibility.
- **Leadership:** We encourage all students to develop their leadership skills, whether through formal roles or by leading by example. Every student has the potential to be a leader.
- **Kindness:** We treat everyone with respect, empathy, and compassion. A kind word or gesture can make a world of difference.
- **Perseverance:** We embrace challenges as opportunities for growth and are committed to overcoming obstacles through hard work and determination. Never give up on your dreams.

We are dedicated to providing a rigorous and engaging academic experience that prepares you for college, career, and life. We also believe in the importance of personal growth and encourage you to explore your passions, develop your talents, and become well-rounded individuals. Participate in clubs, sports, arts, and other extracurricular activities to enhance your high school experience.

Your success is our top priority. We offer a wide range of support services, including academic advising, counseling, tutoring, and college and career guidance. Please do not hesitate to reach out to your teachers, counselors, or any member of our staff if you need assistance.

We are confident that this will be a year of tremendous growth, learning, and achievement for all of you. We are here to support you every step of the way.

Welcome to the 2025-2026 school year! Let's all commit to **LIVE RED** and **PROTECT THE FORK!**

Sincerely,

Mrs. Elroy, Principal

Asbestos Hazard Emergency Response Act

Notification to Parents, Teachers, Employees

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine surveillance reports at the Maintenance/Transportation office at 1607 W. Beech and/or each campus, upon request.

School Creed

We, the students of Duncan High School, believe in the devotion to ideas that will promote clean living and guide our spiritual, physical, intellectual and social development. We believe that a spirit of fair play should be manifest in all our transactions with one another. We believe that Duncan High School offers us the opportunity to train for worthy citizenship and life of usefulness. We therefore pledge ourselves to be loyal to Duncan High School and to the ideals for which it stands.

2025-2026 School Calendar

First Day of School	August 14
Labor Day Holiday	September 1
Parent-Teacher Conferences	October 13-14
No School.....	October 16
Fall Break	October 17-20
Professional Day	October 21
Thanksgiving Holiday.....	November 24-28
Semester Tests	December 16-17
End of First Semester	December 18
Winter Break	December 19-January 2
Professional Day	January 5
Classes Resume	January 6
Martin Luther King Day	January 19
No School.....	February 13
President's Day-No school.....	February 16
Parent-Teacher Conferences	March 10-11
No School.....	March 13
Spring Break	March 16-20
No School	April 3
No School	April 10
No School	April 17
No School	April 24
No School	May 1
No School	May 8
No School.....	May 15
Semester Tests.....	May 19-20

Last Day of Classes	May 21
Commencement	May 21
Teacher Work Day	May 22
2 nd Semester Grades Due by Noon	May 22
Memorial Day Observed	May 25

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

Administration – Central Office

Dr. Channa Byerly	Superintendent of Schools
Merry Stone	Assistant Superintendent
Kim Ellis.....	Assistant Superintendent
Kade Golleher	Transportation Director
Ben Garland	Maintenance Director
Brennon Albertson	Supervisor Technical Services
Charla Grimes	Data Systems Coordinator

Administration - Duncan High School

Lisha Elroy	Principal
Rodney Strutton.....	Assistant Principal
Tara Smith.....	Assistant Principal
Sandra Hurst	E.D.G.E. Director
Kevin Kelly.....	Athletic Director

Advisory/ReThink Time Policy

Overview

Duncan High School is committed to fostering a supportive and enriching environment for all students. To achieve this, we have implemented a dedicated 30-minute block of time between the 2nd and 3rd hour, known as Advisory/ReThink time. This period is designed to provide students with a structured opportunity for personal growth, academic support, and reflection.

Schedule

Monday, Wednesday, Friday: Advisory Time

Tuesday, Thursday: ReThink Time

Advisory Time (M/W/F)

Purpose

Advisory Time is intended to offer students guidance and support through mentorship, career exploration, and skill development. It is a space where students can build relationships with their advisors and peers, discuss academic goals, and engage in activities that promote personal and social growth.

Activities

1. Mentorship Meetings: Students meet with their advisors to discuss academic progress, set goals, and receive guidance on personal and academic challenges.
2. Career Exploration: Activities include guest speakers, career planning sessions, and exploration of career tech opportunities.
3. Skill Development: Workshops focused on developing essential life skills, such as communication, time management, and leadership.

ReThink Time (T/Th)

Purpose

ReThink Time serves a dual purpose. For students who need remediation, it provides closed sessions for targeted support to address specific academic challenges. For those who don't require remediation, it offers open sessions where students can choose to pursue personal interests, explore new topics, or engage in self-directed study.

Activities

1. Remediation: Focused sessions for students needing extra help to improve understanding and performance in specific subjects.
2. Self-Directed Study: Students have the opportunity to work independently or in groups on assignments, projects, or areas needing improvement.
3. Exploration of Interests: Time to pursue personal interests, such as reading, research, or participating in clubs and extracurricular activities.

Expectations

- Punctuality: Students are expected to arrive on time and be prepared to engage in the designated activities.
- Active Participation: Students should actively participate in discussions, workshops, and activities.
- Respectful Environment: All participants must foster a respectful atmosphere where everyone feels valued and heard.

Evaluation

The effectiveness of Advisory/ReThink Time will be evaluated through student/teacher feedback, academic performance, and participation rates. Adjustments to the program will be made based on this evaluation to continually improve its impact on student development.

By adhering to this policy, Duncan High School aims to create a dynamic and supportive environment that empowers students to reach their full potential.

Alma Mater

*Hail to thee, our Alma Mater; Hail to thee,
Oh Duncan High School!
True to thee, where e're we wander; Loyal evermore!
Red and white, our royal colors, May we ever hold them high!
Truth and courage ever guide you, Duncan Demon High!*

Announcements

Announcements will be made daily to students via public-address, smartphone applications, student email, and the DHS website. Weekly bulletins will also be available on the Duncan High School website, and students and parents may receive an emailed copy of the Weekly Bulletin by sending a request to rose.lard@duncanps.org.

Attendance Policy

1. Absences

Parents must ensure their child attends school regularly and on time to promote daily learning and readiness for the next school year. Regular attendance is vital for developing responsible adults ready for work. Students should attend at least 90% of the school year, which equates to 148 out of 165 school days, allowing for up to 16 absences annually or 8 per semester. Refer to the absence and credit policy for more details.

Steps to Manage Absences-

- A. Parents/guardians must inform the attendance office of their child's absence. If not contacted, the school will reach out.
- B. Notify the office within 5 days of the absence, or it remains unexcused.
- C. After three unexcused absences, the school will contact the home.
- D. In line with Oklahoma School Law (Section 232), if a student is truant for 4 or more days in four weeks, or absent without excuse for 10 or more days in a semester, the school reports this to the City of Duncan, possibly leading to fines and involvement of the Stephens County district attorney.

Documented Absences-

Documentation is required for the following absences:

- Doctor visits
- Counseling appointments
- College visits (juniors and seniors only)
- Military visits

Submit documentation to the attendance clerk within 5 days of the absence for review. The attendance committee's decision on whether the absence is excused is final.

Absences and the Ability to Receive Credit

To maintain academic integrity and fairness, students must adhere to the attendance policy to receive semester credit. A student will not earn credit for a course if they are absent more than eight (8) days per semester, with certain exceptions. These exceptions include absences due to school activities, two college visit days for juniors, four college visit days for seniors, and other waived absences. Please be aware that missing more than 10 minutes of any class will be recorded as an absence for that class.

The building principal has the discretion to approve make-up time or grant additional waivers for absences exceeding the 8-day limit. It should be noted that the school administration does not encourage or endorse students missing school for trips or family vacations. Parents, guardians, or legal custodians should consider the student's current

absence record before planning such trips. It is advised to consult the school calendar prior to making vacation arrangements. Requests for excused absences due to trips or family vacations should be submitted to the campus administration at least two (2) weeks in advance. Students with a high number of absences or poor grades due to absences will not be excused for trips or family vacations.

Students at risk of losing credit due to excessive absences may appeal to the DHS Attendance Committee. They must present valid reasons for all absences, supported by documentation such as doctor's notes or court documents. The committee's decision regarding the award or denial of credit is final.

Exemption from Semester Tests

Students who meet the following criteria will be exempt from taking semester tests:

- 3 excused absences or fewer and an A grade
- 2 excused absences or fewer and a B grade
- 1 excused absence or fewer and a C grade

Important: Any student with 25 or more tardies in a semester will not be exempt from semester tests, regardless of their grades or number of excused absences.

3. Absence and Removal from Attendance Roll

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district's attendance roll beginning with the eleventh day.

4. Truancy

Truancy is not being in class when assigned. Disciplinary action will be taken.

Examples of Truancy:

1. Being absent for any reason not listed as an excused absence.
2. Leaving school without first securing campus permission and checking out at the attendance office.
3. Being ill and staying in the restroom instead of checking in with the nurse.
4. Coming to school, but failing to attend class.
5. Obtaining a hall pass to a particular destination, then not reporting there and back.
6. Late arrival or non-attendance due to car trouble, missing the bus, oversleeping, etc.
7. Being in an unauthorized area.

5. Procedure for Leaving Campus During the School Day

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

6. Make-up Work

The last day that assignments can be turned in for credit for the semester is December 9, 2025 for the fall semester and

May 12, 2026 for the spring semester. It is crucial for students to manage their time effectively to ensure all assignments are submitted by these deadlines.

Students who have absences that meet the attendance requirements are eligible to complete make-up work for full credit. The time allotted for completing missed assignments will correspond to the number of days the student was absent. This policy ensures that students have a fair opportunity to recover any missed academic work without penalty.

Upon returning to school after an absence, it is the student's responsibility to request and complete any work missed. This proactive approach helps students stay on track with their coursework and maintain their academic standing. Students are encouraged to communicate with their teachers to clarify any questions regarding missed assignments or deadlines.

Attendance Policy (State)

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section.

It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

This rule shall not apply:

1. If any child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or if no such physician is available, a duly licensed and practicing physician;
2. If any such child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;
3. Any such child who has attained his or her sixteenth (16) birthday is excused from attending school by written, joint agreement between:
 - a. the school administrator of the school district where the child attends school, and
 - b. the parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years; or
4. If any such child is excused pursuant to subsection C of this section.
 - c. A school district shall excuse a student from attending school for the purpose of observing religious holy days if before the absence, the parent guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.
 - d. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon

conviction, shall be guilty of a misdemeanor, and shall be punished by a fine not less than Five Dollars (\$5.00) and no more than Twenty-five dollars (\$25.00) for the first offense, and not less than Twenty-five Dollars (\$25.00) and no more than One Hundred Dollars (\$100.00) for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, any authorized employee of the school district may present the attendance records of the child or ward in court. (70-10-105)

State Attendance / Truancy Policy

Definition – Truancy is defined as any absence from school or school activities lasting one or more days or part or parts of any school day without a valid excuse and without the permission of a parent, guardian or school official. Any student who stays out of or leaves school or any school activity without a valid excuse and permission shall be deemed truant. H.B. 1975, effective July 1, 1995, provides that if a child is absent without a valid excuse for four (4) days or parts of days within a four (4) week period, the parent will be notified, or if a student is absent without excuse for ten (10) days or parts of days within a semester, the building principal must notify the parent and immediately report such absences to the District Attorney’s Office. Enforcement – It is the responsibility of the building principal to determine whether an absence constitutes truancy. The building principal can and should take all appropriate disciplinary action to enforce attendance. In the event of any truancy, the parent or guardian of the truant student should be notified by telephone or otherwise. In addition, each truant student may receive a “0” as a daily participation grade for each class or part of class missed.

Chronic Absenteeism

A student is considered chronically absent after missing 10 percent or more of school days. This includes both excused and unexcused absences. Missing 10 percent of school days would be approximately 18 days in a normal 180-day school calendar - just two days per month.

ABSENCE AND REMOVAL FROM ATTENDANCE ROLL

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district’s attendance roll beginning with the eleventh day. Senate Bill 1715 effective July 1, 2010, designates the school principal as the approving authority and clarifies the responsibility for an absence which is incurred by a student participating in a military funeral honors ceremony.

Attendance Eligibility

The maximum number of absences for activities which remove a student from the classroom, shall not exceed ten

(10) absences for any one class period per year as set down by the Oklahoma State Department of Education.

The absence of a student to participate in an event sponsored by an outside agency/organization shall count against the ten (10) absences per class per year only when the school has direct authority to determine if the student will be allowed to participate. Otherwise, the absence shall be treated as any other absence.

The ten (10) absences could be a combination of all co-curricular and extra-curricular activities. Excluded from this number are state or national school sponsored contests for which the student has previously earned the right to compete or attend. School sponsored regional contests shall also be excluded from this number due to the fact that regional contests are a prerequisite for state contests. Boys and girls golf will be excluded from this number due to the extreme circumstances that create undue hardships based on the fact that golf is played on a public course and cannot be moved to after school or on weekends.

The Internal Activities Review Committee shall be responsible for reviewing and recommending any deviation of the activities attendance policy in regard to the “ten day rule” for Duncan High School students. Any deviation from the ten (10) day/class period absence rule shall not exceed five (5) days/class periods. Any absence exceeding the ten (10) day/class period rule, and not approved as a deviation (not to exceed five (5) days/class periods) by the Internal Activities Review Committee and/or the local board of education, will result in the student being counted as not in attendance for that day.

2025-2026 Bell Schedule



Duncan High School Bell Schedule

****First bell rings at 7:45**

Time	Class
7:50-8:38	Period 1
8:42-9:30	Period 2
9:34-10:04	Advisory/Rethink
10:08-10:56	Period 4
10:56-11:36	Lunch
11:40-12:28	Period 5
12:32-1:20	Period 6
1:24-2:12	Period 7
2:16-3:04	Period 8

Board of Education

Christopher Schreckengost.....	Member
Greg Neal.....	Member
Eric Davis.....	Vice President
Carl Buckholts.....	President
Krista Lolar.....	Member
Dr. Channa Byerly.....	Superintendent of Schools
Kelly Henderson	Board Clerk

Bullying

HARASSMENT/INTIMIDATION/BULLYING:

Students attending Duncan Public Schools are expressly prohibited from committing any act or acts of threatening behavior, harassment, intimidation, or bullying while at school and further, by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. The Duncan Board of Education hereby endorses and adopts the following policies concerning the investigation of alleged acts of threatening behavior, harassment, intimidation or bullying and the discipline of students who commit or attempt to commit any act or acts of threatening behavior, harassment, intimidation or bullying.

As used in these regulations, the following terms shall be defined as follows:

1. "Harassment, intimidation or bullying" mean any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
2. "Harassment" shall also mean the intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual;
3. "At school" shall mean school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;
4. "Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer; and
5. "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.

Each building principal is responsible for putting in place a policy of prevention of and education about harassment,

intimidation and bullying. All alleged acts of harassment, intimidation, bullying or threatening behavior, should be immediately reported to the building principal. Upon receipt of such report, the building principal or the principal's designee, should conduct an immediate investigation into the alleged acts to determine the validity of such allegations and the facts surrounding such allegations. If, at the conclusion of the investigation conducted by the building principal, it is determined that a student has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior toward another student or school personnel, the offending student shall be subject to the following:

- a. For a first offense the appropriate building principal shall impose such disciplinary penalty as he/she deems appropriate under the circumstances, including, but not limited to, ISI and out-of-school suspension not to exceed ten (10) days;
- b. In the event of any disciplinary action, a mandatory conference will be held as soon as possible involving, subject to availability, the student, his/her parent(s) or legal guardian, school officials, and others as deemed necessary by school officials to discuss prevention of future incidents of such behavior and the consequences of such behavior. At such mandatory conference, the building principal may recommend that available community mental health care options be provided to the student, if appropriate. An updated list of such available community mental health care options shall be provided to each building principal prior to the beginning of each school year;
- c. In the sole discretion of the building principal, the student may, at the expense of the student's parents or legal guardian, be required to attend mandatory counseling with an appropriate counseling agency as determined by school officials. Such counseling agency shall make recommendations to the school officials concerning the reentry of the student into the student population;
- d. Any student who has been previously disciplined for any act or acts of harassment, intimidation, bullying or threatening behavior pursuant to these regulations, may, upon committing a second or subsequent offense, be subject to suspension for the remainder of the current semester and the succeeding semester; and
- e. Each building principal who disciplines any student under these regulations shall prepare a report concerning the incident involved and the disciplinary action taken and shall send a copy of such report to the superintendent for his/her records.

If a student who has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior, receives mental health care from a mental health care provider, the school may request the disclosure of any information concerning such student 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. Any such request should be made by the Superintendent or Assistant Superintendent of the Duncan Public Schools and should be directed to the mental health care provider.

The Board of Education shall publish the hereinbefore set forth prohibited activities for which a student may be disciplined. A copy of such activities and these policies shall be furnished to each pupil and shall be posted on a bulletin board located in each school.

Bus Information

For information about bus schedules or routes, call the Transportation Office. The telephone number is (580) **252-3496. Riding a bus is a privilege.** Disciplinary problems can lead to a student's temporary or permanent removal from the bus.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition,

a well-balanced lunch is offered at a reasonable price.

All students are urged to participate in the school lunch program. Two lines are provided in the cafeteria. The lunch room management and your fellow students will appreciate your cooperation in:

1. Depositing lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwasher area.
3. Leaving the table and floor around you in a clean condition for others.

Milk may be purchased in the cafeteria.

The Duncan Public School Child Nutrition Department requests a prepayment plan on all meal accounts. The cafeteria cashier will send out low balance letters when meal accounts have a \$5.20 credit balance. This will allow time for parents to increase the meal account to avoid a negative account balance.

If an account becomes a negative balance; the cafeteria cashier will contact the parent/guardian by phone and send a letter by mail stating that all cafeteria meals served will need to be paid in full each day. If no payments or parent request for payment arrangements are received, then the student will begin receiving an alternate meal. Charging on meal accounts is not permissible without the receipt of a written request from the parent requesting payment arrangements or expressing an interest in applying for free and reduced meals. At the time of the written request, a five (5) day extension of meal charges will be granted. If the parent/guardian has not remitted payment within the five day extension, the cafeteria cashier will notify the parent/guardian by phone and mail stating that on the sixth day the student will receive an alternate meal until the meal account is in good standing.

The alternate meal consists of the following food items:

Breakfast: Toast and Milk

Lunch: Peanut Butter Sandwich and Milk

If the student has an allergy to peanut butter, a cheese sandwich or an appropriate substitution and milk will be provided by Child Nutrition.

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 202509 Mail Stop 9410, or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

All students are encouraged to fill out a Free and Reduced Meals application (one per family). The guidelines to qualify change every year. The information on this application is strictly confidential.

Ala carte items are offered daily. Items are offered that range from fifty cents to \$1.50. This area is strictly CASH ONLY. No charges are allowed, however, checks will be accepted for the amount of purchase.

Change of Address

Students who change their residence or telephone number after enrollment should report the change promptly to the office.

Clubs and Organizations

In compliance with HB1826, the following clubs/organizations are offered at Duncan High School:

Academics Team

Mission: The purpose of this organization is to provide a competitive intellectual outlet for highly academic high school students, enabling cerebral growth and stimulation outside the traditional academic arena.

Art Club

Mission: The purpose of this organization is to provide students an opportunity to participate in art-related activities that give students an exposure to art and community service.

DECA

Mission: The purpose of this organization is to enhance the co-curricular education of students with interests in marketing, management and entrepreneurship.

FFA

Mission: The purpose of this organization is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

Key Club

Mission: The purpose of this organization is to provide its members with opportunities to provide service, build character and develop leadership.

National Forensic/Drama Club

Mission: The purpose of this organization is to encourage and motivate high school students to participate in and become proficient in the forensic arts: debate, public speaking, and interpretation.

National Honor Society

Mission: The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Duncan High School.

Student Council

Mission: The purpose of this organization shall be to develop, encourage, and promote policies, practices and activities to enhance the quality of school programs and student life and the levels of student achievement at Duncan High School.

Students Against Destructive Decisions

Mission: The purpose of this organization is to provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, impaired driving, and other destructive decisions.

Parents or guardians shall be responsible for preventing their student from participating in a club or organization in which permission is withheld. Parents or guardians shall also be responsible for retrieving their student from attendance at a club or organization in which permission is withheld. It is further the responsibility of the parent to notify the school if they are withholding permission for a student to participate in any of the clubs or organizations.

College Admission - High School Requirements

See "Graduation Requirements."

College Day

Duncan High School Seniors will be allowed four (4) days during the year to visit college campuses. Juniors will be allowed two (2) college days. These days will not count as an absence so long as the student brings confirmation from the college visited. This must be on college letterhead or the likeness.

Credit Recovery

Students in need of any credit recovery courses will be enrolled in the Thrive program. These courses will have to be completed at home, above and beyond the regular school day. Students will work online, through Thrive, with their instructors. For more information, students will need to visit with their counselor.

Concurrent Enrollment

Concurrent Director- Jennifer Kinnaird

Duncan High School Sophomores, Juniors and Seniors who meet the requirements set forth in the Rules of the Oklahoma State Board of Education are eligible for concurrent enrollment in a college or university in the Oklahoma State System of Higher Education. Tuition waivers are available for all seniors for up to **18 credit hours and to all juniors for up to 9 credit hours**. Students are responsible for all other costs which may include fees, books, parking permit, student ID, and any other associated costs. Any student interested in Concurrent Enrollment should contact their high school counselor. In order to enroll concurrently in college coursework, students must meet the following requirements:

ACT composite score of 20 or higher (S.A.T. 1020/940) OR 3.0 GPA AND rank in the top 50% of their graduating class.

High school students may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. According to the Oklahoma State Regents for Higher Education, for the purposes of calculating workload, one-half high school credit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed the allowed number of hours must receive permission from the principal at Duncan High School and from the university in which the student plans to concurrently enroll.

Students must be able to complete all high school graduation requirements by the end of the Spring semester of their Senior year, including all courses required for college entrance.

Students may only enroll in curricular areas (English, math, and science) as long as they achieve a minimum ACT score of 19 on the corresponding subtest. In addition, an ACT score of 19 must be achieved on the reading subtest to enroll in any other subject (history, psychology, humanities, speech, etc.)

Concurrently enrolled students will receive 1 Carnegie unit for each 3 semester hour college course passed.

Sophomore Concurrent Enrollment Program **(A Partnership with Cameron University)**

This contract outlines the requirements and responsibilities for students seeking to participate in the Concurrent Enrollment Program at Cameron University. By signing this contract, the student and their parent/guardian agree to adhere to the following criteria and conditions:

Eligibility Criteria

1. ___ Application and Admission: Students must apply and be admitted to Cameron University.
2. ___ Academic Performance: Students must have taken the Pre-ACT and achieved a GPA of 3.8 or higher.
3. ___ Teacher Recommendations: Students must provide three teacher recommendations, with at least one recommendation coming from an English teacher.
4. ___ Attendance Requirements: Students must meet school attendance requirements for eligibility during their freshman year or the previous semester.
5. ___ Time Commitment: Students must be able to afford a two-hour block of time in their schedule.
6. ___ Orientation Attendance: Students and a parent must attend the Cameron orientation night.

Corridor and Hall Passes

Corridor passes are issued by the office when a pupil leaves the room for any reason. The pass must be signed by the office staff issuing it with the time of departure and destination. A pass is to be used for one destination only. **Other teachers' classes are not to be interrupted. If a student wishes to see a teacher during his/her conference period, arrangements for this must be made in advance.**

Hall passes will be issued by teachers. Each teacher will be provided with color coded hall passes for different destinations on campus. A student **MUST** have a hall pass if they are in the hallway during class time. Failure to have a pass will result in the student being counted truant.

Counseling and Guidance

The chief responsibility of counselors is to assist individuals with personal, educational and vocational counseling. Everyone needs a person with whom he or she can discuss, frankly and confidentially, the things which may be bothering him or her. Counselors are the people at Duncan High School who can help students. Counselors will ensure that students are scheduled into proper classes, help students think through plans for the future, and tell students about the various occupational fields. Students may contact a counselor by obtaining a pass from a classroom teacher, during the lunch period, or before/after school

DHS Counselors:

Rachel Terry- 12th Grade and 9th Grade A-I

Sherry McGhghy- 11th Grade and 9th Grade J-Q

Delaney O'Dell- 10th Grade and 9th Grade R-Z

Makayla Nold,

Students will be divided equally between the counselors. Counselors will have a roster of their students and will make personal contact within the first two weeks of school.

Credits Accepted for Graduation

Duncan High School will recognize and accept credits toward graduation from any state-accredited high school. DHS will also accept any credit approved by the Oklahoma State Department of Education including career-tech courses taken for Math or Technology credit.

Detention

Detention period is a time when the student is assigned to stay before/after school, or during lunch, for any infraction of acceptable student behavior. **Students should fully understand that any teacher or staff member in the building has the authority to correct student misconduct at any time.** The detention period will be set by the teacher or by administration. Each student placed in the detention period will report to the place designated by the teacher or administration. The student is required to bring school work or reading materials to detention.

Discipline and Control of Students - Board of Education Policy

Duncan High School shall adhere to the Discipline Policies established by the Duncan Public Schools' Board of Education and set forth in the Duncan Board of Education Policies and Procedures Manual.

Dress and Appearance Regulations

Duncan Public Schools respect the students' rights to express themselves appropriately in the way they dress. All students who attend Duncan Public Schools are also expected to respect the school community by dressing appropriately for a PreK-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and personnel. This policy is intended to provide guidance for students, staff, and parents.

Clothing

1. Clothing must cover areas from one armpit across to the other armpit (in front and in back), extending down to cover the students buttocks when standing or bending.
2. Tops must have shoulder straps.
3. Clothing that is transparent, made of mesh, or has holes must cover skin and undergarments while meeting the expectations of #1.

4. Midriff should not be exposed.
5. Specialized courses may require specific attire, such as sports, uniforms, and/or safety gear.

Accessories

1. Headgear including hats and hoodies are allowed as long as eyes and ears are not obstructed from the headgear. DHS staff reserves the right to ask students to remove the headgear if it is a distraction from learning.
2. Sunglasses may not be worn to cover the student's eyes while inside the school.
3. Clothing and accessories that endanger student or staff safety may not be worn.
4. Clothing that is considered pajamas or bedtime wear is prohibited.
5. Face paint is prohibited.

Shoes

1. All students are required to wear shoes.
2. Cleats, shoes with wheels, house shoes, or any shoe that limits physical activity or safety are not permitted.

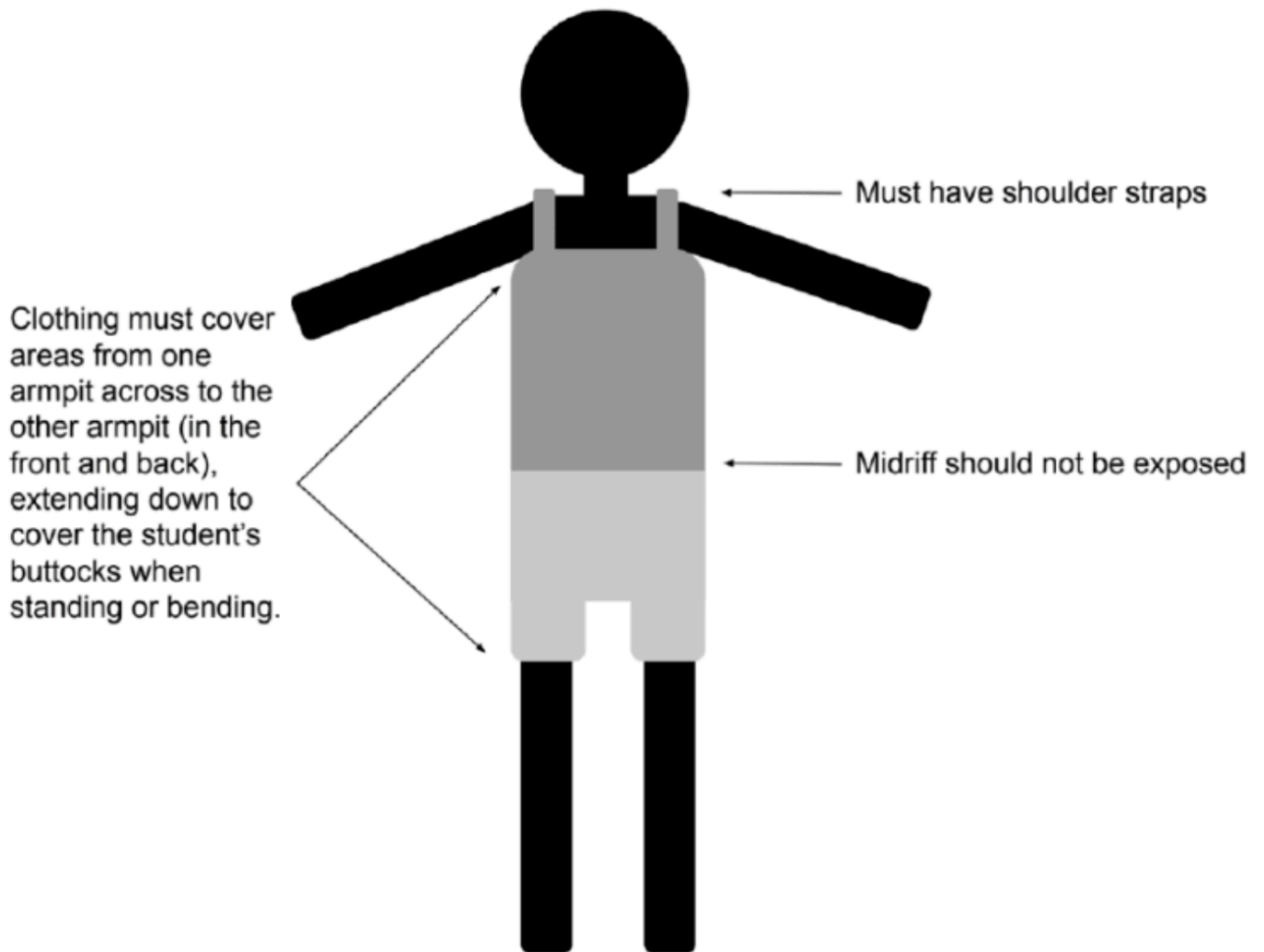
Gang Related

1. Items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Additional guidelines: Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco, electronic cigarettes/vapes, or vaping products or any other product packaged for smoking or the simulation of smoking; vulgarity, sexual innuendos, obscenity or nudity or promotion of violence are not allowed. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation.

School administration reserves the right to determine what constitutes appropriate dress. Clothing or accessories that create a disruption to the learning environment may not be allowed. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refused dress code appropriate clothing.

Dress Code Example



Students found in violation of DHS dress code will move through the following steps accordingly:

- An office referral will be completed by the reporting staff member, and the student will be called to the office by administration.
- If a dress code violation has been identified, the student will be removed from the general student population and placed in ISI due to the fact their clothing is not school-appropriate for the general classroom.
- Parent/guardian/legal custodian will be contacted and requested to bring alternate clothing to the school.
- Students will be called from ISI to change into appropriate clothing and be released back to class. The inappropriate clothing must go home with the parent/guardian/legal custodian.
- If the parent/guardian/legal custodian is unable to be reached or unable to bring clothing to the school, the student will remain in ISI for the remainder of the school day. The student **will not** be allowed to leave school, drive home, change clothing, and then return to school.
- Repetitive violations of this offense will result in increasing levels of discipline and possible suspension from school.

Drills

Practice drills will be held according to State Law throughout the school year. Complete instructions will be given to each teacher concerning the procedure to be followed by each student. (See Duncan Public Schools' Policy and Procedure Manual for drill information.)

Drug Testing Program – Board of Education Policy (Student)

Duncan High School shall adhere to the Student Drug Testing Program policy 6012-2 established by the Duncan Public Schools' Board of Education and set forth in the Duncan Board of Education Policies and Procedures Manual.

Education Plan During Out-of-School Suspension

Pursuant to 70 O.S. 24-202.3 (D), Duncan Public Schools provides the following out-of-school education plan for students suspended for six (6) days or longer. The education plan is designed for the eventual reintegration of the student. The education plan provides only for the core units* in which the students are enrolled. A copy of the education plan is provided to the student and the student's parent or guardian. It is the responsibility of the parent or guardian to provide the following until the student is readmitted to school:

1. A supervised, structured educational environment during the out-of-school suspension in which the student can meet the requirements of the education plan.
2. Monitor the student's educational progress while the student is on the education plan during the out-of-school suspension.

*Core units in which the student is enrolled in include: English, mathematics, science, social studies and fine arts. Academic credit for work satisfactorily completed:

The student will receive 100% credit for work satisfactorily completed during the education plan.

“Satisfactorily completed” means academic work completed and turned in to the school district on the required date and time.

All academic work completed as part of the education plan, but not turned in to the school district on the required date will receive an academic score of zero (0).

Procedure for receiving and turning in student assignments pertaining to the education plan during the out-of school suspension:

1. A parent or guardian (or person other than the suspended student, mutually agreed upon by the parent or guardian and the administration) may pick up the student's assignment from 7:05 a.m. to 3:25 p.m. on Tuesday and Thursday. All assignments must be turned in to the school office no later than 8:00 a.m. on the day the student returns to campus from suspension.

PERSONAL ELECTRONIC DEVICES

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
 - a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or
 - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time. Middle School and Elementary can not have a phone out when they arrive at school until they leave.

“Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student or parent. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

**REFERENCE: 70 O.S. §1-126
70 O.S. §24-101.1, et seq.
70 O.S. §24-102**

Eligibility During a Semester

- A. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday, the day eligibility is checked.
- B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next

one-week period. The ineligibility periods will begin on Monday and end on Sunday. **If a student misses more than the maximum number of 8 days in any single class during the semester, the student shall be ineligible for the remainder of the semester regardless of their grades. School activity absences will not count towards the 8 day limit. Absences that will require documentation include (but are not limited to) the following. Documentation must be turned into the attendance clerk.**

Doctor visits

Counseling appointments

College Visits (seniors only)

Military visits

Documentation will be reviewed by the attendance committee and a determination will be made as to whether or not the absence will be excused. The decision of the committee shall be final.

C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one week period (Monday through Sunday).

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

Enrollment Guidelines

All students who enroll in courses at Duncan High School must adhere to the following guidelines:

1. The Office Procedures class is limited to juniors and seniors. All students must enroll in seven (7) units. Students who are enrolled in concurrent classes must be enrolled in the equivalent of seven (7) units, combining their high school classes and concurrent classes.
2. Students who are in their first year of high school will be classified as freshmen. Second-year high school students will be classified as sophomores. Third-year high school students will be classified as juniors. Fourth-year high school students will be classified as seniors. Seniors will not receive a diploma from Duncan High School unless all graduation requirements have been met.

Extra-curricular Activities

Every student is encouraged to attend and/or participate in all extra-curricular contests and activities.

Grade Point Average

A student's cumulative Grade Point Average is determined by dividing the total number of quality points earned by the total number of courses taken. A student's current Grade Point Average is determined by dividing the number of quality points earned during the current grading period by the number of courses taken during the same grading period. Duncan High School's grading system is based on a 4.0 grading scale as follows:

A = 4 quality points

B = 3 quality points
C = 2 quality points
D = 1 quality point
F = 0 quality points

Students who take an accelerated class and earn a grade of “C” or higher shall receive an adjustment in their weighted grade point average. Duncan High School's weighted grading system will be based on a 5.0 grading scale as follows:

A = 5 quality points
B = 4 quality points
C = 3 quality points

The weighted formula above will be used for weighted class ranking. The weighted quality points will be earned by taking courses weighted by Duncan High School.

Grading System

Final grades are awarded at the end of each semester. Each semester grade will be determined by the grades a student earns during the semester with the semester test counting as no more than 10% of the overall grade. Progress reports and/or report cards will be available on the Parent Portal and may be requested from a counselor or registrar at any time by a parent/guardian.

Duncan High School grading scale:

90 -100 A Excellent
80 - 89 B Above Average
70 - 79 C Average
60 - 69 D Below Average
Below 60
F Failing
NC No Credit
Pass P Excluded from GPA

Students who do not complete a course because of illness or other excused absence will receive the grade their average represents at the time grades are due to be turned in to the office. When the student completes the make-up work within the time allowed, the teacher will change the student’s grade. No grade of “I” or “Incomplete” will be used.

Class rank and GPA will be based on a 4.0 Grading Scale. Weighted rank and GPA will be provided upon request.

****Students who meet the following criteria will be exempt from taking semester tests:**

3 **EXCUSED** absences or less and an A

2 **EXCUSED** absences or less and a B

1 **EXCUSED** absence or less and a C

****ANY STUDENT WHO HAS 25+ TARDIES IN A SEMESTER WILL NOT BE EXEMPT FROM SEMESTER TESTS.**

Duncan High School Graduation Requirements

Multi-year State Graduation Requirements

GRADUATION OVERVIEW	COLLEGE PREPARATORY/WORK READY CURRICULUM	CORE CURRICULUM	STANDARD CURRICULUM REQUIREMENTS FOR ALL
GRAD YEAR CURRICULUM REQUIREMENTS	CLASS OF 2025-2029*	CLASS OF 2025-2029*	CLASS OF 2030*
Language Arts	4	4	4
Mathematics	3	3	4**
Laboratory Science	3	3	3
History & Citizenship Skills	3	3	3
World Languages	2 of the same	1 WL OR CT	Potential pathway units
Computer Technology	2 or 2 of same WL	1 WL OR CT	Potential pathway units
Additional Unit	1	n/a	n/a
Fine Arts/Speech	1	1	Potential pathway units
Pathway Units	n/a	n/a	6
Electives	6	8	3
Total Number of Units Required	23	23	23

*Schools can opt into the Class of 2030 requirements as per HB 2672.

**Math consists of Algebra 1, Geometry or Algebra 2 and 2 additional math determined at local level

Additional Requirements:	ICAP
	FAFSA
	PFL
	CPR
	CCR Assessments (ACT/SAT, Science, US History)
	US Naturalization Test

Last Modified on Mar 19, 2025

****Duncan High School Requires 25 credits to graduate.**

*Beginning with the Class of 2023, students will be required to complete an ICAP (Individualized Career Academic Plan) and a Capstone experience (determined by each student's ICAP) to meet graduation requirements. ICAPs will be completed with the student's counselor.

Students who are only one credit short of meeting graduation requirements by the end of their senior year may be allowed to participate in commencement exercises with approval. No student will receive a diploma or be considered a graduate of Duncan High School until all the requirements for graduation have been met.

At the discretion of the superintendent or the superintendent's designee, up to two (2.0) non-statutory elective credits may be waived for students who have experienced special or unusual circumstances as a high school student. The determination to waive credits will be made on a case-by-case basis. Factors that must be considered include, but are not limited to, whether the student's circumstances are atypical for a high school student or whether the circumstances are beyond the student's control. A student, or a parent/guardian or counselor on behalf of a student, may submit a written request using the district's form for Elective Credit Waiver to the superintendent or superintendent's designee, who may waive up to two (2.0) non-statutory elective credit requirements when it is in the best interest of the student.

Under no circumstances can a student have fewer than 23 credits, the State of Oklahoma's minimum requirement for graduation.

Duncan High School Early Graduation Board Policy #5023

Any Duncan High School student who wishes to complete graduation requirements in the first semester of his/her senior year must meet the following criteria:

Application Process - The following elements are required as part of the application for early graduation.

1. Applicants for early graduation must submit an application through their counselor no later than the first day of school of their senior year.
2. Applicants must have completed a minimum of 20 credits before the start of their senior year and must be on track to attain the 25 required credits for graduation before the end of the first semester.
3. In addition to credits, graduation requirements include:
 - a. All required assessments (ACT, US History and Science)
 - b. Personal Financial Literacy
 - c. ICAP requirements (Beginning with the 2020-2021 school year)
 - d. Required OKSDE CPR training
4. Students must have been present at school for a minimum of 90% of class time during the first semester to graduate early.
5. Students must provide the following in their application:
 - a. Reason for Early Graduation
 - b. Post-Secondary Career Plans and Goals

Graduation Committee Review

Once the student has submitted the completed application the Graduation Committee consisting of DHS principal staff, counseling staff, and at least one teacher will review the request. The board will take into consideration all information in the application as well as the following:

1. Student Attendance over the course of the high school career
2. Student behavior both in class and in their extracurricular activities
3. Student discipline records
4. Any special circumstances requiring early graduation that the student makes the committee aware of that was not part of the original application due to unforeseen circumstances

The committee will make a recommendation to either allow or not allow early graduation based on the information presented. Appeals to the committee decision must be directed to the office of the Superintendent.

Graduation

Students graduating early will have the option to participate in the May graduation ceremony. Early graduation is considered a privilege. Students requesting this privilege must be moving forward with their post-high school lives. Therefore students who graduate early will not be permitted to participate in any school based extracurricular activities. Students also forfeit the privilege of attending the Junior/Senior prom and may not be a candidate for the Crossman Award. Students are advised to carefully consider this in determining the decision to graduate early.

It is the responsibility of the student to remain in contact with their counselor for information concerning graduation activities and the May ceremony.

Highly Qualified Teachers No Child Left Behind Act of 2001 Parents Right to Know

According to Section 1111 (6) (A) – Qualifications, the parents of any student attending Duncan Public Schools may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:

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

the Act the information listed above must only be provided to parents who request the information.

Honor Roll

In order to qualify for the Honor Roll, a student must have a grade point average of 3.25 for the Semester, and at the close of each Semester, names of students making the honor roll will be submitted to The Duncan Banner for publication.

Honor Societies

Duncan High School participates in the National Honor Society and the Oklahoma Honor Society.

In-School Intervention (ISI)

The In-School-Intervention shall be an alternative to the regular school environment during the regular school day and shall be used as disciplinary action for those students in grades nine (9) through twelve (12) who have demonstrated that they cannot, or will not, abide by the rules of the district. The In-School Intervention shall be separate and apart from the regular classroom program of the school. The Principal (Assistant Principal) shall have the authority to assign a student to In-School Intervention. The length of the assignment shall be determined by the DHS Discipline Matrix and the Principal (Assistant Principal). In the event of misbehavior while serving ISI, additional days may be assigned by the In-School Intervention teacher with the consent of the Principal (Assistant Principal) who assigned the student. The Principal (Assistant Principal) shall notify the parent(s) or guardian of a student assigned to the In-School Intervention program prior to the actual assignment. During such notification, the parent(s) or guardian shall be notified of the reason for the assignment and the number of days assigned. The decision of the Principal (Assistant Principal) to make an assignment to In-School Intervention shall be final.

Study and work assignments shall be made by the student's regular teacher(s), and the student shall work on the assignments daily and full credit shall be granted for all acceptable work completed. Counselors from the school and other appropriate sources such as police officers and judges may come in periodically to counsel with students.

The student shall report promptly at 7:45 a.m. daily, and surrender any electronic devices (including cell phones) for secure storage during the day. The student will remain in the In-School Intervention classroom until the end of school at 3:05 p.m. daily each day that he/she is assigned to In-School Intervention. The student will not be permitted to leave the In-School Intervention classroom during the regular day except for bathroom use or under some type of authentic emergency. The student may either bring his/her own lunch from home or purchase a lunch from the school cafeteria. Lunch will be eaten in the ISI classroom. If an ISI student is picked up from school by his/her parent/legal guardian before the completion of the student's assigned ISI time, the remaining ISI time will be noted and must be served by the student upon his/her return to school before the student is re-admitted to the general classroom.

Any student serving In-School Intervention cannot participate in any school sponsored activity during the date(s) of the ISI. (*Board Policy # 6027*)

Internet Usage

All students will be required to read and sign an Internet Usage Agreement prior to accessing the Internet while on campus. Once students have returned their signed agreement, they will be allowed to access internet services while using campus electronics, such as computers. DHS internet services are not available for use on personal student devices. A violation of the Internet Usage Agreement will be disciplined according to the DHS Discipline Matrix and will result in the student banned from internet and electronic device/computer use for a specified length of time. All class work, tests, and projects will be submitted by the student through hand-written and hand-designed modes.

Junior-Senior Prom

1. Prom will be open to all Duncan High School juniors and seniors (including Virtual students and those attending the E.D.G.E. Academy) who are currently attending classes and are not under administrative suspension or currently assigned to ISI.
2. Students ineligible due to grades will not be allowed to attend the Junior-Senior Prom. Grades will be

checked five (5) days prior to Prom. To be eligible to attend prom, a student must be passing all classes on that day.

3. Students who are eligible to attend Prom may invite a guest according to the following guidelines:
 - a. A Prom Guest Application must be completed and turned in to the Principal by the deadline set by the administration.
 - b. The guest must provide references that can and will be checked prior to Prom.
 - c. The guest must be approved by Duncan High School administration.
 - d. The guest must have purchased a Guest Ticket.
 - e. A Prom Guest must be at least a junior in high school and must be under 20 years of age.
 - f. A DHS student who brings a guest will be responsible for the guest's behavior. If a guest is removed from Prom, the DHS student who brought the guest will also be removed from Prom. No refunds will be given.
4. All eligible students may be required and guests will be required to show photo identification upon arrival at Prom.
5. Students and guests may be required to submit to a breathalyzer test before entering Prom. Students and guests found to be under the influence of drugs or alcohol will be denied entry to Prom. Students and guests denied entry will be held by school administration and/or a resource officer until they can be retrieved by a parent or guardian.
6. Students and guests will not be allowed to re-enter Prom after leaving unless permission has been granted in writing by a principal and they are escorted by a proper Prom sponsor (teacher, administrator, or security guard) to and from their destination.
7. Students' and guests' conduct will be regulated in accordance with the Duncan Public School's Policies and Procedures Handbook.
8. Students and guests may not remove decorations from Prom. Souvenirs and Invitations will be distributed by the Junior Class Sponsor following Prom. Photo I.D. must be presented to receive these items.
9. Students and guests must abide by the rules and regulations of the facility rented. Students will be held responsible for their actions and the actions of their guests. Unacceptable behavior at Prom will be handled according to the Duncan High School Discipline Matrix.

Leaving School During the Day

Only in the case of an emergency shall students leave the campus during school hours (with the exception of lunch) and then only through clearance with the office which will require the permission of a parent / guardian. A student who goes home ill at noon without clearance from the office must have clearance from his/her parent before he/she can be readmitted to school. **No teacher has the authority to excuse a student to leave the campus. Leaving school without receiving the "permit to leave building" pass from the office is truancy.**

Library Regulations

The library is open from 7:30 a.m. to 3:15 p.m. It is maintained as a place to find information to supplement courses taught at school and leisure reading. Students must obey all library rules in order to maintain their library privileges.

Checking out materials

1. Most books are checked out for two weeks and may be renewed once for two additional weeks. Students may check out a maximum of two books at a time. Permission may be obtained from the librarian to borrow additional books if needed for reference or a special project. Students with overdue books will not be allowed to check out additional materials. Notice of overdue books shall be posted and passed to classroom teachers.

2. Overnight materials shall be returned before first period on the following day. Reserve books, reference books, magazines and pamphlets are loaned for overnight use.
3. Lost and badly damaged books are the financial responsibility of the person who borrowed them.
4. A fine of five cents per school day is charged on overdue books. A fine of five cents per school hour is charged on overnight materials not returned before first period on the date due.
5. The library staff and administration have the right to suspend library privileges of those who do not comply with the library rules regarding loans and conduct.

Students and their parents/guardians are hereby informed that it is a misdemeanor under Oklahoma law to remove or attempt to remove any library media center material from the premises of a library media center facility without authority; or to mutilate, destroy, alter or otherwise damage, in whole or in part, any library media center materials, or to fail to return any library media center materials which have been lent to said person by the library media center facility. Said person will have seven days after demand has been made to return the library media center materials or disciplinary/legal actions will proceed.

Lost and Found

A lost and found department is maintained in the main office. Students who find articles or who have lost articles should report this to the office.

Medication

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school prior written authorization to administer the medication. The parent or guardian of any student requiring medication during school shall bring the medication to the school the student attends and complete and sign the "Medication Authorization Form." All medicine brought to school must be accompanied by a "Physician's Order Form" before school personnel will administer the medication. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student. Parents must go to the school their child attends and sign the necessary forms. Each student participating in athletics and each student participating in any other activity that requires travel outside the school district must have a "Medical Release Form" on file before he or she will be allowed to participate.

Oklahoma's Promise

- an Oklahoma resident;
- enrolled in the eighth, ninth, 10th or 11th grade in an Oklahoma high school (homeschool students must be age 13, 14, 15 or 16); and
- a student whose parents' federal adjusted gross income does not exceed:
 - \$60,000 with 1 or 2 dependent children OR
 - \$70,000 with 3 or 4 dependent children OR
 - \$80,000 with 5 or more dependent children.

Special income provisions may apply to:

- Children adopted from certain court-ordered custody and children in the custody of court-appointed legal guardians.
- Social Security benefits based on the disability or death of the student's parent(s).

Additional documentation may be required. Contact the Oklahoma's Promise office for more information.

Applications must be:

- completed during the school year in the student's eighth-, ninth-, 10th- or 11th-grade year (for homeschool students, the application must be completed while the student is age 13, 14, 15 or 16) and
- witnessed by the student's parent(s), custodial parent(s) or legal guardian(s) who also agree to help the student comply with Oklahoma's Promise requirements.

**In addition, the federal adjusted gross income (AGI) of the student's parents (or the income of the student if the student is officially determined to be financially independent of their parents) may not exceed \$100,000 at the time the student begins college and prior to receiving the scholarship. This income limit will be applied each year the student is enrolled in postsecondary education.*

Required Courses for Oklahoma's Promise

Units	Courses
4	English (grammar, composition, literature; courses should include an integrated writing component)
3	Lab science (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)
3	Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus, statistics and probability [must have completed geometry and Algebra II], calculus, Advanced Placement [AP] statistics)
3	History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture)
2	Foreign or non-English language (two years of the same language) or Computer technology (two units in programming, hardware and business computer applications, such as word processing, databases, spreadsheets)

	and graphics, will qualify; keyboarding or typing classes do not qualify) (1 foreign language and 1 computer course will not meet this requirement.)
1	Additional course from any of the subjects listed above or psychology, sociology or any concurrent liberal arts and science course at a State System institution
1	Fine arts (music, art, drama) OR Speech
17	Total Units

Parking

This policy outlines the parking guidelines for students and staff at Duncan High School. It aims to ensure an organized and safe parking environment for everyone on campus. Please review and adhere to the following rules:

Student Parking

1. Eligible Parking Lots:

Students are permitted to park in the following areas:

- Gym Parking Lot
- Tennis Parking Lot
- Front Main Parking Lot

2. Parking Permits:

All students must obtain a parking permit from the school office. The permit must be displayed prominently on the vehicle at all times while on school property.

3. Parking Lot Conduct:

- Students are expected to drive safely and adhere to a speed limit of 10 mph within parking areas.
- Loud music, reckless driving, and loitering in parking lots are prohibited.

4. Violations and Consequences:

- Students who park in unauthorized areas or violate parking rules may face disciplinary actions, including fines, loss of parking privileges, or other consequences as deemed appropriate by school administration.

Faculty and Staff Parking

1. Designated Parking Areas:

-Faculty and staff are required to park in the following designated areas:

- Back Parking Lot
- Science Parking Lot
- Gym Parking lot (this is also student parking)
- Front Main Parking Lot by the Rail

2. Parking Identification:

- Faculty and staff must display a valid parking identification provided by the school.

General Parking Rules:

1. Unauthorized Vehicles:

- Unauthorized vehicles parked on school property will be subject to towing at the owner's expense.

2. Safety and Security:

- The school is not responsible for any damage or theft that occurs in parking areas. It is advised that all vehicles be locked and valuables not be left in plain sight.

3. Handicap Parking:

- Handicap parking spaces are reserved for vehicles with valid handicap permits. Unauthorized use of these spaces is prohibited and may result in fines and towing.

By following these guidelines, we can maintain a safe and efficient parking environment for all students and staff. Thank you for your cooperation.

Perfect Attendance

Perfect Attendance is awarded at the end of the school year at the annual Awards Assembly. Students may only miss two (2) hours of school during a school year to qualify for this award. **Certificates will be awarded at the Awards Assembly to students with two or more years of perfect attendance.**

Pom and Cheerleading

Pom tryouts date/time will be determined by the coach and athletic director. The number of pom squad members will be decided by the natural break in scores and may fluctuate from year to year. Cheerleading tryouts date/time will be determined by the coach and athletic director. The number of cheerleaders will be decided by the natural break in scores and may fluctuate from year to year.

Proficiency Based Promotion Policy & Testing Schedule

As a result of HB 1017, students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-103.6:1

- A. Social Studies
- B. Languages
- C. Language Arts
- D. Mathematics
- E. The Arts
- F. Science

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. Students entering Duncan High School from a non-accredited high school or homeschool shall, upon providing written evidence of study in a particular core subject, have the opportunity to demonstrate proficiency in that specific subject. Proficiency will be demonstrated by a score of 60% or better on an assessment or demonstration. Students demonstrating proficiency in a core curriculum area will be given credit and a letter grade based on the percentile score earned on the assessment or demonstration. These students will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Proficiency assessment will measure mastery of Oklahoma Academic Standards.

The opportunity for proficiency assessment will be offered during August and April. Students should register with their counselor at least two weeks in advance for the spring test. Summer testing requests will be received in the superintendent's office. A parent or guardian will need to sign the registration form.

Scholarships

There are numerous scholarships available upon graduation from high school. Information on scholarships and application forms may be obtained from the counselors. Students who are admitted to and attending the Oklahoma School of Science and Mathematics will no longer be eligible to apply for scholarships through Duncan High School.

Scheduling and Schedule Changes

Students complete Course Request Forms during the Pre-Enrollment period. Requests for courses must be approved by the school counselors. When final approval has been given, the students' requests are fed into a computer for scheduling and assignment. Students do not select their teachers.

Students who wish to change their schedule must fill out a Schedule Request Change Form and turn it in to the Counselor's Office **prior to the 8th day of the semester**. Beginning with the Class of 2023, schedule changes will be made ONLY if it satisfies the student's ICAP. Schedule changes will be completed in the following order of priority:

1. an incomplete schedule
2. course already completed
3. prerequisite not met
4. missing a graduation requirement

Once these academic changes are made, elective changes will be considered on a space-available basis if they:

1. meet college and career goals
2. do not impact other class sizes
3. do not compel teacher changes

Students will be called to the Counselor's Office when it is their turn to discuss their schedule change.

Schedule changes **after** the 8th day of the semester:

1. A formal request must be completed and submitted directly to the student's assigned guidance counselor. This request must be completed by the student (which includes an extensive written explanation of why the schedule change is desired). ***Please note: schedule change requests made because of a desire to have the same class as friends, closer parking, personal dislike of a teacher, or so forth will not add to the effectiveness of a student's education, and therefore, will not be considered or approved by DHS Administration.**

2. The counselor will review the request and determine if the reason(s) for the request are adequate to necessitate bringing the request before DHS administration.
3. If the request is determined to be necessary for the student's education or best for the operation of Duncan High School, the request will be approved and the change will be made by the counseling department.
4. If the request is not deemed as necessary for the student's education or would result in a negative effect on the education provided by Duncan High School to its students, the request will be denied and the decision will be final.

School Day

The school day is defined as any part of the day during which the students and/or faculty are expected to be at school, a school-sponsored practice or a school-sponsored activity. The day includes the lunch period if the student remains on the school campus.

School Records (FERPA)

School records will be made available to parents of students or eligible students according to the guidelines set forth in the Family Educational Rights & Privacy Act (FERPA). FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. FERPA guidelines are explained in detail in the Duncan Board of Education Policies and Procedures Manual and are available online at: <http://www.ed.gov/offices/OM/fpc/>.

Secret Societies

No recognition will be given to any fraternity, sorority or secret society. No evidence of membership shall be exhibited on school grounds.

Student Behavior

Student behavior is addressed in the Duncan Public Schools' Board of Education Policies and Procedures Manual. Duncan High School will adhere to all policies established by the Duncan Public School's Board of Education.

All teachers have been requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to the school. Visitors judge a school by the neatness of the campus and parking lots. Please do your part in keeping the campus clean.

- Vending machine snacks or "grab & go" from the cafeteria will be allowed in the classrooms ONLY at teacher discretion. No outside fountain drinks allowed. Stanley cups and water bottles are allowed.
- No drinks, other than drinks purchased on campus out of vending machines, will be allowed in classrooms without a doctor's note.
- See DHS Discipline Matrix for other infractions.

During lunch time students are to mingle in front of the high school or in the courtyard area behind the main building. Students are expected to behave with dignity and treat others with respect. This includes the use of appropriate language and actions. **The possession and or use of any dangerous weapon or substance at school or at a school function will be grounds for immediate suspension from school.** Students found using drugs or

alcohol or under the influence of drugs or alcohol at school will be disciplined according to the guidelines of the DHS Discipline Matrix.

Duncan High School is a “No Bullying Zone.” Bullying, harassment, or hazing of any type will not be tolerated.

Student Council

Preamble to the Constitution

"Recognizing the need for an organization for representation of the student body, to work independently and in cooperation with representatives of the school administration concerning matters of school activities, and esteeming highly the value of training in civic responsibility and the development of leadership, we associate ourselves together and for our school ordain and enact the following constitution..."

Membership

1. Must apply to become members during the Spring of the current school year. A leadership committee composed of advisors and officers (and teacher/coach input) will meet and choose the members based on applications. (and potentially interviews). Members for the new school year will be announced by the beginning of the new school year.
2. Any current student may apply for Student Council
3. Students must maintain a 2.5 GPA and not have any grades lower than a 70/C in any class.
4. The term of office for all representatives of the Student Council shall end with the school year.
5. All members must serve on at least 1 committee during the school year

Student Identification Card Policy

Student ID Cards

Duncan High School promotes a safe environment for our educational community. Proper identification of all students and staff members is essential to ensure that all persons on campus are approved to be in the school. The student identification (ID) card is required for students to participate in many school sponsored activities. Students must comply with the following ID policy:

- Students will receive a new, free of charge, official school identification (ID) at the beginning of each school year.
- 9th grade students are required to wear their valid ID cards on their school issued lanyard at all times while on campus or when participating in any school sponsored activity.
- 10th-12th grade students may wear their own lanyard but also must wear their valid ID cards at all times while on campus or when participating in any school sponsored activity.
- Students are required to have their own ID cards (sharing ID cards is not allowed).
- Students must report a lost or stolen ID and obtain a replacement immediately.
- Students may be charged for replacement ID cards/lanyards.
- Students **MUST** wear their school ID when attending events as a spectator (i.e. games, concerts, etc.)

Students who do not follow the ID policies will be subject to disciplinary action outlined in our discipline matrix.

Student Insurance

The high school maintains a group accident insurance policy. This insurance is available to all members of the student body at a normal cost and is sold soon after school begins in the fall. It is recommended that all students taking physical education, athletics and shop classes participate in the program.

Student Participation

No person shall, on the basis of race, creed, or sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity in the Duncan Public Schools.

Student Searches

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. 70 O.S. Section 24-102 (First paragraph of statute)

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property.

School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

Tardies

Tardies: A student is tardy if he/she is not in his/her classroom when the tardy bell rings. Tardies will be calculated weekly. Consequences for tardies will be administered as notated:

- **4-6 per week: 1 day ASD**
- **7+ per week: 1 day ISI**
- **After 20 total tardies: ASD no longer given**
 - **4-6 per week: 1 day ISI**
 - **7+ per week: 2 days ISI**
- **25 total tardies: NO TEST EXEMPTION**

Telephone Usage

A telephone for students' use is provided for students in the office. **This telephone is not to be used for social calls.** Students may use it before school, during the lunch period, and after school. Students will not be called out of classes to the telephone except for emergency calls only. **Students who need to use the phone during class time may do so ONLY with a note from the teacher.**

Textbooks

All students will be issued appropriate textbooks in the basic subjects. Students and their parents are accountable for all issued textbooks and will be required to pay for lost or damaged books. Financial obligations: The principal may hold transcripts, withdrawal forms, or other records of the school relating to any student who fails to return a textbook, library book, or until all financial obligations are cleared.

Transcript Requests

All current and former students needing a transcript must create an account at parchment.edu. Once the account is created, a transcript can be requested. It will be sent directly to the email provided or to the university indicated in the request. This is free of charge for current students and there is a small fee for former students.

Vehicle Regulations

Students who drive automobiles onto school property subject the automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of many circumstances that may substantiate reasonable suspicion.

All students who commute to school by car or motorcycle are required to park in the designated student parking lots, as mandated by the school board regulations. To ensure compliance, students must obtain a parking permit from the school office. This process involves completing an information card, paying a \$5.00 annual parking fee, and displaying a parking decal.

1. Obtain an Information Card: Students must fill out the necessary details on the information card provided by the office.
2. Pay the Parking Fee: A fee of \$5.00 is required for the annual parking permit.
3. Display the Parking Decal: Once obtained, the parking decal should be placed on the rearview mirror of the vehicle the student will drive to school.

Students are expected to leave their vehicles parked in the designated areas throughout the school day. Vehicles may only be used during lunch or after school hours. However, students may receive special permission from the office to use their vehicle during the school day for emergencies, internships, concurrent classes, or RRTC classes.

By adhering to these guidelines, students contribute to a safe and orderly environment on campus.

Visitors

We warmly welcome parents to visit Duncan High School at any time. If you wish to meet with a teacher, appointments can be scheduled before or after school hours. Teachers are also available during their planning periods by appointment. To arrange a meeting, please contact the school's office or reach out directly to the teacher.

Our school is open to accredited visitors throughout the day. To ensure the safety and security of our campus, visitors are required to present their driver's license for scanning at the front office. Once approved, a visitor badge will be issued, which must be worn at all times while on campus. For convenience and guidance, visitors may be accompanied by school representatives during their visit.

We appreciate your understanding and cooperation in maintaining a secure and conducive learning environment.

Weighted Courses

Duncan High School has designated the following courses as weighted:

1. All Concurrent Courses
2. All BioMed Courses
3. All Pre-Engineering Courses
4. All STEM Courses
5. Trigonometry/Pre-Calculus
6. Calculus
7. All Advanced Courses

9. All AP Courses

10. Physics

11. Chemistry II

These courses represent the exclusive list of those that will be considered for weighted credit at Duncan High School. Students transferring from other schools will only have the opportunity to receive weighted credit for the courses listed above. This policy ensures a consistent and rigorous academic standard for all students.

Withdrawal from School

For students under the age of 18, it is necessary for a parent or legal guardian to provide their signature on a withdrawal form before the student can officially leave school. Mrs. Milburn, the registrar, is responsible for overseeing this process to ensure compliance with school policies and legal requirements.

Returning School Property-

Students are expected to return any school-owned items such as textbooks, equipment, supplies, or library books to the teacher who originally issued them. This helps maintain the school's inventory and ensures that resources are available for other students.

Resolving Obligations-

Before Duncan High School can send official student records to another institution, all outstanding obligations must be resolved. This includes returning any borrowed materials and settling any financial dues. Mrs. Milburn will ensure that once these responsibilities are fulfilled, the school will promptly forward the necessary documents to the requesting school.

Withdrawal from School to Homeschool

Duncan High School acknowledges and respects the rights of parents and guardians who choose to homeschool their children. Should a parent or guardian wish to withdraw a student for homeschooling purposes, they are required to complete a standard withdrawal form available at the high school. Please note that Duncan High School does not accept or recognize credits earned during a student's homeschooling period.

DUNCAN PUBLIC SCHOOLS
SECONDARY SCHOOLS DISCIPLINE MATRIX

Note: The administration of Duncan High School reserves the right to determine alternative discipline techniques when warranted and agreed upon by the administration and/or campus discipline committees.

BEHAVIOR	CONSEQUENCES <i>Highlighted consequences are teacher assigned.</i>				
Class I	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
1. Disruptive Behavior	Verbal Warning	1 day Lunch/after school Detention	3 Days Lunch/after school Detention	Office Referral, See #9	Office Referral, See #9
2. Electronic Devices	Device stays in office for 5 days or until released to parent; 1 lunch detention	Device stays in office for 5 days or until released to parent; 2 lunch detentions	Device stays in office for 5 days or until released to parent; Up to 2 Days ISI; Device not allowed to return to school.	Device confiscated until picked up by parent; See #8 Defiance of Authority 4 th Offense	Device confiscated until picked up by parent; See #8 Defiance of Authority 5 th Offense
3. Dress Code Violation <i>Students will conform to the dress code. Refusal will cause students to be sent home or spend the day in ISI. After the 1st referral students will be assigned discipline for each infraction.</i>	Warning – Students will conform to dress code.	2 ISI	3 ISI	4 ISI	5 ISI
4. Excessive Tardies – Calculated Weekly Repeat Offenses – See Truancy	4-6 per week 1 day ASD	7+ per week 1 day ISI	After 20 4-6 per week: 1 day ISI 7+ per week: 2 days ISI	After 20 4-6 per week: 1 day ISI 7+ per week: 2 days ISI	After 20 4-6 per week: 1 day ISI 7+ per week: 2 days ISI
5. Failure to Serve Detention	1 Chance for Make-Up	1 ISI	2 ISI	3 ISI	5 ISI
6. Public Display of Affection	Verbal Warning	2 Lunch Detentions	1 ISI	2 ISI	3 ISI
7. Failure to wear Student ID	1 Hour detention	2 Hours detention	1 day ISI	3 days ISI	5 days ISI
8. Parking Violation	Warning	1 Hour detention	3 Hours detention	1 day ISI	3 days ISI
Minor Offenses	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
9. Defacing Property	1 ISI	3 ISI	3 Days OSS	6 Days OSS	20 Days OSS
10. Defiance of Authority	1 ASD	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS
11 – A. Possession / Use Tobacco/Paraphernalia Including E-Vapes and/or electronic cigarettes	3 days OSS Seizure of Items and complete Vape Education Program and Possible Ticket from DPD	6 days OSS Seizure of Items Possible Ticket from DPD	9 Days OSS Seizure of Items Possible Ticket from DPD	20 Days OSS Seizure of Items Possible Ticket from DPD	1 Semester OSS Seizure of Items Possible Ticket from DPD
12. Class Disruption (Teacher unable to teach)	1 ASD	2 to 3 ASD	1 ISI	3 ISI	6 ISI/ 3 OSS
13. Physical Altercation/NI	3 ASD	3 ISI	6 Days ISI	3 Days OSS	6 Days OSS
14. Cheating/Plagiarism	Possible 0%, 1 ASD	0%, 2 ISI	0%, 5 ISI	3 Days OSS	6 Days OSS
15. Throwing Objects	Verbal Warning	1 day Lunch Detention	2 Days Lunch Detention	1 day ISI	3 days ISI
16. Truancy- is defined as any absence from school or school activities lasting one or more days or part or parts of any school day without a	1 Class = 1 ISI	2 to 4 classes = 3 ISI	Over 4 classes = 5 ISI	Additional Offenses = 10 ISI, Possible Truancy Citation	20 ISI Possible Truancy Citation

valid excuse and without the permission of a parent, guardian or school official.					
17. Theft <i>Principals will have discretion to determine the severity of the theft. The consequences listed may be altered if harsher punishment is warranted by the type of theft committed.</i>	6 ISI Possible Arrest	3 OSS Possible Arrest	6 OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest
18. Lying/False Information, Withholding Information (Lying by omission)	3 ISI	6 ISI	3 OSS	6 Days OSS	10 Days OSS
19. Altering Records	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
20. Gang Related Behavior	6 Days OSS	9 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
21. Inciting Drama: <i>May include, but not limited to gossip, spreading rumors, encouraging fighting, videoing a fight, or spreading false information.</i>	3 Days ISI with	6 Days ISI with community service to be served during ISI placement	3 Days OSS	Administrative Discretion Per Bullying / Harassment Policy	Administrative Discretion Per Bullying / Harassment Policy
22. Inappropriate Use of School Device	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion
Major Category II	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
23. Physical Violence/Fighting	5 Days OSS Possible Ticket or Arrest	10 Days OSS Possible Ticket or Arrest	20 Days OSS Possible Ticket or Arrest	30 Days OSS Possible Ticket or Arrest	1 Semester OSS Possible Ticket or Arrest
24. Bullying/Harassment	Administrative discretion	Administrative discretion	Administrative discretion	Administrative discretion	
25. Verbal Abuse -Name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others. Verbal Assault/Threats -Excessive Anger in a person who insults or verbally abuses another. <i>Principals will have discretion to determine the level of abuse, threat, or assault. The consequences listed may be altered if harsher punishment is warranted by the abuse/assault/threat.</i>	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion
26. Vandalism	5 Days OSS, Restitution, Possible Arrest	10 Days OSS, Restitution, Possible Arrest	20 Days OSS, Restitution, Possible Arrest	1 Semester OSS, Restitution, Possible Arrest	2 Semesters OSS, Restitution, Possible Arrest
27. Indecent Exposure	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
28. Gambling	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
29. Profanity/Gestures	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS	6 Days OSS
30. Profanity/Gestures Directed at Staff	5 Days OSS	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS
31. Blackmail/Forced Action	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
32. Immoral Conduct	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
33. Sexual Harassment	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
34. Possession/Distribution of Pornography	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
35. Non Consensual Touching-any physical contact	10 Days OSS	20 Days OSS	30 Days OSS	1 Semester OSS	2 Semesters OSS

and informed consent of the person being touched.					
36. Prescribed Medicine Violation	5 Days OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest
37. Failure to Comply with Metal Detector Search	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
38. Drug Paraphernalia	10 days OSS Possible Arrest	20 Days OSS, Possible Arrest	30 Days OSS, Possible Arrest	1 Semester OSS, Possible Arrest	2 Semesters OSS, Possible Arrest
39. Threatening with a Replica Weapon	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS	2 Semesters OSS
40. Conduct of Extreme Nature	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<i>Note on Category II Offenses:</i>	<i>Repeated minor offenses may become a major offense at any time when less severe punishment has failed.</i>	<i>Repeated Major Category II may become a Major Category I offense at any time when less severe punishment has failed.</i>			

Major Category I

1. Possession/Use of Alcohol/Drugs/Inhalants	20 Days OSS Possible Arrest	40 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
2. Distribution and/or Selling of Non-Controlled Substance (real or fake).	25 Days OSS Possible Arrest	45 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
3. Assault and Battery with or without Injury	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
4. Licentious Behavior, Sexual Misconduct, or Lewdness	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Arrest by Law Enforcement
5. Violation of Criminal/Civil Law	10 Days OSS Possible Arrest	20 Days OSS Arrest by Law Enforcement	1 Semester OSS Arrest by Law Enforcement	2 Semesters OSS Arrest by Law Enforcement	1 Year OSS Arrest by Law Enforcement
6. Adjudication as a Delinquent (school property or functions)	30 Days OSS	60 Days OSS	1 Semester OSS	2 Semesters OSS	1 Year OSS
7. Repeated Category 2 Offenses	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
8. Threats Directed at Staff: <i>Threats can be verbal, in writing, through the use of electronics, or through social media. Threats do not have to be communicated directly to a staff member to be considered legitimate. The use of threatening language toward staff in conversation amongst students either verbally or electronically will be considered a threat toward staff. All students are directly responsible for material posted on their social media outlets.</i> <i>Threats will be reviewed and categorized by the Threat Assessment Team.</i>	Level 1: low level, carrying a minimal risk to the victim. Up to 10 Days OSS Mandatory Counseling at the expense of the parent. Law Enforcement Contact	Level 2: threats that could possibly be affected but are not realistic. Up to 1 Full Semester OSS Mandatory Counseling at the expense of the parent. Law Enforcement Contact Possible Arrest	Level 3: pose a serious and imminent danger to others. Up to 2 Full Semesters OSS Mandatory Counseling at the expense of the parent. Law Enforcement Contact Possible Arrest		
9. Assault on a Staff Member: Physical Violence	Suspension for the rest of the current				

	semester and the student will be served as a virtual learner for the remainder of their time at Duncan Public Schools.				
10. Conduct of Extreme Character	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Weapon Free Schools	1st Offense	2nd Offense	3rd Offense		
1. Possession of Weapon Other Than Firearm	Up to 1 Semester OSS / Dependent upon weapon type and situation. Possible Arrest	Up to 1 Year OSS, Possible Arrest		Superintendent's Discretion, Possible Arrest	
2. Possession of Firearm	1 Year OSS Arrest by Law Enforcement and the student will be served as a virtual learner for the remainder of their time at Duncan Public Schools.	Superintendent's Discretion Arrest by Law Enforcement			

The Duncan Public Schools Discipline Matrix is aligned with local school board policy, Oklahoma State Department of Education mandates, and Oklahoma School Law. Law enforcement may be called in any situation where site administrators believe that such a call is appropriate to ensure the safety of students, faculty, and staff. Revised July 2024.

Principals may at their own discretion reduce the prescribed punishment by up to half value if the student is cooperative during and provides credible information to the process of the investigation. This practice shall only be applied through the second offense. Class I behaviors are exempt from this practice.

Duncan High School is a bully free zone. Students who are found to be guilty of bullying will be dealt with by the Principal in accordance with the Duncan Public School Board policies 6049 – 6051.

Minor Offense Consequence Resolutions above 3 day suspensions are considered a repeat offense and are upgraded to Major Category II guidelines under the District discipline policy 6027. The consequences listed in the Minor Offense section reflect this policy.

Major Category II Consequence Resolutions above 9 day suspensions are considered a repeat offense and are upgraded to Major Category I guidelines under the District discipline policy 6027. The consequences listed in the Major Category II section reflect this policy.

Duncan High School
Concurrent Enrollment Handbook and Contract

The concurrent enrollment program at DHS is designed to allow students to attain college credit while simultaneously earning high school credit through accredited Oklahoma universities and colleges.

CURRENT HANDBOOK POLICY:

Duncan High School Juniors and Seniors who meet the requirements set forth by the Rules of the Oklahoma State Board of Education and Oklahoma State Regents for Higher Education are eligible for concurrent enrollment in a college or university in the Oklahoma State System of Higher Education. Tuition waivers are available for all seniors for up to 18 college credits and to Juniors for up to 9 college credits. Students are responsible for all other costs which may include fees, books, and any other associated costs. However, any student who chooses to take concurrent courses on the DHS campus, through Cameron University, all costs will be covered by Duncan Public Schools. Any student interested in Concurrent Enrollment should contact our concurrent coordinator, Mrs. Tara Cook at 255-0700 or tara.cook@duncanps.org. In order to enroll concurrently in college coursework, students must meet the following requirements:

ACT composite score of 19 or higher (S.A.T. 1020/940) **OR** 3.0 GPA AND rank in the top 50% of their graduating class.

High school students may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. According to the Oklahoma State Regents for Higher Education, **for the purposes of calculating workload**, one-half high school credit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed the allowed number of hours must receive permission from the principal at Duncan High School and from the university in which the student plans to concurrently enroll.

Students must be able to complete all high school graduation requirements by the end of the Spring semester of their Senior year, including all courses required for college entrance.

Students may only enroll in curricular areas (English, math, and science) as long as they achieve a minimum ACT score of 19 on the corresponding subtest. In addition, an ACT score of 19 must be achieved on the reading subtest to enroll in any other subject (history, psychology, humanities, speech, etc.)

****Concurrently enrolled students will receive 1 high school credit for each 3 semester hour college course passed.**

NOTE: *Some Oklahoma colleges and universities have amended their requirements for concurrent enrollment. These can change at any time. For more information please contact your counselor, concurrent coordinator, or the college/university you plan to attend. DHS will recognize the most current requirements from any accredited Oklahoma institution of higher learning.*

Duncan High School Specific Requirements:

In addition to the Oklahoma State Regents for Higher Education requirements, Duncan High School students must meet and maintain the following campus requirements in order to obtain and continue enrollment in concurrent courses:

- Students must attend the concurrent meeting with a parent/guardian and meet with their counselor and/or concurrent coordinator **before** enrolling in concurrent courses.
- Senior students **MUST** have a completed FAFSA by February 1, 2026. Enrollment in a selected course must be forwarded to the school counselor immediately following enrollment.
- Courses that do not fall within the student's graduation plan will not be approved by Duncan High School unless the student has already completed all graduation requirements.
- Students must meet with the concurrent coordinator, **once per week** and allow her to view the student's current grade in the course. The meeting schedule will be set by the coordinator. Students who are failing or are in danger of not receiving credit for a concurrent course **WILL be advised to drop the course** at the recommendation of the counselor/concurrent coordinator. Students who drop will be placed in an on campus course consistent with their graduation requirements and plan. ***Dropping a course will result in the student reimbursing any fees paid by the school. Failure to notify the concurrent coordinator of a dropped class may result in disciplinary action including but not limited to consequences for truancy under the Oklahoma school attendance law and the loss of credit which could affect graduation requirements.***
- Students must provide their college transcript to their counselor/and or the concurrent coordinator immediately upon completion of the concurrent course in order to receive credit for the course.
- Students will continue to check their Duncan High School email account daily and respond to any request from their counselor and principals.
- Students must understand that high school graduation requirements will receive priority over concurrent enrollment requests. It is our job to ensure that students will graduate from high school. Students may be pulled from their concurrent courses and placed at the high school to finish any missing graduation requirements.
- ***Students who fail a college course will reimburse Duncan High School for any fees and tuition paid on the student's behalf.***
- Grades from the concurrent enrollment issuing college/university WILL post to the high school transcript. The high school has no authority to override or to not post the grade earned by the student.
- **Duncan High School cannot intervene on the student's behalf with any college or university issue. That responsibility lies with the student and parent. Upon enrolling in concurrent courses the student becomes a college/university student. As such, the**

student bears responsibility for being their own advocate with the college/university.

8 Week / Modified Schedule Courses:

Students taking an 8 week or modified schedule course are subject to the expectations outlined above. Additionally students taking these courses will comply with the following expectations:

- Students enrolling in 8 week courses will be required to enroll in two 8 week courses during the same semester.
- Courses required for graduation must be completed by the first 8 week period offering. Students failing these courses during the first 3 weeks will drop and will be placed in the corresponding course at Duncan High School.
- The decision to drop a course will be made by the counselor and/or student no later than 3 weeks into the modified schedule course depending on select university policy.

Failure to comply with the policies above will result in the student not being allowed to participate in the concurrent program for the remainder of their Duncan High School enrollment.

Duncan High School Concurrent Contract Agreement

Student Name: _____

I have read and understand the requirements for concurrent enrollment at Duncan High School. I understand that my enrollment is contingent upon the agreement on the terms and conditions set forth by Duncan High School. I understand that as a college student I am responsible for turning in all enrollment information and my final transcript to my high school counselor and/or concurrent coordinator.

Student INITIAL _____

Parent INITIAL _____

I understand that if I drop a course either by my choice or by the advice of my counselor/concurrent coordinator that I am responsible to reimburse the school any fees that have been paid on my behalf.

Student INITIAL _____

Parent INITIAL _____

I further understand that my counselor/concurrent coordinator can require that I drop a course that I am failing and place me in an on campus high school course that is in line with my high school graduation plan.

Student INITIAL _____

Parent INITIAL _____

I understand that by taking a concurrent course that I am considered a college student by my college/university. As such I understand that Duncan High School cannot and will not intervene with my college/university on my behalf.

Student INITIAL _____

Parent INITIAL _____

I understand that I am still a high school student and must check my email daily and meet with Mrs. Cook once per week and/or at the counselor's/concurrent coordinator request to review my concurrent grade. I must also adhere to all rules/policies/procedures set forth by Duncan Public Schools. As such I will allow my high school counselor/concurrent coordinator to view my concurrent grading assignments.

Student INITIAL _____

Parent INITIAL _____

I understand that any grade assigned by my college/university WILL appear on my high school transcript. I understand that Duncan High School has no authority to alter any concurrent grade or to choose not to post a grade assigned by my concurrent institution.

Student INITIAL _____

Parent INITIAL _____

I understand that if I become in danger of failing my concurrent course(s) my counselor/concurrent coordinator has the authority to require me to drop the course at my expense and place me in an equivalent course at Duncan High School.

Student INITIAL _____

Parent INITIAL _____

Finally, I understand that failure to comply with this contract will result in me no longer being able to participate in the Duncan High School concurrent program during my enrollment.

Student INITIAL _____

Parent INITIAL _____

Senior students **MUST** have a completed FAFSA (Free Application for Federal Student Aid) by February 1, 2025.

Student INITIAL _____

Parent INITIAL _____

Student Signature and Date _____

Parent/Guardian Signature and Date _____

****For office use only.**

Date submitted: _____

Concurrent Coordinator Signature _____

Counselor Signature _____

Duncan High School

Virtual Education Handbook

Duncan Public Schools
Virtual Education Handbook

What is Virtual Learning

Virtual learning is an alternative to traditional in-person instruction. Students enrolled in virtual learning complete coursework from home, aligned with the Oklahoma Academic Standards (OAS) and approved by the Oklahoma State Department of Education.

Success in virtual learning requires a high level of personal responsibility and self-motivation, as the program is designed for independent learners who need minimal daily guidance.

Students are expected to log in and complete assignments daily, working toward completion of their courses by the designated target dates. All virtual coursework is delivered through Edgenuity, the online learning platform used by Duncan Public Schools. Duncan virtual students have access to core subject teachers during morning hours for academic support.

How to Apply for Virtual Learning

1. **Visit the Application Page**
 - Go to www.duncanps.org.
 - Click on "Enrollment" and follow the instructions to locate the "DHS Virtual Learning Application."
 - Or visit: <https://www.duncanps.org/page/dps-online-enrollment>
2. **Complete the Application**
 - Submit the application online.
 - A parent or guardian's email is required unless the student is an adult living independently.
3. **Schedule an Enrollment Meeting**
 - A high school representative will contact the student to schedule an in-person meeting.
 - Both the student and a parent/guardian must attend unless the student is an adult living independently.
 - During the meeting, the student's transcript and progress toward graduation will be reviewed. The student's reasons for requesting virtual learning and the support plan will be discussed.
 - A separate meeting with the grade-level counselor is also required to review testing and graduation requirements.
4. **IEP Consideration (if applicable)**
 - If the student receives special education services, a meeting with the educational advocate team is required to determine appropriate placement. Approval may be delayed due to this step.
5. **Approval Notification**
 - Students must follow their current schedule until official approval is granted.
 - Approval notifications will be delivered via phone, email, or during the in-person meeting, depending on the situation.

What Happens After Approval

Once a student is approved for virtual learning:

- Login information will be emailed to the student and guardian.
- Instructions for setting up the Parent Portal will be included.
- If a Chromebook is needed, visit the school site Library to complete the required paperwork.

Important Virtual Learning Dates

Summer

- Virtual Application Opens: July 1, 2025

Fall Semester

- Last Day to Switch to Virtual: September 18, 2025
- Virtual Course Completion Deadline: December 17, 2025
- Spring Virtual Enrollment Window: November 24, 2025 – January 23, 2026

Spring Semester

- Last Day to Switch to Virtual: January 23, 2026
- Virtual Course Completion Deadline: May 11, 2026

Late Enrollment Policy: In the case of special circumstances requiring enrollment after the deadline, a meeting with the Virtual Learning Committee must be scheduled. The committee's decision is final.

Committee Members Include: *Virtual Director, *Site Principal, *Grade-Level Counselor, *Teacher(s), and *Special Services Representative (if applicable).

Virtual Teacher Contact Information

If students need subject-specific assistance, they should contact the appropriate virtual teacher. Teachers are available for Google Meet sessions during their scheduled support hours. A schedule will be provided upon approval, with a list of teacher names and contact information.

Virtual Guardian Responsibilities

Guardians of students enrolled in virtual learning are expected to support student success by following these guidelines:

Maintain Communication: Stay in regular contact with teachers and administrators regarding student progress, attendance, testing, and other educational matters.

Be Compliant: Meet with the grade-level counselor before beginning virtual coursework. Ensure the student attends all required in-person events (e.g., state testing, ACT, ICAP, CPR certification, graduation, photo days). Virtual students must follow all Duncan Public Schools policies.

Monitor Communication Tools: Check email and the Rooms app regularly. Email is the school’s primary method of communication for virtual students. Students and guardians should check their accounts daily.

Ensure Internet Access: Provide a reliable internet connection. Set up the Edgenuity Parent Portal upon approval to monitor progress and grades. The access code will be included in the setup email. For assistance:
<https://help.imagineedgenuity.com/hc/en-us/articles/360043421893-Enabling-the-Family-Portal-Access->

Support Student Engagement: Encourage daily logins and monitor course completion. Call the school to report absences when necessary. Support decisions made regarding academic plans and discipline.

Virtual Student Responsibilities Contract

Failure to follow the expectations outlined below may result in removal from the virtual learning program and/or a return to in-person instruction.

Progress and Attendance: Students must make consistent progress and complete coursework each school day. Logging in without *completing assignments* may result in an absence. Refusal to work is considered insubordination and may lead to disciplinary action.

Course Guide: Follow the Edgenuity Course Map to remain on pace. Instructional guide:
<https://help.imagineedgenuity.com/hc/en-us/articles/10389043480087-EdgeEX-Using-the-Course-Map-in-the-Student-Learning-Experience>

Communication: Check DPS Gmail and Rooms daily. Failure to check email may result in missed deadlines and academic consequences.

Testing Attendance: Attendance is mandatory for all required testing events. Details will be emailed. Students are responsible for checking emails and attending on assigned days.

Counselor Contacts:

- Grades 6–8: Matt Middick, Bubba Clark
- 9th Grade (A–I), 12th Grade: Rachel Terry – rachel.terry@duncanps.org
- 9th Grade (J–Q), 11th Grade: Sherry McGhghy – sherry.mcghghy@duncanps.org
- 9th Grade (R–Z), 10th Grade: Delaney Odell – delaney.odell@duncanps.org

Academic Integrity: All submitted work must be original. Plagiarism or use of AI-generated responses will result in a grade of zero and possible disciplinary action. Repeated offenses may result in removal from the program.

School Policies: All Duncan Public Schools rules and procedures apply to virtual students.

Virtual Student Login

To access Edgenuity:

- Visit: <https://learn.edgenuity.com/student>
- Username: Full school email address (e.g., jane.doe@duncanps.org)
- Password: [duncandemons](#)

- If you have any questions, contact the Virtual Coordinator.

Virtual Attendance Contract

Students must log in and complete work daily. If unable to do so, a parent/guardian must call the Virtual Coordinator at (580) 943-6025 within five business days. If the absence is excused, course due dates may be adjusted.

Students with six or more absences in one semester may be required to meet with the Virtual Advisory Committee to determine continued eligibility.

Examples of excused absences:

Illness: Parent/guardian must call the Main office of their student's school site. A doctor's note may be required.

Unavoidable Absences: Includes medical appointments (with documentation), court dates, family emergencies, and school activities.

Maternity/Paternity Leave: Requires medical documentation. A plan will be developed in advance with the advisory committee. Fathers may be granted one week of leave, with additional time considered upon request.

More details are available in the Student Handbook: <https://www.duncanps.org/page/2024-student-handbook>

Semester Exams(high school students only): All high school virtual students are required to take semester exams in Edgenuity. Virtual students will follow the same semester test exemption criteria as in-person students, as stated in the Duncan High School Handbook.

Virtual Grading Policy

Courses must be completed by the assigned semester deadline. If not completed, the Relative Grade (which includes zeros for incomplete assignments) will be recorded on the transcript. The course may then need to be repeated virtually or taken in person. Seniors should remain aware of earlier deadlines due to graduation and post-secondary requirements. All students must complete the comprehensive semester exam in Edgenuity upon course completion.

Virtual FAQs

What do I do if I need a test or quiz unlocked? Teachers must review prior work before unlocking tests or quizzes. Unlocks will occur on the next school day.

How much work should I complete each day? Follow the daily assignments listed in the Course Map in Edgenuity.

What happens if I fall behind? Students must complete additional work to catch up. The only way to return to on-pace status is to complete more than the daily minimum.

How long should I work each day? The required time varies depending on the student and the assignments. Students who minimize idle time and remain focused may finish in a few hours.

What should I include when contacting a teacher? Include the course name, semester (A or B), and specific topic or section. This allows the teacher to respond more efficiently.

Virtual Glossary

Relative Grade – The grade a student would earn if they stopped working in the course on a particular day. This grade includes zeros for incomplete work.

Actual Grade – A grade adjusted for progress. It reflects how far behind the student is compared to the expected schedule.

Overall Grade – The grade is based on completed work. This is the final grade recorded upon completion of the course.

Start Date – The date the student begins coursework.

Target Date – The date by which the course should be completed.

Tile – The course icon on the Edgenuity dashboard. An "A" indicates first semester, a "B" indicates second semester. If no letter appears, the course is one semester in length.

Dashboard – The Edgenuity homepage, where all enrolled courses are displayed.

Course Map – A tool within Edgenuity showing daily assignments needed to meet the target date. Access it by clicking the house icon on the top left of the dashboard.

Alternative Education Handbook

Duncan High School

2025-2026

The E.D.G.E. Academy is designed to help students achieve their graduation goals in an alternative setting to that of the traditional classroom. This setting allows students to work toward course completion at a pacing that is tailored to their educational needs. Additionally, students receive life-skills training and participate in activities designed to help them form healthy relationships with peers, family, and professionals in the community.

Enrollment at the E.D.G.E. Academy is limited to students who have been recommended by administrators or counselors who believe a student will be successful in this environment. Students and Guardians may request consideration for alternative education by making an appointment with their grade-level counselors to discuss admission to the program.

Enrollment in the E.D.G.E. Academy is only possible for students enrolled in Duncan Public Schools.

Schedule

Students enrolled in alternative education programs in Oklahoma are required by law to attend school for 3.5 hours per day. E.D.G.E. Academy students will be required to attend school each day from 7:50-10:56.

The second half of the school day, alternative education students are required to participate in one of the following curriculum paths: work release, RRTC, concurrent enrollment, or remain on campus to work in Edgenuity. Pending administrative approval, students may enroll in courses/programs on campus to meet their educational needs.

Attendance/Absences

Attendance should be a top priority for E.D.G.E. students. Your enrollment at the E.D.G.E. may be terminated if you do not comply with the attendance policy.

A phone call from a parent/guardian is required for each absence. If a student reaches 6 absences in a semester (18 weeks), the student and parents/guardians may be required to meet with the E.D.G.E. Advisory Committee to discuss the student's continued placement in the alternative program.

If a student misses school because of illness, a parent/guardian must call the main office at 580-255-0700. A doctor's note may be required. This policy applies to absences taken for family/child illnesses as well.

Students should not miss school for work commitments. School schedules are set by our district calendar and by our scheduled periods. All time committed to work should be arranged around required school attendance.

Academic Progress

Progress is individualized for each student at the E.D.G.E.; therefore, your progress contract may be different from other students. Your progress contract is based on your current number of credits and your grade-level classification. If students do not meet their progress goals, parents/guardians and the student will be called in to discuss a new plan. If progress goals continue to be ignored, students will be dismissed from the E.D.G.E. program.

Transportation

Students who wish to attend the E.D.G.E. Academy and require transportation to the school will need to call the Transportation Office. The telephone number for transportation is (580) 252- 3496. Riding a bus is a privilege. Disciplinary problems can lead to a student's temporary or permanent removal from the bus.

Cafeteria/Food & Drinks

All alternative students will be given time to pick up breakfast and lunch from the cafeteria. We walk to the cafeteria as a group, collect our trays, and walk back to the West Building.

Students may bring sealed drinks and snacks to the E.D.G.E. Academy to have during breaks. No food deliveries will be allowed. Students are not allowed to bring in drinks in cups/glasses that are not sealed.

Dress Code

The Duncan High School dress code will be followed at the E.D.G.E. Academy. Students are to be dressed appropriately for the school day. Students who are cold natured should bring a jacket to regulate their comfort, as blankets are not allowed on campus.

Graduation

All seniors who complete the required credits are eligible to participate in Duncan High School's graduation ceremony and senior activities, provided they are in good standing. It is the student's responsibility to be aware of and available for senior events in which they would like to participate. Information regarding graduation and senior events will be shared by counselors and senior sponsors, so make sure to check all outlets Duncan High School uses to share information (email, ThrillShare, facebook, and the DPS website).

Medication

Students who need medication during school hours MUST submit medications to the nurse and follow all district policies regarding medication. No staff member is allowed to provide medication to students. Students are also not allowed to have medication on their person; all medication (prescription or otherwise) will be distributed through the nurse's office.

Behavior

All students enrolled at the E.D.G.E. must comply with the following behavior guidelines. If students do not comply with these guidelines, their enrollment in the alternative education program may be terminated.

Students are to be engaged in coursework while in the classroom. They are not to talk excessively, be in and out of the classrooms repeatedly, or create disturbances in the classroom.

Disrespectful behavior is not allowed. A primary goal of the E.D.G.E. staff is to treat students fairly and with respect; as a result, we expect the same from our students. Disrespect includes, but is not limited to: sleeping in class, refusing to work, using profanity, taunting students, arguing with faculty or students.

Students are expected to follow all behavior expectations of Duncan High School and Duncan Public Schools. Students who do not follow the expected behavior guidelines will be subject to punishment as outlined on the Duncan High School Discipline Matrix.

Electronic Devices

**See DHS handbook for full policy.

Parking

Students who drive to school are required to purchase a parking decal from the main office and park in the appropriate spaces each day.

Visitors

Visitors are not permitted on campus. If there is a need for a visitor to be on campus, prior approval from administration is required and the visitor must check in through the Main Office.

Campus Security

The E.D.G.E. is a closed campus, meaning once students check in for the day, they must remain in the E.D.G.E. building until the conclusion of the day. Students will not be permitted to leave campus for any reason without being checked out by a parent/guardian. Call 580-255-0700 to speak to the staff if you need to pick up your student.

E.D.G.E. students are to remain in the West Building unless they have received permission from a staff member to go on the main campus. This includes the mornings before school and lunch. E.D.G.E. students must go directly to the West Building to check in and remain there for the school day, unless arrangements have been made with appropriate staff.

District Expectations

The Duncan Public Schools district rules and policies apply to the E.D.G.E., as they apply to all schools in the district.

