

**Anadarko High School**  
**Mission Statement**

The mission of Anadarko High School in partnership with the community is to provide a comprehensive, caring educational experience for all students. Anadarko High School believes that each child, through their own unique talents, will be a productive citizen.

Anadarko High School will be a professional organization in everything we do. We will ensure the growth of our students into young men and women by collectively holding ourselves accountable.

**ANADARKO HIGH SCHOOL GOALS**  
**2023-2024**

1. Anadarko High School will prepare students for college or the workforce through challenging curriculum that teaches students to think critically.
2. Anadarko High School will increase parental involvement by creating an open line of communication between teachers and parents.
3. Anadarko High School will increase daily attendance and improve student graduation by an increase in parental contacts and inclusion.

**Anadarko High School Mascot**  
Warrior

**Anadarko High School Colors**  
Purple and Gold

**“WARRIOR FIGHT SONG”**  
*(tune to Notre Dame fight song)*

*Cheer, Cheer for old Darko' High,  
We've got the spirit, to do or die.  
Raise those banners up on high.  
Shake down the thunder from the sky.  
All though the odds be great or be small,  
Old Darko' High will win over all.  
As our loyal saints go marching,  
Onward to victory.*

Student Name \_\_\_\_\_

## HALL PASS

[illegible]**Destination Codes:**

N=Nurse  
O=Office

**R=Restroom**  
**C=Counselor**

**L**=Locker  
**M**=Media Center

# HALL PASS

[illegible]

<b>Student Conduct.....</b>	<b>17-21</b>
Hazing/Harassment/Intimidation/Menacing	
Complaint Process	
<b>No Tolerance for Drugs, Weapons and Gang Activities.....</b>	<b>21-23</b>
Prohibitions	
Exception	
Due Process	
Discipline - School and Police	
School's Immunity	
School's Liability	
Smoking	
Gun Free Schools Act	
<b>Student Searches.....</b>	<b>24</b>
Searches	
Reporting	
<b>Disciplinary Regulations.....</b>	<b>25-29</b>
Defiance	
Other Acts of Behavior Resulting in Disciplinary Action	
Disciplinary Referrals	
Disciplinary Actions of the Principal's Office	
Disciplinary Actions for Tardies	
Detention	
In-School Detention	
Suspension	
Effect of Suspension	
Corporal Punishment	
<b>General Student Information.....</b>	<b>29-30</b>
Student Dress Code	
Cafeteria	
Off-Campus Lunch	
Visitors	
Dispensing of Medicine	
Library	
Fire/Tornado Drills	
<b>Bus and Traffic Safety.....</b>	<b>30-31</b>
Bus Trips	
Traffic Safety	
Parking	
<b>Inclement Weather.....</b>	<b>32</b>
<b>Asbestos Plan.....</b>	<b>32</b>

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## 2023-2024 School Calendar

First Day of School	Thursday	August 10, 2023
Labor Day	Monday	September 4, 2023
Fall Break	Monday-Friday	October 09-13
Prof. Dev.	Monday	October 16, 2023
Thanksgiving Break	Monday-Friday	November 20-24
Christmas Vacation	Monday-Friday	Dec. 21– Jan. 3
Prof. Dev.	Wednesday	January 3, 2024
Classes Resume	Thursday	January 5, 2024
Martin Luther King Day	Monday	January 15, 2024
No School	Monday	February 19, 2024
Prof. Dev.	Friday	March 15, 2024
Spring Break	Monday-Friday	March 15– 22
No School	Monday	April 1, 2024
No School	Friday	April 12, 2024
No School	Monday	April 15, 2024
Last Day of School	Thursday	May 16, 2024
2023 Graduation / Prof. Dev.	Friday	May 17, 2024

### Parent/Teacher Conferences:

Thursday  
Friday  
Thursday  
Friday

September 21 - (3:30-9:00)  
September 22 - no school  
February 15 - (3:30-9:00)  
February 16 - no school

- A -

Student Name \_\_\_\_\_

## HALL PASS

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**AGREEMENT FOR STUDENT TO CARRY ASTHMA INHALER  
SELF-ADMINISTRATION OF MEDICATION**

I, \_\_\_\_\_ request that \_\_\_\_\_  
(Parent/Guardian) (Student Name)

be allowed to keep his/her \_\_\_\_\_ asthma inhaler with him/her during  
school hours. We agree that \_\_\_\_\_ will:

1. Notify his/her teacher that he/she is using the inhaler.
2. Use the inhaler according to his/her doctor's orders.
3. Not use the inhaler more than the recommended dosage or frequency.
4. Will not allow other students to have access to the inhaler.
5. Notify his/her teacher that his/her asthma symptoms have either improved or have not improved.
6. The student is responsible for the time the inhaler is used. The school will not keep a medication log.
7. The school is not liable as a result of any injury arising from the self administration of medication by the student.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
School Nurse

Oklahoma Law requires a physician (or primary care provider) order for a student to carry an asthma inhaler.

The prescription order must be updated annually and contain:

- ◆ The name of the student
- ◆ The name of the inhaler
- ◆ The dose and the frequency of the inhaler
- ◆ A statement indicating the student *“has asthma and is capable of, and has been instructed in the proper method of, self - administration of medication.”*

**Anadarko High School fax: 405-247-7066**

**FACULTY**

Danny Harris - Principal  
Larry Nunn - Assistant Principal  
Kent Jackson - Athletic Director

**Language Arts:**

Mollenkopf, Chellie  
Powell, Laura  
Wright, Chelsea  
Pugh, Christina

**Mathematics:**

Crawford, Tanya  
Racadio, James  
Scrivner, JoAnna  
Smith, Michele

**Science:**

Headley, Glen

Suttee, James  
Zinn, Sandi

**Yearbook:**

Sneed, Lori

**Counselors:**

Holdge, Sherry  
Myers, Cheryl

**Fine Arts:**

East, Olivia  
Hutchinson, Kerry  
Pugh, Christina  
Smith, Houston  
Stone, Jessica

**Vocational:**

Freeman, Ryan  
Sack, Angela  
Smith, Courtney

**Office:**

Epton, Christy  
Stone, Courtney

**History:**

Graham, Kirk  
Schumpert, Doug  
Tompkins, Jeff  
Watford, Colin  
Holten, John

**Foreign Language:**

Headley, Laura  
Sullivan, David

**Exceptional Population:**

Bulin, Beverly  
Epton, Cortney

**Alternative Ed:**

**Paraprofessionals:**

Doyeto, Blair  
Sadongei, Everett  
ThreeIrons, Jalana  
Williams, Khy

**ISS:**

Botone, Kevin

**Athletics:**

Botone, Kevin  
Cantrell, Katie  
Cunningham, Jason  
Davis, Adrian  
Graham, Kirk  
Headley, Glen  
Holten, John  
Jackson, Kent  
Schumpert, Doug  
Scrivner, JoAnna  
Tompkins, Jeff  
Troxell, Jordan  
Watford, Colin  
Watford, Shannon

## **FACULTY COMMITTEES**

**Notes:**

### ***Health & Fitness***

#### **Advisory Committee**

Larry Nunn/Asst. Principal  
Cynthia Marcum/RD/LS Nutritionist  
Charles Pendarvis/Parent  
Jenny Nunn/CKTC/ Parent  
Kent Jackson/ Teacher  
Cheryl Myers/ Counselor

### ***Teacher / Principal***

#### **Advisory Committee**

Doug Schumpert  
Larry Nunn  
Cheryl Myers  
Lori Sneed  
Jessica Stone

### ***Staff Development***

Sandi Zinn  
Danny Harris  
Larry Nunn  
Tanya Crawford

### ***Attendance Committee***

Ryan Freeman  
Kerry Hutchinson  
Larry Nunn  
JoAnn Scrivner  
Sherry Holdge

### ***Title I***

Danny Harris  
Jenny Nunn  
Khy Williams  
Laura Powell  
Chelsea Wright  
Cheryl Myers

### ***Suspension Committee***

Chellie Mollenkopf  
Danny Harris  
James Racadio  
Cheryl Myers

## **INCLEMENT WEATHER SCHOOL CLOSING INFORMATION**

The district will always err on the side of safety when considering the closing, early departure, or late start for the school day. Students and staff safety will always be the first consideration during inclement weather events.

In the event that severe weather of any type is indicated by the National Weather Service that will affect the district boundaries, the district will continually monitor the weather by television, radio, and computer for the most current conditions during the weather event.

The following will drive district decisions pertaining to school closings, late starts, and early departures:

1. The imminent weather threat to the safety and well-being of all students and staff members.
2. The ability of district buses to pick up students throughout the district boundaries and deliver the safely to and from the school sites.
3. The ability of all students and staff members to arrive safely at and to depart safely from the school sites.

The Oklahoma City television stations and local radio stations will be notified once the decision has been made to delay the start of the school day, early release, or the closing of school for the day.

School Reach Notification System will also be utilized to contact parents and staff of any school closings, late start, or early release during inclement weather. For more information about School Reach, please see the link on the homepage of the district website.

If at any time you are unsure of school closings, early departure, or late start, please contact the office of your child's school.

### **Asbestos Plan**

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school district be inspected for asbestos and that a management plan be written to document this inspection. This plan may be viewed at the administration office.

## **CLASS SPONSORS**

Seniors	Lori Sneed, Khy Williams
Juniors	Angela Sack, Courtney Stone
Sophomores	Tanya Crawford, Chelsea Wright
Freshman	Michelle Smith, Laura Powell
Academic Coach	James Racadio

## **CLUB SPONSORS**

Art	Olivia East
Band	Jessica Stone
Black Heritage	Chellie Mollenkopf
Cheerleaders	JoAnna Scrivner
Drama	Christina Pugh
FISH Club	Sandi Zinn, Jessica Stone
FFA	Ryan Freeman
FCCLA	Angela Sack
Native American Club	Everett Sadongei, Khy Williams
National Honor Society	Chellie Mollenkopf
Robotics	James Racadio
Senior 4-H	Beverly Bulin
Spanish Club	Laura Headley
Student Council	Sandi Zinn
TSA	Courtney Smith
Vocal Music	Kerry Hutchinson
Yearbook	Lori Sneed

## **AHS BELL SCHEDULE**

1 - Period	8:00 - 8:53
2 – Period	8:57 - 9:50
3 – Period	9:54 - 10:47
4 – Period	10:51-11:44
LUNCH	11:44 - 12:22
5 – Period	12:27- 1:20
6 – Period	1:24 - 2:17
7 – Period	2:21 - 3:14

### **TRAFFIC SAFETY**

Students desiring to park their cars on the student parking lot must have a valid driver's license. For your protection, the car should be locked when it is parked. Students must register their vehicle and receive their parking permit.

Those students who drive cars to school should remove any items from the car needed during the day because they will not be allowed to return to the car at any time during the day. Once the car has been parked the student must leave the car immediately and not return to the car until he/she must leave for the day. Offenders of this policy will be disciplined. Repeated offenders may face possible suspension from school. If by some emergency you must return to your car then you must have permission from the Principal or Assistant Principal's office. Students that have parking violations will have to check their keys in at the office.

An attendant will be on duty in the parking lot and the area designated as student parking, which is the area North and Northwest of the high school. Continuous parking violations may result in losing driving privileges or short-term suspension.

Many students will desire not to park in the student parking lot. Should you desire to park elsewhere, you must be careful about parking in restricted areas for it could lead to a traffic citation. Students should avoid visiting other school building during the school day, especially at the noon hour as this is a violation of the school visitation restrictions.

Some other restrictions in regard to traffic around the school campus are:

- School buses will load on the side of the building.
- Special provisions will be made for working students and others who need to leave during the school day.
- Students must be of legal driving age to drive a car, motorcycle or motor scooter. They must also have their parent's permission and have a valid driver's license.
- Observe a speed limit of fifteen (15) miles per hour or less on the school grounds.
- Bicycles and scooters will follow the same rules as cars.
- Students must register their vehicle and have a valid parking permit to drive their vehicle.

### **PARKING PERMITS**

Students who are of legal driving age will be given parking permits. Students will need to provide the following information to receive their parking permit:

- Driver's license
- Copy of their insurance verification
- Tag number
- Vehicle description (make/model/year)

Students are not allowed to park in the west parking lot in front of the school and the parking spaces in between the ag building and Middle School. Failure to observe this rule may result in disciplinary action, suspension of driving privileges or the student may have to check their keys in at the office.

***We want to caution students about driving safely through the school zones by Middle School and Mission. We have children in the crosswalks frequently throughout the day. Reckless driving or speeding through these areas or on campus will result in strong disciplinary action and loss of driving privileges.***

Students may not leave campus with freshman in their vehicle. Freshman are not allowed to leave campus during lunch unless approved by administration. Students who do not observe this policy, driver or passenger, will be subject to disciplinary action.



## VISITORS

Students are asked not to bring pre-school children, friends, or relatives to visit school. All visitors are requested to register in the office of the Principal.

## DISPENSING OF MEDICINE

Designated school personnel may dispense over the counter drugs with parental consent.

## SCHOOL NURSES/STUDENT NURSES

Anadarko Public School's Registered Nurses can assess, evaluate, screen, treat and give prescription (and over the counter medications) to any student enrolled in the school system unless there is a Refusal Form on file. The school nurses occasionally provide preceptor services (teach student nurses) to local nursing schools. Student nurses, working under the supervision of the Registered Nurse, can provide services allowed by their educational background to school staff members and students.

## LIBRARY

Anadarko High School library strives to be of the greatest service possible to the greatest number of students at all times. Students are urged to use the library for both school reports and for leisure reading. Books may be kept out for fourteen-day periods and if necessary, may be re-checked for one week. When books are kept overtime, a fine of five cents (.05) is due on each book for every day kept overtime. The library is open Monday through Friday. Students going to the library from a class must have a hall pass and report back to the class before the end of the period.

## FIRE AND TORNADO DRILL

A series of short bells will be the signal to evacuate the building for a fire drill. You will walk in a single file from your classroom with the teacher and leave at the nearest exit...NO running is allowed. A steady bell tone will be the signal for a tornado or storm warning. Each teacher has a plan of action for his or her respective room.

## BUS & TRAFFIC SAFETY

### BUS TRIPS

Students will NOT smoke on the bus. They are expected to maintain good behavior and keep all parts of their bodies inside the bus at all times. The bus driver and sponsor have the authority to remove any student from the bus when such student persists in disobeying regulations. If you ride the bus you are to return on the same bus. If parents contact sponsors, other arrangements may be made.

### BUS RIDER RULES

The following regulations will apply to all High School students while riding the school bus:

- All students should enter the bus safely; no running, pushing or shoving.
- Don't change seats while the bus is in motion.
- No throwing of any objects or materials.
- Keep all talking to a low tone; no yelling or shouting.
- Keep arms and hands inside the bus at all times.
- Keep feet, legs, and all other articles out of bus aisles.
- Don't mark, cut or damage bus seats or interior in any manner.
- Be a friend, share your seat with others.
- No profanity or vulgar language at any time.
- Be a good example to all small students.
- Wait until the bus has come to a complete stop before leaving your seat in departing.

Violations of the above mentioned regulation may cancel you privilege to ride. Questions concerning drivers, buses or routes may be answered by phoning Marty Hendricks at the maintenance shop. (405) 247-5212

## HIGH SCHOOL GRADUATION REQUIREMENTS

The **Core**, **College Prep** and **Distinguished Scholar** programs are offered by Anadarko High School to increase academic motivation and to develop strong academic skills for college preparation. The programs will address certain courses in the core curriculum. The **core curriculum** includes the academic courses in:

**Language Arts ▪ Math ▪ Science ▪ Computer Science ▪ History**

The courses addressed by the **College Prep and Distinguished Scholar** programs are:

AP English III	Concurrent	English I	English II
English III	English IV	Geometry I	Algebra I
Algebra III/Trigonometry	Algebra II	Contextual Geometry	Biology
AP Biology	Human Anatomy	Zoology	Select Choir
Chemistry I, II	Acting IV	Guitar	Jazz Band
Intro Alg III/Trig	Multi-Media	AP Art	Vocal Music IV

Ag Comm.

### REGULAR GRADING SCALE:

A	=	100	-	90—4.0 on GPA scale
B	=	80	-	89—3.0 on GPA scale
C	=	70	-	79—2.0 on GPA scale
D	=	60	-	69—1.0 on GPA scale
F	=	0	-	59—0 on GPA scale

### GRADING SCALE FOR CONCURRENT & A.P. COURSES:

A	=	5.0 on GPA scale
B	=	4.0 on GPA scale
C	=	3.0 on GPA scale
D	=	2.0 on GPA scale

### Classification of Students

In order to be promoted to the next grade level, students must have acquired credits as follows:

**Grade 9 to 10:** Students must have earned at least five (5) credits.

**Grade 10 to 11:** Students must have earned at least eleven (11) credits.

**Grade 11 to 12:** Students must have earned at least seventeen (17) credits.

**To be classified as a senior, the student must have academic standing that would qualify the to graduate during the current school year.**

**To meet the graduation requirements for Anadarko High School, as adopted by the Anadarko School Board, students will complete 23 units through their curriculum requirements. Anadarko High School students in grades 9 – 12 can complete seven units per year for a maximum of 28 units.**

Anadarko High School's curriculum courses are subject to meet the standards passed by the state legislators and/or adopted by the Oklahoma State Department of Education.

## CORE CURRICULUM (for students opting-out of ACE)

To qualify for Core , a student must have a minimum of 23 units and meet the following requirements.

### 4 UNITS of English:

English I  
English II  
English III/ AP English III  
English IV/ Concurrent College Credit

### 3 UNITS of Science:

Physical Science  
Biology  
AP Biology  
Chemistry I  
AP Chemistry  
Human Anatomy  
Zoology

### 3 UNITS of Math:

Contextual Geometry  
Pre-Algebra  
Algebra I  
Algebra II  
Geometry  
Calculus  
Pre-Calculus  
Intermediate Algebra

### 3 UNITS of Social Studies:

Ok History /World History/Geography  
U.S. History  
Government

### 1 UNIT of Computer Science:

### 2 UNITS of Fine Arts:

Art  
Drama  
Video Productions  
Speech  
Humanities  
Vocal Music  
Creative Writing

### 9 UNITS of Electives

Personal Financial Literacy (14 competencies must be met to graduate)

## GENERAL STUDENT INFORMATION

### STUDENT DRESS CODE

There exists a correlation between the quality of a student's performance, conduct, and appearance. Therefore, all students are expected to be groomed and dressed appropriately. Clothing and grooming must be such that they do not constitute a health or safety hazard. Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students.

The following standards of dress are required of all students while attending school or participating in school activities:

- Apparel with slogans which promote activities prohibited by the District's Student Conduct Policy is not permitted.
- Clothing or jewelry that relates to violence, gang activity, drugs, or alcohol is not permitted.
- Sagging is not allowed. Pants, jeans, and shorts are to be worn at the waistline and belts, if worn, are to be buckled.
- Clothing with holes must be lower than mid thigh.
- No undergarments, including bras, should be visible.
- Shorts must reach mid thigh or longer. No short-shorts. The principal will determine the appropriateness of shorts and skirts if questionable.
- Yoga, dance, spandex, leggings, are not allowed unless the shirt or top completely covers the hips.
- No see-through, transparent, off the shoulder, or strapless tops.
- No skin showing between the bottom of a shirt/blouse and the top of the pants/shorts/skirt.
- No low tops of any type that expose too much cleavage.
- Male students must wear shirts with sleeves.
- Hats or caps shall not be worn in any school buildings. This includes stocking caps or hoods.
- No trench coats, dusters, or over-sized coats.
- No boxer shorts or pajama pants.
- Shoes must be worn at all times.
- No chains, chokers, or studded apparel of any kind.

Any student deemed in violation will be referred to the principal's office.

- First Offense: Student will be given t-shirt, or twine (for a belt) for the remainder of the day and parents will be called.
- Second Offense: Same as the first offense plus one day of lunch detention.
- Third Offense: Same as the first offense plus 2 days of In-School-Detention

*\*Examples: cheerleader outfits, drill team and band uniforms, and team shirts.*

*With ever-changing styles, additional guidelines may be established to help maintain high standards. There may be changes, interpretations, or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop.*

### CAFETERIA

Students are invited to eat in the cafeteria. When the student is finished eating, utensils will be taken to the service window and the student will leave the cafeteria immediately. You are to wait your turn in line and no "cuts" are allowed. Anyone eating in the cafeteria is subject to the authority of administrator, teachers on lunch duty, teachers eating in the cafeteria, or kitchen personnel. During inclement weather the student may wait in the cafeteria.

*EVERY STUDENT EATING IN THE CAFETERIA MUST ESTABLISH AN ACCOUNT WITHIN 30 DAYS OF THE BEGINNING OF SCHOOL. (BY SEPT 3) ALL MEALS MUST BE PAID FOR UNLESS YOU HAVE ESTABLISHED AN ACCOUNT WITH THE CAFETERIA. THIS POLICY WAS APPROVED DECEMBER 11, 1995. SCHOOL YEAR 21-22 AHS MEAL PRICES: LUNCH \$1.80 – BREAKFAST \$.75.*

### OFF - CAMPUS LUNCH

Students who are allowed to have off campus lunch should not walk on or around the track or baseball fields when leaving the Anadarko High School campus. Students may walk down the access road that runs in front of the Middle School, however, Anadarko High School students are not allowed to visit other students or loiter on the grounds of the Anadarko Middle School.

With respect to a short-term suspension, the Committee's decision will be final and unappealable. With respect to a long-term suspension, the student may appeal the Committee's decision to the Board by submitting a written request to an appeal to the Superintendent or the Clerk of the Board within five (5) days after receipt of the Committee's decision.

1. A hearing before the Board shall be scheduled and the student or the student's parent or guardian shall be notified in writing of the date, time, and place of the hearing. The student or the student's parent or guardian shall be notified of the right to have the hearing conducted in either an open or closed session of the Board and shall be required to advise the Superintendent at least three (3) days prior to the hearing as to which option is being chosen. The student or the student's parent or guardian shall also notify the Superintendent at least three (3) days prior to the hearing if the student is to be represented by legal counsel.
2. At the hearing before the Board, the administration will present its witnesses and evidence and the student shall have the right to cross-examine any witnesses. The Board may also ask questions of any witnesses. The student will then have an opportunity to present witnesses and evidence, subject to cross-examination by the administration. Both parties may make closing statements.
3. The board shall then deliberate. If the hearing was conducted in executive session, the Board may excuse the parties while conducting its deliberations. If the hearing was conducted in open session, the deliberations will take place in open session.
4. If not already in open session, the Board shall then return to open session, shall make findings of fact, and shall vote to uphold, modify, or revoke the long-term suspension. The decision of the Board shall be final.

Pending an appeal hearing on a long-term suspension, the student may attend school subject to "in-house" restrictions. However, if the administrator who determined to suspend the student believes that the attendance of the student would be dangerous to other students, teachers, or school property or would substantially interfere with the educational process, the student may be prohibited from school pending the appeal hearing.

All assignments are due on the date of return, no work will be accepted after the return date.

#### **EFFECT OF SUSPENSION**

Except as otherwise provided, a student who has been suspended shall not be allowed on District property. A student who is suspended for less than five (5) days will not be allowed to make-up assignments and tests given during the suspension period. When a student is suspended from school for longer than five (5) days, the administration will develop and provide to the student and/or the student's parent or guardian an education plan which includes assignments in core unit subjects that should be completed and returned to the school on the day of return.

#### **EXTRA-CURRICULAR ACTIVITIES**

A student may not attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A suspension is effective until the next day following the ending date of the suspension.

Students who refuse to accept or attend the punishment assigned will be assigned a different form of disciplinary action. Detention, ISD, short term suspension (home suspension), long term suspension, and expulsion.

#### **CORPORAL PUNISHMENT**

The District recognizes corporal punishment as a means of discipline. However, corporal punishment shall be used only as a last resort and only after other reasonable corrective measures have been used without success. Corporal punishment may be administered only after consultation with the principal or the principal's designee, and the parent or guardian, and with the approval of the parent or guardian, and only in the presence of another certified employee. Corporal punishment shall only be administered in the principal's office or another location where some degree of privacy exists. Other than corporal punishment, employees shall not use physical force against a student unless such force is reasonably necessary for the employee's self-defense, for the preservation of order, for the protection of others, or for the protection of property of another person or the District.

## **COLLEGE PREPARATORY / WORK READY CURRICULUM FOR HIGH SCHOOL GRADUATION**

To qualify for **College Prep**, a student must have a minimum of 23 units and meet the following requirements:

- *Receive a passing grade in at least (5) of the designated courses.*
- *Maintain a seven semester grade point average of 2.75 or better on a 4.0 scale.*

#### **4 UNITS of English:**

English I  
English II  
English III / AP English III  
English IV / Concurrent College Credit

#### **3 UNITS of Science:**

Physical Science  
Biology  
Zoology  
AP Biology  
Chemistry  
Human Anatomy

#### **3 UNITS of Math:**

Algebra I  
Algebra II  
Geometry  
Calculus  
Pre-Calculus  
Contextual Geometry

#### **3 UNITS of Social Studies:**

Ok History / World History  
\* U.S. History  
Government

#### **2 UNITS of the SAME Foreign Language:**

Spanish  
Native American Language

#### **OR**

#### **2 UNITS of Computer Technology:**

Computer Applications  
Multimedia  
Desktop Publishing

Art	Music Appreciation
Vocal Music	Drama
Instrumental	Speech
Video Productions	

Personal Financial Literacy (14 competencies must be met to graduate)



- Receive a passing grade in at least (9) of the designated courses.
- Maintain a seven semester 3.25 grade point average or better on a 4.0 scale.
- Receive a passing grade in the courses that are required by the State Board of Education and the Anadarko Board of Education for admission into the colleges and universities in the state system.
- A one unit course taken only for a semester will not count as ½ unit toward honors.

*Algebra III/Trigonometry shall be taken as one course.*

English I  
English II  
English III / AP English III  
English IV / Concurrent College Credit  
AP English IV

Physical Science	AP Chemistry
Biology	Human Anatomy
Zoology	
AP Biology	
Chemistry I	

Pre-Algebra	Calculus
Algebra I	Algebra III / Trigonometry
Algebra II	Intermediate Algebra
Geometry	Pre-Calculus
	Contextual Geometry

Ok History / World History  
U.S. History  
Government / Modern U.S. History

Spanish  
Native American Language

- Computer Applications
- Multimedia
- Desktop Publishing (requires instructor approval)

Before a student can be suspended, the student has the right to be informed of the alleged misconduct and an opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with notice of the alleged misconduct and an opportunity to respond to the allegations. If the student's response does not reverse the administrator's belief that cause for suspension exists, the administrator shall provide the student, or the student's parent/guardian (*if the student is under 18 years of age*), with written notice of the decision to suspend. The written decision will be mailed to the student or the student's parent/guardian and a copy will be provided to the administrator.

**Misuse of Computers and the Internet**

Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment

Attempt to alter, destroy, or disable district computer equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial Disruption the education the educational environment.

Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment..

Send or post electronic messages, that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes a substantial disruption to educational environment.

Use of e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

**OTHER ACTS OF BEHAVIOR THAT MAY RESULT IN DISCIPLINARY ACTION**

- Students will refrain from the possession and use of playing cards and dice. There will be NO dice or gambling at anytime.
- Students will refrain from loud talking, boisterousness, or other improper actions.
- There will be no running in the building.
- No personal earbuds or headphones are permitted.
- Hats are not to be brought to school at all during school hours. Hats taken up must be picked up by the parent.
- There will be NO spikes or chains worn
- No student will be in the hall during class time without a pass from the teacher of the class or activity in which they are enrolled for that period. A pass to the library must be secured before going to the library.
- No student is to leave school without the permission of the Principal's office. A sign-out form is available in the attendance office.
- The telephone in the office is to be used only in an emergency and then with permission from the office staff.
- Assault in any form will not be tolerated.

**DISCIPLINARY REFERRALS**

*The following procedure for referral to the principal's office will be followed:*

1. When the authority of a teacher is defied the teacher will complete a Disciplinary Action Referral Form.
2. The form will be then taken to the principal's office.
3. The principal's office will investigate the situation and administer the disciplinary action needed to change the behavior of the student.

**DISCIPLINARY ACTIONS OF THE PRINCIPAL'S OFFICE**

*Principal may use the following actions to discipline students:*

Counseling  
 Detention - lunch 11:47-12:25 Rm 146  
 Writing themes  
 Privileges revoked; driving, open campus  
 Corporal punishment  
 In - School Detention (If ISD is full, students may be assigned ISD at home.)  
 Short term suspension – up to 10 days  
 Expulsion  
 When appropriate, service projects to improve the physical appearance of the school buildings/grounds will be assigned to disruptive students.  
 Behavioral contracts  
 After School Programs  
 Suspension

Students suspended from school will receive 100% credit on work turned in for the number of suspension days assigned. Work is due completed on the day the student returns to school.

*\*Parents will be contacted and a consultation between parents, administration, and faculty will be necessary before the student is admitted back into the classroom.*

**1 UNIT of Computer Science:**

Introduction to Computer (required for all 9th grade students)

**2 UNITS of Fine Arts:**

Art	Music Appreciation
Vocal Music	Speech
Instrumental	Drama
Video Productions	

Personal Financial Literacy (14 competencies must be met to graduate)

**5 UNITS of HONORS COURSE work:**

AP English III  
 AP English IV  
 Concurrent Enrollment (all college credit course work will count)  
 Tech Center Coursework (that results in the student receiving certification)  
 AP Biology  
 AP Chemistry  
 Human Anatomy  
 Zoology  
 Select Choir  
 Membership in Band entire HS career  
 Ag Communications (if competitive speech participant)  
 AP Art  
 Pre Calculus  
 Calculus  
 Psychology  
 Acting IV  
 Speech & Debate

**HONORS COURSES**

Honors courses at Anadarko High School are designed to enhance the education of Distinguished Scholar, College Bound and Gifted & Talented students.

**CORRESPONDENCE AND STUDY COURSES**

Students must show need for a course and get permission from the principal's office before enrolling in a correspondence course. Not more than two (2) correspondence courses will be accepted to meet requirements. Approval must be made before a student can enroll in a correspondence course.

**PROFICIENCY BASED PROMOTION**

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Proficiency for advancing to the next level of study will be demonstrated by a score of 90 percent. The opportunity for proficiency assessment is provided twice each school year.

**SCHEDULE CHANGES**

Any schedule changes must be made prior to the fourth day of the semester. No schedule change will be made if it exceeds class size limits. Schedule changes will only be granted for the following criteria:

1. Course is needed for graduation requirements.
2. Student needing to add or drop athletics or band.
3. Student wanting a more challenging class. (Example: honors class in the same subject)
4. If the student is academically misplaced.

## AMERICAN COLLEGE TESTING (ACT)

Most Colleges and universities now require that each student who plans to enter take the American College Test (ACT). ACT testing will be given at Anadarko High School on the October, April and June national test dates. Applications are available in the counseling department. Testing dates will be set up through your Counselor's Office.

### Note to Potential College Students

This list of suggestions should be followed if the student plans to continue his/her formal education upon completion of the high school:

1. Plan your college choices carefully.
2. Select more than one choice.
3. If you want to apply for scholarships or financial assistance, see your guidance counselor early in the fall.
4. Write to the college of your choice for applications for admission, scholarship applications and a general catalog. Some of these materials are available in the office.
5. Study the catalog and choose carefully.
6. Use the materials in the guidance office to help you decide upon your future school.
7. Keep your grades at high levels.
8. If planning to attend an out-of-state institution, look over the state offerings also. Fewer graduates will be admitted to out-of-state schools as time progresses.
9. Some colleges designate a particular month for their college board scores.

## CLASS RANKING

Two speakers will be chosen from the Distinguished Scholar track in sequential order using only the first seven semesters of credits earned while attending the high school.

The top 10% will be chosen from Distinguished Scholar and College Prep and will use only the weighted GPA.

Academic recognition will be given to students completing the requirements for Distinguished Scholar and Academic graduates by special notation on their diplomas and at graduation. The students who rank within the top ten percent G.P.A.s of the graduating class will wear gold honor collars.

*No independent study courses will count toward the designated courses for Distinguished Scholar or Academic Diploma or towards students whose G.P.A.s rank within the top ten percent G.P.A.s. This does not mean an independent study will not be offered or the counselor cannot arrange it to assist students in completing the required 48 credits.*

## HONORS PROGRAM VALEDICTORIAN, SALUTATORIAN, HONOR STUDENT

Beginning with the senior class of 2026 specific criteria will be used to determine the following:

1. Valedictorian
2. Salutatorian
3. Academic Scholars
4. Distinguished Scholars

The valedictorian of the graduating class will be chosen as the person with the highest grade point average for the student's freshman, sophomore, junior, and senior year (ACT score will be used in the case of a tie). The final grades are averaged at the end of the seventh semester of their senior year.

The salutatorian of the graduating class shall have the second highest grade point average (ACT score will be used in the case of a tie).

Academic Scholars – all students with a 3.5 GPA and above

Distinguished Scholars - all students 3.25 GPA - 3.44 GPA

**\*\*\* All groups listed above must take 5 honors classes**

**\*\*\* Valedictorian and Salutatorian will speak at graduation**

**\*\*\* Graduates with a 4.0 and above will be recognized at graduation**

## **REPORTING**

Any employee who has reasonable cause to suspect that a student may be under the influence of or has in his or her possession, alcoholic beverages, low-point beer, or a controlled dangerous substance shall immediately notify the principal of such suspicions. The principal shall immediately notify the Superintendent and, if possible, a parent or legal guardian of the student

## DISCIPLINARY REGULATIONS

Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with students, parents, or guardians, in-school detention, detention, referral to counseling or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction of or revocation of privileges, in-school suspension, corporal punishment, and suspension. Disciplinary action shall be based on an assessment of the circumstances surrounding each infraction and may take into consideration, but are not limited to, the following criteria:

- The student's attitude;
- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or repeated behavior; and
- Any other circumstances which may be appropriately considered.

Teachers are authorized and instructed to handle discipline problems and/or enforce any school policy as mandated by the school handbook except in extreme cases which should be referred to the principal's office.

## BEHAVIOR CONDISEDER FOR DISCIPLINARY ACTION

### **DEFIANCE**

**Defiance** is defined by a student's challenge or resistance to a teacher's authority to uphold school and classroom policy.

Any act of Defiance may result in the student being placed in 2 days of ISD.

Examples of school or classroom policy that may be violated are, but not limited to:

- Cutting class
- Excessive tardiness
- Lack of cooperation
- Annoying to classmates
- Rude, discourteous
- Excessive talking
- Destruction of school property
- Lack of materials
- Restless, inattentive
- Failure to complete assigned work

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before-or-after school activities on District premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups. Students are subject to the same rules of conduct that apply during the instructional day.

### **Use of Hallways during Class Time**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action.

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Vehicles must be parked in appropriate designated parking spots in an appropriate manner. Failure to comply with this policy can result in parking and driving privileges being revoked.

When any student is determined to have threatened or attempted to use a dangerous weapon, the principal shall suspend the student for the balance of the current school year. The principal shall conduct a full hearing and investigation of the matter, hear all persons involved and determine the guilt or innocence of the suspected student.

Such student suspended shall have the right to appeal the decision of such principal to the superintendent. You shall give notice in writing to the superintendent within two (2) school days of your appeal

When the principal has determined that a pupil is guilty, he may suspend the said student from school to the In-School Detention. When a student is sent to the ISD Room, he/she may be suspended from school entirely for the remainder of the semester, if infractions continue or inappropriate behavior continues.

Such infractions as selling drugs, serious assault, possession of weapons, may result in expulsion from school without first being sent to the ISD.

**Serious assault** is defined as one who inflicts bodily harm on anyone, and one who insists on fighting another who does not want to fight. Any student that engages in a fight will be suspended and turned over to the Anadarko Police Dept. for citation and/or arrest.

When any student is determined to have threatened or attempted to use a dangerous weapon, the principal shall suspend the student for the balance of the current school year. The principal shall conduct a full hearing and investigation of the matter, hear all persons involved and determine the guilt or innocence of the suspected student.

Such student suspended shall have the right to appeal the decision of such principal to the superintendent. You shall give notice in writing to the superintendent within two (2) school days of your appeal.

#### **GUN FREE SCHOOLS ACT**

It is the policy of the Anadarko Board of Education to adopt the regulations concerning the Federally mandated "Gun Free Schools Act." The Board will require expulsion, for a period of not less than one year, for any student bringing a firearm to school. However, the superintendent may modify the expulsion requirement on a case-by-case basis. For students with disabilities, the student may be expelled for behavior unrelated to their disability as long as the procedural safeguards required by Part B of the individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act are followed.

#### **STUDENT SEARCHES**

##### **SEARCHES**

As allowed by law, the Superintendent, any principal, teacher, or security personnel who has reasonable suspicion shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless telecommunication devices, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by school personnel, and only cold weather outerwear shall be removed prior to or during any search.

Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, backpacks, or other personal items. Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless telecommunication devices, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's parent or guardian refuses to unlock the vehicle, the District may contact appropriate law enforcement personnel to respond to the issue.

#### **WARRIOR ALTERNATIVE CENTER**

The Warrior Alternative Center is designed as an alternative to traditional instructional delivery rather than an alternative education. The Warrior Alternative school program is designed to help students who have different learning styles through individualized study which creates a positive identity. The Warrior Alternative Center is also used for Credit Recovery.

##### **ENTRY**

***To enroll in the WAC program, a student must:***

- A. go through an orientation with his/her counselor/principal.  
(referral form)
- B. have permission from his/her parents or guardian.  
(unless he/she is 18 years or older)
- C. Be a resident of Anadarko Public School district and have a sincere desire and plan to complete work for a school diploma.

Students will be able to enter the WAC school from the Anadarko High School at the beginning of each year. After the initial enrollment, students will be allowed to enter the WAC school upon mutual consent of the Anadarko High School principal..

***\*NOTE: SENIORS WHO ARE AT RISK PRIOR TO SPRING BREAK WILL BE NOTIFIED OF THEIR OPTIONS. AT THIS TIME THEY MUST MAKE A CHOICE WHETHER TO ENTER THE ACADEMY SCHOOL OR REMAIN A MEMBER OF THE ANADARKO HIGH SCHOOL.***

***\*NOTE: Returning from WAC back to Anadarko High School is an exception and not the rule. Therefore a determination will be made by the administration of Anadarko High School and WAC.***

Classes will be at the Warrior Alternative Center at 115 SW 4th Street from 8:30 a.m. to 2:30 p.m. Students enrolled in WAC may attend Caddo Kiowa Technology Center or attain a Oklahoma Department of Labor Student Work Permit.

## **CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

Participation in school-related activities is an excellent way for a student to develop talents, receive Individual recognition, and build strong friendships with other students; participation, however, **is a privilege, not a right.**

**Please Note:** Sponsors of student clubs and performing groups such as band, choir, and athletic teams may establish standards of behavior - including consequences for misbehavior –that are stricter than those for students in general. If a incident is also a violation of school rules, the consequences specified by school policy will apply in addition to any consequences specified by the organization's standards of behavior.

- \* Since participation in school activity is subordinate to academic work, a student must exhibit acceptable scholarship to be eligible to participate in school activities that may require the student to be excused from classes during normal school hours, or that require participation beyond the actual school day.
- \* Students must pass all classes on a week to week basis. The week of eligibility runs Monday to the following Monday. In order to maintain eligibility for each semester requires students to pass (5)five classes (P.E., Athletics, Yearbook, and Newspaper may be counted.) Students failing to meet this standard may regain their eligibility at the end of six weeks by passing all classes they are enrolled in during the following semester.
- \* Travel to any school activity will be stipulated by sponsors and coaches. Without permission, no personal automobiles will be driven to out of town contests by students who are participating.
- \* Students must be in attendance at least 85% of the time in each class they are enrolled in during the current semester to be eligible. If any all day activity has been scheduled, the student must be in attendance the day before, all day, to be eligible to participate in the activity. If school is in session on the day of an activity, which follows in the evening, students must be in attendance one-half (1/2) day before being eligible to participate.
- \* When a student reaches 7 absences in a period the students becomes ineligible immediately. Students remain ineligible until an attendance hearing can be scheduled and a decision reached by the committee concerning the excessive absences.

### **ELIGIBILITY**

It is Anadarko High School's policy that a student participating during the school day in an activity where two or more schools are not competing and **the student is not missing any class time**, the student would be eligible to participate. (i.e. Local FFA shows -held on Saturday, band, vocal music or drama programs.)

It is further the policy of the Anadarko High School that a student participating in an activity where two or more schools are competing and the student is not missing any class time, the student would not be eligible to participate.

### **OSSAA ELIGIBILITY REQUIREMENTS**

There will be no exceptions to the OSSAA Scholastic Eligibility Standards that are required of all students engaging in co-curricular activity programs.

- a. Students who transfer to AHS must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days.
- b. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- d. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. School may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- e. 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.

### **DUE PROCESS**

- (1) The principal shall conduct a hearing and an investigation of an incident involving violation of these rules, and determine the guilt or innocence of the suspected student.
- (2) A suspended student shall have the right to appeal from the decision of such principal to the board of education of the district, which shall, upon full investigation of the matter, determine the guilt or innocence of the student, and make such order with regard to suspension, expulsion or other disposition that may be appropriate. The decision of the board of education of the district shall be final (70 O.S.A. S24-101).

### **DISCIPLINE – POLICE & SCHOOL**

The imposition of school discipline and the action taken by the police under the criminal or juvenile laws **are independent of each other, so a student can be dealt with under criminal or juvenile laws for the same offense.**

### **SCHOOL'S IMMUNITY**

Any public school administrator or employee having reasonable cause to suspect that a student is under the influence or has in the students possession any non-intoxicating beverage, alcoholic beverages or a controlled dangerous substance, who reports such information to the appropriate school official, court personnel, community substance abuse prevention and treatment personnel or any law enforcement agency, pursuant to the school's policy shall have immunity from any civil liabilities pursuant to the school's policy shall have immunity from any civil liabilities that might otherwise be incurred or imposed as a result of the making of such a report. (70-24-132) School Laws of Oklahoma Section 412

### **SCHOOL'S LIABILITY**

No such officer or employee of any public school district, members of any school board, school or school district shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatable program. (70-24-138) School Laws of Oklahoma Section 417.

### **TOBACCO / VAPORS**

**NO TOBACCO OR VAPORS ON CAMPUS.** Our school has adopted a 24/7 policy. Which means there is to be **NO** tobacco or vapor usage on campus by students or adults at any time day or night.

Welfare and health of each individual student is still the first cardinal principal and responsibility of the local school and should always remain so; therefore, the NO STUDENT SMOKING ON CAMPUS policy is being adopted for the following reasons:

- (1) **Health** – Studies indicate that the practice of smoking is injurious to the health of the individual. Smoking affects the respiratory system of those involved, and can cause lung cancer and other respiratory diseases.
- (2) **Laws** – All individuals under the age of 18 cannot purchase tobacco legally according to current law.
- (3) **Attendance and School Regulations** – The practice of smoking tends to cause individuals to break school regulations by smoking between classes and after assemblies, causing a problem with tardiness.
- (4) **Fire Dangers** – On a number of occasions, fires have occurred on our campus and in the buildings which could have been serious problems.
- (5) No tobacco or matches will be brought to school by the students.

The principal shall have authority to suspend any student who is guilty of the following acts, but not limited to, while in attendance at such school or in transit by school transportation or under school supervision to or from any school function authorized by the school district or when present at any facility under control of the school district.

- (1) Immorality or Profanity.
- (2) Showing disrespect for faculty members, staff members, or other school personnel.
- (3) Possession, use, or threat with a deadly weapon as defined by the state statute.
- (4) Assault and Battery.
- (5) Possession or use of any controlled substance, narcotic drug, stimulant, barbiturate, or alcohol.
- (6) Conduct which jeopardizes the safety of others.
- (7) Truancy.
- (8) Vandalism, intentional damage or destruction to school property.
- (9) Theft
- (10) Violation of school rules, regulations or school policies not previously mentioned.
- (11) Gang activity

When the principal has determined that a pupil is guilty, he may suspend the said student from school to the In-School Detention. When a student is sent to the ISD Room, he/she may be suspended from school entirely for the remainder of the semester, if infractions continue or inappropriate behavior continues.

Such infractions as selling drugs, serious assault, possession of weapons, may result in expulsion from school without first being sent to the ISD.

**Serious assault** is defined as one who inflicts bodily harm on anyone, and one who insists on fighting another who does not want to fight. Any student that engages in a fight will be suspended and turned over to the Anadarko Police Dept. for citation and/or arrest.



## **NO TOLERANCE FOR DRUGS, WEAPONS AND GANG ACTIVITIES**

The Anadarko Board of Education believes that all students should be free from unreasonable search and seizure by school officials and authorized personnel. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches.

The Board does hereby authorize the Anadarko Police Department or other State or Federal Law enforcement agencies to conduct random vehicle checks on school property. The Police Department is authorized to stop any or all vehicles on campus for drivers license, vehicle safety, and when circumstances exists that the law will permit; to search, seize, and arrest students and adults for any violations of the law.

### **DEFINITIONS**

***"Abused Substance" means:***

1. *Any controlled substances or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulants, depressant, amphetamine, or barbiturate.*
2. *Alcohol or any alcoholic beverage.*
3. *Any glue, aerosol paint, or any other volatile chemical substance for inhalation.*
4. *Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.*

Any student found in possession of an "Abused Substance" may be suspended up to 20 days for the first offense.

The use and possession of drugs is a violation of the law. Anadarko High School officials do not condone the use of any such substance and will not allow such possessions on campus.

***"Firearm"*** – any weapon capable of launching a projectile capable of causing serious injury or death; i.e. BB guns, pellet guns, crossbows, pistols, rifles, shotguns, or homemade weapons, etc.

Involvement in gang activities, drugs or possession of weapons may result in **expulsion**.

Any wearing apparel that signifies gang membership is prohibited at school. Certain clothing, i.e. Chicago Bulls Jackets, Raiders Jackets, etc. will be permitted in school only as long as we detect no gang connection.

Clothes depicting any drug, tobacco, liquor, or sexual connotation, either explicit or implied, are prohibited.

Oversized garment (long tee shirts) and "sagging" clothing are prohibited, as well as overalls with unbuttoned straps. Any oversized garments or sagging violations may result in suspension. On the first violation the student will be warned and sent home to change clothes. On the second violation the student will be suspended for a period of time determined by the principal.

Gang apparel seems to change as soon as it is detected; therefore, any clothing determined by the school administration to be gang-related will be banned. Each article of clothing will not be listed in this policy; however, any gang clothing or wearing apparel that is determined by the administration is in violation of board policy.

### ***This policy adopted on October 11, 1993***

***"USE"*** means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited abused substance recently enough that it is detectable the students physical appearance, actions, breath, or speech.

***"UNDER THE INFLUENCE"*** means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

### **PROHIBITIONS**

No student shall possess, use, transmit, or attempt to possess, use or transmit or be under the influence of any abused substances on school premises during any school term or off school premises at a school-related activity, function, or event.

### **EXCEPTION**

A student who used a drug authorized by a licensed physician through a prescription specifically for the student's use shall not be considered to have violated this policy.

- f. 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).
- g. "Passing grade" means work of such character that credit would be entered on the records.

### **CLUB ORGANIZATIONS**

The officers for each class will be nominated and elected by the class members themselves. Sponsors will be appointed by the administration. Class meetings are for business purposes only and must be carried on in an orderly manner.

### **CLUBS ON WARRIOR CAMPUS**

#### **State Honor Society**

The guideline for selecting students for the State Honor Society as outlined in the "Annual Bulletin of the State Department of Education", include the upper 10 percent of each grade.

#### **National Honor Society**

Have and maintain a 3.5 weighted GPA.

### **FUNDRAISING**

Any method for raising money must be approved by the Principal's office. This will be held to a minimum. All fund raising projects are subject to state sales tax and will be charged. The administration office of the individual school will determine, calculate and pay all taxes received from funds.

### **ACTIVITY ACCOUNTS**

All funds for classes, clubs and organizations will be deposited through the office secretary. Purchases may be made at the discretion of the sponsor but all purchases of school supplies and equipment must be requested and procured on a school purchase order form through the central office. All checks will be written by the school financial secretary and signed by the superintendent. Additionally, all money will be counted and coins will be rolled before turning in to the office.

### **PARTIES, DANCES & ALL OTHER EXTRACURRICULAR ACTIVITIES**

Parties and dances must be approved by the principal at least 3 weeks prior to the event.

***\*\* Ineligible list will be used for all dances except prom.***

## ENROLLMENT

- AHS students may pre-enroll through the counselor's office .
- New students are generally enrolled through the counselor's office.
- If transferring from another school, it will expedite the process of enrollment if the student will have copies of shot records and grades from his/her previous school attended.

## **IMMUNIZATION REQUIREMENTS**

The 1976 legislator amended the immunization law to provide:

- (1) That all minor children (K-12th) - show proof of having received no less than four (4) polio, three (3) DPT/DT, one (1) measles, one (1) rubella, three (3) Hepatitis B and two (2) Hepatitis A immunization to meet the exemptions for medical, religious, or parental objection prior to entry.
- (2) That tuberculin testing be removed as a requirement of the law.
- (3) Students shot records must be up to date to enroll at the high school.

## **SCHEDULE CHANGES**

Schedules **WILL NOT** be changed after the first week of school except in very extreme cases. All changes must be made through the counselor's office and meet approval with the principal.

## STUDENT RECORDS

The District shall make and keep such student records as are necessary and as are required by law, policy and regulation.

## **NOTIFICATION OF RIGHTS**

*The District is subject to and complies with the Family Educational Rights and Privacy Act (FERPA). Within the first three weeks after the start of classes each school year, the District shall cause a Notification of FERPA Rights to be published in selected are newspapers. In addition, the District shall provide a Notification of FERPA Rights to each student or parent or guardian of a student. The District reserves the right to disclose Directory Information as set forth in the Notification of FERPA Rights.*

## **REQUESTS FOR DISCLOSURE**

Any person requesting to inspect or obtain copies of student records shall submit a written request for disclosure to the superintendent or the superintendent's designee as specified in Administrative Regulation. Student records shall not be released without consent of the parent, guardian, or eligible student except in accordance with the provisions of FERPA and state law.

## **RECORDS OF REQUESTS FOR DISCLOSURE**

The District shall maintain an accurate record of all request for the disclosure of information, requests to permit access to a student's educational records, and a record of any information disclosed or access granted. Such record shall not be maintained as a part of each student's school records, but shall be maintained by the records custodian. Such record shall contain the name of the person or agency making a request, the date of the request, the interest of the person or agency requesting the information, whether the request was granted, and the date access was permitted or disclosure was made.

## **Complaint Process**

It is the policy of the Board of Education that the superintendent shall be responsible for ensuring the investigation of all allegations of hazing, harassment, intimidation or menacing by students, staff or third parties.

The board shall appoint on a yearly basis a discrimination/harassment complaint process committee that shall consist of an administrator, a parent, a student, and a member of the certified teaching staff.

In accordance with the policy of the board of education, the following regulation governs the processing of student complaints in this school district.

- (1) *Any student of this school district who wishes to file a complaint against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with the superintendent, principal, or counselor. The administrator, counselor, or teacher taking the complaint will document the time, place, complainant, and incident and immediately forward the complaint to the complaint committee*
- (2) *The complaint committee will appoint a senior administrator to investigate the complaint. The complaint shall set forth the circumstances of the incident and the identity of the student (s) or employee (s) involved.*
- (3) *The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the complainant, to the maximum extent possible. However, complete confidentiality cannot be maintained as the allegations may result in disciplinary hearings wherein the accused must be afforded the names of any witnesses, etc. in order to ensure that the accused is afforded due process.*
- (4) *The investigation shall be completed within ten days of the filing of the complaint. Results of the investigation, along with recommendations and suggestions, shall be shared with the complainant, unless it violates another student's confidentiality.*
- (5) *If the complainant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or the investigating administrator, the complainant may request a hearing by the complaint committee.*
- (6) *Upon receiving a request for a hearing, the complaint committee shall schedule the hearing to occur within twenty days from the date of the request.*
- (7) *Both the complainant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.*
- (8) *Within ten days of the hearing, the complaint committee shall furnish a written report of its findings and recommendations to both the complainant and the respondent while maintaining confidentiality.*
- (9) *The superintendent shall, within five days of the receipt of the complaint committee's report, act upon the recommendations of the committee or furnish a written report to the complainant explaining why the recommendations will not be implemented.*
- (10) *Upon receipt of the superintendent's report, the complainant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the complaint committee.*

***\*Complainants must realize that their identity may become known through the complaint process. It is critical that every complaint be provided with a thorough investigation. However, anonymous complaints may or may not be investigated due to the inability to determine the veracity of the allegations contained therein.***

Any student conduct or activity which does not (a) occur on school property, (b) which occurs while the student is in transit to or from school or a school function, or (c) on any property subject to the control and authority of the District shall be prohibited if such conduct or activity (a) is a continuation of activity which began on school property, (b) adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, or disrupts school operations.

In addition to disciplinary actions, the District, acting through the Superintendent or a principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature.

12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

### **HARASSMENT (Cont.)**

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

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

The superintendent shall develop procedures providing for:

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

**A copy of this policy will be furnished to each student and teacher in this school district.**

**REFERENCE: 21 O.S. §850.0**

### **70 O.S. §24-100.2 THIS POLICY REQUIRED BY LAW**

#### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family member or members of the student's household destroying property belonging to the student, threats to commit suicide or homicide of the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Records of requests for information will not include requests by parents or the student, requests by school officials or others with a legitimate educational interest, requests accompanied by the prior written consent of a parent or eligible student, or any requests for directory information.

#### **PROCEDURES TO AMEND RECORDS**

The hearing procedures to be used when a parent or eligible student requests a hearing to amend a student's record shall be set forth in Administrative Regulations.

#### **REPORT CARDS**

Report cards must be picked up at the end of each semester. .

#### **TEXTBOOKS**

All students are expected to have access to textbooks. Students who are issued books belonging to the school will pay for damage or loss of the book.

#### **STUDENTS' DESKS AND LOCKERS**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Each student is assigned a locker for the convenient storage of school supplies. In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

#### **HOW TO USE LOCKERS**

*(Students will be assigned lockers as soon as they have enrolled.)*

*Combination locks to operate as follows:*

- (1) Turn right to first number.*
- (2) Turn left and go by the second number one time and then stop on second number.*
- (3) Turn right to third number.*

Students will not be permitted to change lockers without permission from the office. All lockers are to be kept locked at all times.

#### **BOOK BAGS, BACKPACKS, and PERSONAL ITEMS**

All items of value, i.e. tennis shoes, jewelry, cash, cell phones, or other electronic devices should not be left unattended in classrooms or in unlocked lockers.

The school is not responsible for missing personal items. Including lost or stolen electronic devices.

#### **STUDENT'S PERSONAL RECORD**

Any student may request and receive opportunity to review his or her personal record with their counselor. Should any information be incorrect, a review of the information may be held and correction made.

#### **STUDENT INSURANCE**

Most students in our school are covered by some insurance program. However, the school offers as a service to all students and school personnel, a fine insurance program, which you may purchase at a reasonable rate. Please be aware this is accidental insurance only. The regular accident insurance covers all sports except football. Track, tennis, basketball, wrestling, etc., are covered, but football takes another type of coverage.

Our school district acts as an agent and receives no compensation, but is happy to accommodate our students who desire insurance coverage.

## **WITHDRAWAL FROM SCHOOL**

When a student must withdraw from the Anadarko Public Schools during the school term, the student should report to the office in the morning of the day he/she is to leave with evidence that he/she is moving. Arrangements will be made for a check-out form that the student will present to each of his/her teachers. After this procedure is completed by the student, he will bring the form to the office for a final check and approval. Failure to complete withdrawal properly will result in the student not having his records transferred to another school until proper withdrawal is completed.

## **MEDICATION POLICY**

State law on procedures regarding medication binds Anadarko High School. The procedure is very strict because medication can be very dangerous if it is misused or abused: therefore, the following procedures will be followed:

1. School personnel can administer only medication, which has been prescribed for a student by a physician. This includes non-prescription or over-the-counter medication. (ex. Aspirin)
2. Medication brought to school to be administered by school personnel will be in a prescription vial with the pharmacy label that states the physician's name, the name of the medication, and the directions.
3. Only if a physician has made a diagnosis and has directed that specific medication be given, will it be done.
4. Non-prescription medicines must be in the original container and accompanied by the physicians written request and instructions.
5. In the event a physician provides sample medication for the student, a signed statement from the physician must accompany the medication stating the name of the medication and directions for administering them.
6. A written request signed by the parent or guardian must accompany the medication stating the student's name, the name of the medication, the amount to be given and the time it is to be given.
7. All medications, cough, energy, cold, sinus, aspirin, Tylenol, etc. must be administered through the office for student safety. Students violating this policy are subject to disciplinary action.
8. Students that have signed agreements to carry Asthma inhalers, will be allowed to.

## **Bullying**

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited 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 school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

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

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities

## ATTENDANCE REGULATIONS

- Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns, rifles, pistols, shotguns, any device which throws, discharges, or fires objects, bullets, or shells, knives, explosive or incendiary devices, including fireworks, hand chains, metal knuckles, or any object that is used as a weapon or dangerous instrument, and any facsimile weapon.
- Being in possession of or using a laser pointing device in any manner other than for classroom presentation.
- Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
- Leaving school grounds or activities at unauthorized times without permission;
- Refusing to identify or falsely identifying one's self to District personnel;
- Entering, without authority, into classrooms or other restricted school premises;
- Engaging in conduct which endangers or jeopardizes the safety of other persons;
- Using profanity, vulgar language or expressions, or obscene gestures;
- Committing acts of sexual harassment, as defined by District Policy, or sexual assaults;
- Assaulting, battering, inflicting bodily injury on, or fighting with another person; property belonging to the District or any other person;
- Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process.
- Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying anything real or personal.
- Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating.
- Harassing, hazing, threatening, or verbally abusing another person.
- Cheat or copy the work of another.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusation or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Gambling
- Falsify records, passes, or other school related documents.

### **Hazing/Harassment/Intimidation/Menacing:**

**Definition:** *an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission in to or affiliation with any organization operating subject to the sanction of the public school or of any institution of higher education in this state.*

### **Hazing**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. It is a criminal offense if a person engages in hazing, solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

### **OKLAHOMA STATE LAW: Oklahoma School Code, Article 10, Section 10:**

***It shall be unlawful for a parent, guardian, custodian, or other persons having control of a child who over the age of seven (7) years and under the age of eighteen (18) years who has not finished four (4) years of high school work 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 of the schools of the district in session; any parent, guardian, custodian, child or other persons violating any of the provisions of the section shall be guilty of a misdemeanor."***

High School attendance is ultimately the responsibility of the student and his/her family. Students should remain out of school only when absolutely necessary. Often it is extremely difficult to make up activities missed during class time. The benefit of lectures, discussion, and participation is lost forever to those who are absent. It must be emphasized that regular attendance is the key to much of the success a student may gain from his/her high school program.

Students are expected to attend all classes if possible, and are expected to attend at least ninety percent (90%) of scheduled classes per academic year. In order to receive credit for the course or grade in which the student is enrolled, a student may not have more than 16 absences per school year. Both **excused and unexcused** will count towards this total. If a student has more than the allotted number of absences, they can schedule a meeting with the attendance committee to justify their excessive truancy.

### **ATTENDANCE DEFINITIONS**

- ***Absence*** is defined as a student's non-attendance in his/her assigned classroom during the assigned period. An absence is an absence, whether excused or unexcused by parent/guardian. This includes doctors notes, dentist notes and funerals.
- ***Excused absence*** is when a parent notifies the office regarding student absence. Excused Absence allows students to make up missed assignments. An excused absence still counts towards a student's attendance count.
- ***Unexcused absence*** is an absence from one or more class periods that has not been excused by a parent within the limits expressed in the Anadarko High School Attendance. After the fourth unexcused absence contact will be made with the parent or guardian of the student. An unexcused absence still counts towards a student's attendance count.
- ***Truancy*** is defined as an absence from school without the knowledge of the parent/guardian at the time of absence and leaving school before the end of the student's day without proper explanation.
- ***Tardiness*** is defined as arriving, without permission, after the start of the class period at the assigned location. 15 minutes or more constitutes an absence. Three tardies equal one absence, 10% absences constitutes student may fail the class.

### **ATTENDANCE REQUIREMENTS**

ALL STUDENTS ARE EXPECTED TO BE IN THE CLASS/ACTIVITY IN WHICH THEY ARE ENROLLED To be excused during a class period, students must get a hall pass from their teacher. This will be returned to the teacher upon returning to class. The bell will signal that the period is over, but the teacher will dismiss the class. All activity should cease and students should leave immediately for the next class.

In the event a student has 6 or more absences **they will be required to attend after school when scheduled.** When a parent wishes to have the child excused from part of the school day, permission must first be secured from the attendance office. Failure to follow this will result in an unexcused absence.

### 8-DAY ABSENCE RULE

When a student has accumulated 7 absences in a class, on the 8<sup>th</sup> absence, the student will be considered failing. Students may become ineligible on the 7th absence.

**As required by law,** Parents or Guardians who allow their student to abuse this policy will be referred to city court for their consideration of further action.

### EXCESSIVE ABSENCES AS IT PERTAINS TO THE 8-DAY RULE

The following guide will be maintained for students with excessive absences in the Anadarko High School. In each instance, the procedure will be followed whether the absence is excused or not, within a semester unless the student was given permission to participate in school-sponsored activities.

### GRADE POLICY FOR EXCESSIVE ABSENCES

Any student who misses a particular class 8 times during the period the class is in session may or may not receive credit for that class for the particular time in question. This record is maintained and kept on a semester, and students who are absent more than 8 times will be given a failing grade in the class for that reporting period.

If a student has a grade average higher than 60 he/she will receive a grade of 59. If the grade average is lower than 60, the grade will stand as is.

\*All emergency exceptions to this rule must be requested in writing to the administrator in charge of attendance. An exception will not be given on absence due to a vacation, truancy, etc.

### PROCEDURES FOR PARENTS/GUARDIANS REQUESTING EXCUSED ABSENCE.

It is the obligation of the parent or guardian of an absent student to telephone the school attendance office prior to or on the actual day of the absence and no later than 3:00 p.m. At this time the parent or guardian must verify the reasons for the dates of absence. If the school is not notified, a note with parent/guardian's signature is required.

When a parent wishes to have a student excused before the close of the school day, permission must first be secured from the principal's office.

### ATTENDANCE COMMITTEE

If the parent or guardian of the student feels there are unusual circumstances concerning the absences they may request a hearing before a five-member committee composed of an administrator, a counselor, and Anadarko High School teachers. If a majority of the committee feels that there are sufficient grounds for deviation from the rule, then a means of changing the discipline may be determined by the committee.

### CHECKOUT

***A STUDENT MAY NOT CHECK HIM/HERSELF OUT OF SCHOOL (even if they are 18 years of age).***

A parent or guardian must appear in person to check students out of school.

Parents or guardians are not allowed to phone in for students to check out for school activity that is occurring during a regular school day.

Parents or guardians are not allowed to check out other students.

Students are counted for unexcused absent regarding these circumstances

### COLLEGE DAYS

Students will be allowed college days to visit the University and College campus' they are being recruited by or considering to attend.

**College days must be pre-approved by the counselor or principal one-week in advance.**

The counselor will notify the University or College of the student's upcoming visit.

Students will be required to bring a form of documentation signed by a representative of the University or College for the absence to be excused.

## STUDENT CONDUCT

**Students are expected to conduct themselves as ladies and gentlemen at all times and shall adhere to all rules, regulations, and policies formulated by the Administration and the Board. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another, except in self-defense.**

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school and/or arrest. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations, if any. At anytime, according to the discretion of the administration, outside authorities may be called in. (ie, police, DHS, JSU)

While students are (a) in attendance at school or any function authorized or sponsored by the District; (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

### Each Student is Expected to:

- Demonstrate courtesy, even when others don't.
- Behave in a responsible manner, always exercising self-discipline.
- **Attend all classes, regularly and on time.**
- Prepare for each class; take appropriate materials and assignments to class.
- Meet campus standards for grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order and discipline.

### General Conduct Violations.

The categories of conduct below are prohibited at school and all school-related activities.

- Violating the District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law;
- Smoking, using, and/or possessing tobacco products by students under 21 years of age;
- Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
- Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function.
- Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;

## **OFF - CAMPUS LUNCH**

**Freshmen** are required to remain on campus during lunch hour.

Parents who choose to allow their students off campus during lunch must physically **(no phone calls)** come to the attendance office and sign their own students out. Parent or guardian is not allowed to check out other students. Students who have been signed out for lunch must return to the office and sign back in upon return. **This policy is for the safety of your child and will be strictly enforced. Students leaving campus without permission will be subject to disciplinary actions by the administration office.**

Students who are allowed to have off campus lunch should not walk on or around the track or baseball fields when leaving the Anadarko High School campus. Students may walk down the access road that runs in front of the Middle School, however, Anadarko High School students are not allowed to visit other students or loiter on the grounds of the Anadarko Middle School.

Under no circumstance are the students allowed to take a lunch tray out of the cafeteria unless they are going to lunch detention in the room 146 or the ISS room. A list of students in detention will be provided to the lunch duty teacher.

## **Food and Drink in the Classroom**

Food will not be allowed in the classroom. Drinks may be allowed as long as it is in original and securable container, i.e. a bottle with a twist on lid. Fountain drinks of any kind are not allowed. Teachers are responsible for notifying a custodian immediately of any spills.

## **Wireless Communication Devices**

The policy and use of electronic devices in the classroom will be up to the individual teacher. Students are expected to adhere to each teacher's policy and will be held accountable accordingly. If a student fails to abide by a teacher's electronic device policy and the teacher requests that the device be turned over the student **MUST** surrender the device. Failure to do so will result in (2) two days of lunch detention. For the second occurrence the student will have (2) days of in-school-suspension and will be required to turn their device into Mr. Harris or Mr. Nunn at the beginning of the day for a period of (2) two weeks.

- Students cannot leave the classroom with their phones during class period. They must leave their phones with that teacher until they return. If a student is seen with their phone in the hall during class period their phone will be kept in the office for the remainder of the day.
- For safety purposes, the district permits students to possess cellular phones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. The use of cellular phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school sponsored event.
- The use of cell phones to video a fight is prohibited. Any student who videos a fight will receive 3 days of ISD. Students who place videos of fights on social media outlets may receive up to 5 days OSS.

## **ABSENCES MAKE-UP WORK**

When a student is absent, for whatever reason, it is up to that student to get their work and/or schedule a time to make up tests or quizzes. In order to receive full credit the work must be turned in the allowable time, which is the same as the number of days that were missed. For example if a student misses school on a Wednesday and Thursday the work must be turned in the following Tuesday. Two days missed is two days to make up the work.

\*After the allowable days up to one week late is the loss of one letter grade.

\*One to two weeks late is the loss of two letter grades.

\*Two to three weeks late is the loss of three letter grades.

**Activity absences** are not counted as a regular excused absence such as illness, death in family, etc. Students who plan to miss classwork for a school activity must make arrangements with teachers in advance to get assignments. ***\*ASSIGNMENTS WILL BE DUE NO LESS THAN TWO DAYS AND NO MORE THAN THE NUMBER OF DAYS THEY MISS ATTENDING THE ACTIVITY. THIS NOT ONLY INCLUDES DAILY WORK BUT ALSO EXAMS.***

## **HOMEBOUND**

Homebound services are provided by the Anadarko Public School System if a student qualifies. Homebound will not be provided unless a LICENSED PROFESSIONAL COUNSELOR OR A DOCTOR gives a request for a medical reason for student to be on homebound. The application must be approved by an administrative committee at the central office.

## **TRUANCY**

Once a student is at school, he is required to stay in school unless he checks out through the office. Therefore students who miss class without checking out through the office will be considered truant, and will be treated according to the handbook policy. Students guilty of truancy should be brought by the parent/guardian to school.

## **DISCIPLINARY ACTION FOR TARDIES (*per nine weeks*)**

More than 15 minutes of tardiness will constitute an absence.

The teacher will send a disciplinary referral to the assistant principal, on every unexcused tardy after the first four indicating the number of tardies the student has in that class. Parents will be notified of each tardy beginning with the 3<sup>rd</sup> tardy.

Beginning with the third tardy, the student will be consulted by teacher, counselor, and/or principal.. Teacher will notify parents personally of tardies three through five, explaining each time the consequences of that tardy and what to expect for tardies through the fifth.

### ***(Three tardies count as one absence)***

Fourth tardy —	1 day lunch detention
Fifth tardy —	2 days lunch detention
Sixth tardy —	3 days lunch detention
Seventh tardy —	1 day In-school detention
Eighth tardy —	2 days In-school detention
Ninth tardy —	3 days In-school detention
More than 10 -	Disciplinary action to be determined by the principal.

Fifteen minutes or more constitutes an absence.

Students with :1 tardy after lunch will have 1 day lunch detention.  
2 tardies after lunch will have 2 days lunch detention.  
3 tardies after lunch will have an automatic 2 days ISD.

***\*Schools are required by law to report excessive tardies and absences to the Department of Human Services and the District Attorney's Office.***