

## FORWARD

This handbook has been prepared to serve for your use and guidance. You are to keep it in your possession during the school term and refer to it when necessary. Many of the statements of policy are the same as in the past years. However, **there are some additions and changes you will want to read very carefully.** The essence of a smooth running school is for each student to know the policies of the school and to do his part in carrying them out.

The primary purpose of this handbook is to serve as a guide for students of Arapaho-Butler School and to present to you the opportunities that the school has to offer. We feel that Arapaho-Butler School is one of the best and that you will want to share in its achievements and experiences.

This book gives definite information with which each student should be familiar, and it will serve as a ready reference to regulations and policies.

Parents may use this book to become familiar with and understand the operation of the school. It will help them clarify their minds as to just what the school presents to the students.

**Ms. Kristen Gordon-- Dean of Students/ JH & HS**  
**Mr. Jay Edelen – Superintendent**

### ARAPAHO-BUTLER SCHOOL DISTRICT NON-DISCRIMINATION STATEMENT

It is the policy of the Arapaho-Butler School District that no person, on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, may be denied admission to any school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services recreational, or other program or activity. This policy also prohibits discrimination under related federal Statutes including title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap). If any person believes that the Arapaho-Butler School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI (race, national origin), and/or Title IX (sex), and/or Section 504 (handicap) or in some way discriminates against pupils on the basis of sex, religion, color, national origin, ancestry, creed, pregnancy, mental, emotional or learning disability or handicap, she/he may bring forward a complaint to the District Equity Coordinator, Jay Edelen, Arapaho-Butler School District, 214 N. 12th, Arapaho, OK.

# ***ARAPAHO-BUTLER STUDENT HANDBOOK***

## **Arapaho-Butler School Philosophy**

The staff of Arapaho-Butler School believes that the school's purpose is to provide all students with an appropriate education and the opportunity to acquire basic academic grade-level skills while developing positive emotional and social growth in a supporting environment. The staff of Arapaho-Butler School accepts the responsibility for instruction of students to maximize their potential.

## **ACADEMICS**

### **Entrance Requirements**

For admission to the Arapaho-Butler Public Schools, a student must be a resident of this district or a legal transfer. The student must be living with parents or legal guardians, and must be willing to abide by the rules and the guidelines of the school maintained by the Arapaho-Butler Board of Education.

### **Graduation Requirements**

Students who graduate from Arapaho-Butler High School are required to earn twenty-four (24) units. The 24 units include the following state requirements:

- 4 1/2 Language Arts: 1 unit grammar and composition, and 3 units selected from American Literature, English Literature, World Literature, Advanced English Courses, Speech
- 3 Mathematics: 1 unit Algebra I, and 2 units selected from Algebra II, Geometry, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Mathematics of Finance, Applied Mathematics I and II, Computer Science
- 3 Science: 1 unit Biology I, and 2 units selected from Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Geology or Applied Science, (Biology/Chemistry, Physics, and Technology) or the 4<sup>th</sup> year of agriculture education when taken in the 12th grade
- 3 1/2 Social Studies: 1 1/2 unit United State History  
1 unit United States Government  
1/2 unit Oklahoma History, and  
1/2 to 1 unit selected from World History, Geography, Economics, Anthropology, Psychology, or Sociology
- 2 The Arts: 2 units or sets of competencies (includes Visual Arts General Music, Humanities)
- 8 Electives

Besides the required subjects, elective credits must be earned to total the twenty-four required units. The electives may be taken from offerings for which the school is accredited by

the State Department of Education.

Students should enroll in a least 6 solid subjects each semester. Completion of these subjects will give a normal load for the student and will permit some activity participation. Study halls are not scheduled, so students are encouraged to enroll in a subject for each class period.

Senior students who transfer into an Oklahoma school district from out of state shall not be denied, due to differing graduation requirements, the opportunity to be awarded a standard diploma. (2003 House Bill 1065).

Students moving to Arapaho-Butler from another school and enrolling in senior high school may graduate without speech, if the student is unable to take the course due to the scheduling of classes.

A unit of credit is earned when a student has successfully carried one subject for five class periods a week for thirty-six weeks. A half unit of credit is earned by carrying successfully a subject for five periods a week for eighteen weeks or one semester. Some units may not be taken for one-half unit of credit.

Beginning with the 2012-2013 school year, Arapaho-Butler seventh and eighth grade students may earn high school credits for Geography and Pre-Algebra courses. Elective credits will be awarded for these courses. These credits will not be used in determining class rank for graduation seniors. Grades earned in these courses will be used in determining 8<sup>th</sup> grade valedictorian and salutatorian.

### **Promotion - Retention of Student**

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

### **Proficiency Based Promotion**

All students in Grades K-12 are eligible for Proficiency Based Promotion if they perform at the 90% level on designated assessments. Students may advance one or more levels in the core curriculum areas. Parents are encouraged to confer with school officials to determine what is appropriate for their child.

### **College Curricular Requirements**

Units	Course Areas
4	English (Grammar, Composition, Literature)
2	Lab Science (from Biology, Chemistry, Physics or any lab science certified by the school district; General Science with or without a lab may not be used to meet this requirement.)
3	Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus)
2	History (including 1 unit of American History)
1	Citizenship skills from the subjects of Economics, Geography, Government, Non-Western Culture.

- 3 Additional units of subjects previously listed or selected from the following:  
Computer Science, Foreign Language.

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15 Required Units

While these curricular requirements will normally be met by students in grades 9 through 12, advanced students who complete these courses in earlier grades will not be required to take additional courses for purposes of admission.

It is suggested that students planning to attend college contact the college of their choice for entrance requirements.

### **Online Coursework**

Beginning in the 2012-2013 school year students will have the opportunity to enroll in online coursework through Advanced Academics. These courses may be used to supplement Arapaho-Butler course offerings as well as to provide students additional avenues for credit recovery.

### **Concurrent Enrollment**

The concurrent enrollment program provides an opportunity for interested junior/senior students to expand their course studies. A cooperative program set forth by the State Board of Education and the Regents for Higher Education, concurrent enrollment allows senior students enrolled in an accredited Oklahoma high school to be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students provided they meet certain requirements.

Students who are interested in concurrent enrollment should visit with the counselor or high school principal at an early date to insure proper procedures are followed.

In compliance with Senate Bill 290, which was signed into law May 6<sup>th</sup>, 2009, Arapaho-Butler public Schools hereby establishes the following policy:

*“When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the district.”*

In addition any concurrent enrollment credits earned which correlate with required academic credits offered by Arapaho-Butler High School will be used in calculations determining class rank and Valedictorian / Salutatorian Honors. All other concurrent enrollment credits will be Transcribed as electives and will not be used to calculate class rank and/or Valedictorian / Salutatorian Honors.

### **Change of Schedule**

Students desiring to drop a course or to make some other change in their class schedules should make the request at the principal's office. If a change is desirable, the student will be given instructions for making the necessary changes. No change in schedules may be made after the first full week of the semester, except in unusual circumstances or at the request of a teacher.

## **Grading System**

The parents of students making unsatisfactory grades will be notified by letter at mid-reporting period. Report cards will be given to the student at the end of each nine weeks. Grades are reported and based upon percentage points rather than letter grades. Transcripts being sent to another institution will carry the following explanation of our percentage system. 100-90--A, 89-80--B, 79-70---C, 69-60--D, 59 and below--F

## **Daily Class Schedule**

Students are not to arrive at school before 7:45 in the morning. Upon arrival, they are to go directly to the student lounge. Seventh and eighth graders will. During the noon period, students are also expected to stay in the lounge, in the gym or remain outside the building.

A bell will ring at 8:10 for students to go to their first period class. A tardy bell will ring five minutes later. The noon recess ends with a 12:45 bell and a tardy bell rings five minutes later. Bells for class schedules are as follows:

1st period	8:15-9:00	5 <sup>th</sup> period	11:35-12:20	Lunch	12:20-12:45
2nd period	9:05-9:50	6 <sup>th</sup> period	12:50-1:35		
3rd period	9:55-10:40	7 <sup>th</sup> period	1:40-2:25		
4th period	10:45-11:30	8 <sup>th</sup> period	2:30-3:15		

## **Withdrawal from School**

In order to insure proper handling of school records and to facilitate entrance into another school, a student wishing to withdraw from school should:

- (1) Have a parent call or come into the principal's office explaining the reason for withdrawal.
- (2) Obtain a withdrawal notice from the principal's office as early as possible on the day he or she intends to check out of school.
- (3) The withdrawal notice shall be properly endorsed by all subject teachers, librarian, lunch program supervisor, and the principal.
- (4) Secure grades from the teachers.
- (5) Bring withdrawal notice completed to the principal's office before the last hour of the school day.
- (6) A student should have in their possession the following items before leaving out of school.
  - (a) Personal belongings from their school locker
  - (b) Personal P.E. equipment
  - (c) Copy of health records
  - (d) Final clearance from the principal's office

### **ACTIVITIES/ATHLETICS**

The Arapaho-Butler Board of Education provides activities to each student whereby they may participate in activities that will help to develop them more fully. It is the desire of the Arapaho-Butler Board of Education that the students who participate in these activities have developed an interest that they will carry with them throughout life.

### **Junior High Athletics Policy**

It is the recommendation of Arapaho-Butler Public Schools that all students enrolled in Junior High Athletics participate in both sports offered through the athletics program. Boys will participate in basketball and baseball. Girls will be in basketball and softball. It is the firm belief of the board of education, administration and the athletics department, that this policy will strengthen all programs as well as benefit the students enrolled by continually developing their athletic skills throughout the year.

### **Eligibility**

Eligibility rules for athletics and other activities are set up by the Oklahoma Secondary School Activities Association of which Arapaho-Butler School is a member. OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Our standards are sometimes higher than those of the Association, but at no time may they be lower. Maintaining athletic eligibility enhances the nature of team sports, because each student must do his part to be able to participate.

### **Insurance**

An insurance program will be offered to students. It will cover all injuries by children while at school or enroot to and from school. Extended coverage is also available. This insurance is optional. The Board of the school accepts no responsibility for injuries that occur at school or in athletic contest.

### **Activity Trips**

The students must go to and return from an activity in the bus or vehicles that are provided by the sponsor of the trip. Special arrangements of travel may be approved by the person in charge, when they have received written or oral permission from the parents of the student.

Students who represent the school or who accompany the school group to other towns are subject to the authority of Arapaho-Butler faculty members.

If an activity results in any tardy or absence, the sponsor must explain this to the principal's office where the information will be needed for admit slips. All students will properly represent Arapaho-Butler Schools and community when on school trips, and should act accordingly. A list of people that will be away from school is to be given to each teacher by that activity's sponsor and students are expected to check to make sure that their names are properly included.

## **Activity Attendance Policy**

The Arapaho-Butler Public Schools, its Board of Education, Administration, Faculty, and Patrons, believe educational excellence to be the key to the future of the children of this school district. Regular school attendance is the foundation for educational excellence. NO SECONDARY STUDENT WILL BE RELEASED FROM CLASS WORK TO PARTICIPATE IN AN ACTIVITY IF HE/SHE IS IN VIOLATION OF ANY CURRENT ELIGIBILITY STANDARDS. It is the purpose of this policy to continue the present efforts toward educational excellence to which the total district is committed.

The maximum number of absences for activity participation from any one class for the school year will be ten (10). All school-sponsored activities other than state and national contest and activities will be counted on the ten day absence rule. Each Sponsor will need to turn in the criteria for attending state and national contests or activities to the Internal Review Committee.

Each teacher is responsible for recording all school-sponsored activity absences. Each teacher is responsible for notifying the principal when a student reaches their 8th school-sponsored activity absence.

## **Assemblies**

A variety of educational and entertaining assemblies are presented at regular intervals. These assemblies provide students opportunities to demonstrate the courtesy, cooperation, and consideration that they have been taught at school and at home. There are always visitors at our assembly programs, and it is a credit to the student body when they are able to comment on the courtesy of the students towards speakers, performers, and guest.

## **Organization Sponsors**

The Arapaho-Butler Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. The board of education shall annually notify parents or guardians of students about clubs and organizations sponsored by or under the direct control and supervision of the school district. The annual notification shall be placed in the student handbook and by posting information on the school district's Internet website. The annual notification shall include, but is not limited to, the following about each club or organization.

1. Name:
2. Mission or purpose:
3. Name of faculty, if known

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld.

If clubs or organization are created or formed after the annual notification is distributed, the school district shall send additional notification to the parents or guardians containing the above-listed information regarding the additional clubs or organizations by way of message added to the school districts website.

The board requires that all activities be sponsored and expects the sponsors to exercise complete control of such activities, including the responsibility for insuring that sufficient revenue exists in the appropriate activity account. All organizational activities shall be scheduled through the building principal's office.

### **Mission Statement for Clubs and Organizations**

The mission of all extracurricular clubs and organizations, at Arapaho-Butler Public Schools, is to enhance the educational experience, promote community spirit, and foster leadership skills within the student body.

### **Clubs / organizations**

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4H

FFA

TSA

FCA

Student Council

Drama Club

High School Academic Team

Junior High Academic Team

Athletic Clubs: Baseball, Softball, Boys Basketball, Girls Basketball, Cheerleading

### **Student Council**

The Arapaho-Butler School shall have a student council that functions according to the constitution of that organization. The student council is formed to give the student body, through its elected representatives, a voice in school affairs. There are many areas in which the council is very effective in making a better school. The projects they sponsor are for helping the faculty and administration to bring social, spiritual, and character development in the student body. Any action taken by the Arapaho-Butler Student Council will be along the guidelines set forth in their adopted constitution. The student council will consist of the following members:

- (1) Four elected officers
- (2) The President of each class
- (3) The President of each school-sponsored organization



## **Basketball Homecoming**

Cheerleaders and the Student Council sponsor homecoming during the basketball season. This includes such activities that seem appropriate for the school year.

A candidate for homecoming queen and for homecoming king will be nominated, one from each class, by the basketball team players. The high school girls basketball team will select the king candidate for grades 10, 11, and 12. The high school boys' basketball team will select the queen candidate for grades 10, 11, and 12. Candidates will be selected from those students who are actively participating in the basketball athletic class. After the nominations have been made, the final selection is made by the total student body voting, using secret ballots. The results of the election are announced at the coronation ceremony.

The same selection process will be used with the junior high candidates.

## **Cheerleaders**

Cheerleaders are selected every spring for the coming year. Cheerleaders must be willing to abide by the Arapaho-Butler Cheerleaders Constitution, Rules and Regulations.

## **Academic Team Policy**

Team Selection: A sign-up sheet will be made available to anyone wishing to participate in the academic team who has an overall average of at least an 85 for the previous year. Try-outs will be held to select eight players per team as follows:

- (1) High School team consisting of grades 9th-12th
- (2) Junior High team consisting of grades 7th-9th
- (3) 7th and 8th grade team.

The team coach and two other school officials will determine, through the try-out process, the selection of teams (with final say being the team coach). Students may participate on more than one team.

Once team selection is complete, the players will abide by the following:

- (1) Dress: All players will wear pants and a collared shirt while representing Arapaho-Butler School at academic meets.
- (2) Eligibility: Any team member who becomes ineligible will not be allowed to participate in any way for the remainder of the school year - no exceptions.
- (3) Behavior: Academic team members will at all times conduct themselves in a manner which prides Arapaho-Butler School.

## **Senior Trips**

ARAPAHO-BUTLER PUBLIC SCHOOL WILL NO LONGER SPONSOR A SENIOR TRIP. The Arapaho-Butler Public School system encourages the class parents to continue on with the senior trip tradition with a parent sponsored senior trip. Four (4) sets of class parents will be elected by the junior class members. These parents will continue with the class throughout the senior year and will take full responsibility for the sponsorship, planning and organization, and expenses of the senior trip.

If a junior or senior student moves to Arapaho-Butler, and that student wishes to participate in the senior trip, that student shall be charged an actual amount of money in the class fund, divided by the number of students in the class.

### **Guidelines for Class Sponsorship**

- (1) Each faculty member is eligible for class sponsorship.
- (2) Each class may have one class party per year.
- (3) Classes will no longer collect class dues.
- (4) The junior class shall select their two sponsors first each year. Their choices shall continue with them through the senior year. If a vacancy has occurred, the seniors may choose their replacement following the juniors' choosing.
- (5) Teachers not selected in the normal election process may be assigned sponsorship duties at the discretion of the administration.
- (6) The order for selection shall be as follows:  
Teachers could volunteer for cheerleader and student council sponsor, prior to class selection. However, if too many people volunteer, selection would be through the drawing of lots.

Order of Selection:

Junior Class: ..... Two sponsors  
Senior Class: ..... Two sponsors  
Sophomore Class: ..... One sponsor  
Freshman Class: ..... One sponsor  
\*Cheerleaders: ..... Two sponsors  
\*Student Council: ..... Two sponsors  
8th Grade: ..... One sponsor  
7th Grade: ..... One sponsor

\*If teachers have not volunteered for cheerleading and/or student council sponsorship, the cheerleaders will select their sponsor, and then the student council will select their sponsors.

For two years following the senior sponsorship, the sponsors' names would be eligible for selection, only at the 7th, 8th, 9th, and 10th grade levels. However, the sponsors do have the right to opt for selection earlier, if they so choose.

### **Class Fund Raising Activities**

All fund raising activities shall be limited to the following:

#### **(a) Senior Class Guidelines:**

The senior class will be permitted carnival booths as a fundraiser, which will be conducted by the faculty sponsors for the purpose of paying graduation expenses.

Senior class parents may request and conduct two additional fundraisers. Seniors will have second and fourth choices at selection of their fundraisers.

(b) Junior Class Guidelines:

The junior class will be permitted carnival booths as a fundraiser, and one fundraiser to be conducted by faculty sponsors to fund the prom and banquet. The faculty sponsored junior fundraiser will be first choice in the selection process. Junior class parents may request one additional fundraiser, which will be third choice in the selection process.

WITH ADMINISTRATION AND BOARD OF EDUCATION APPROVAL, JUNIOR PARENTS MAY ELECT TO LEASE AND MANAGE THE CONCESSION STANDS. THE LEASE FEE WILL BE \$3000 PER YEAR FOR REGULAR SEASON GAMES.

Responsibilities and obligations of Junior/Senior Class Parents:

- (1) Organize parent and student work schedules, run the concession stand at all basketball, baseball, and softball games.
- (2) Class parents will establish an independent bank account and be responsible for all money generated from parent-sponsored fundraisers and paying for all expenses associated with those fundraisers including the concession stands.
- (3) All trash from the concession, lobby area, and gym must be carried out after each game. The lobby area and concession stand must be cleaned and mopped after each game. All trash must be picked up and removed from the gym and all spills must be spot mopped. All lobby rugs must be vacuumed.
- (4) Make sure that trash from baseball and softball games is picked up and disposed of properly.
- (5) The parent sponsors will take full responsibility for the sponsorship, planning, organizing, and expenses of the senior trip.
- (6) The junior class parents will lease the concession stand.
  1. All regular basketball, baseball, and softball games including all softball and baseball tournaments.....\$3000.00
  2. Regular season basketball tournaments (3 or 5 day).....\$1000.00
  3. District/Regional/orArea basketball playoffs will be prorated at per game rate equal in value to regular season tournaments.

The fees are to paid no later than March 31th of each year. All money collected from the lease of concession facilities will deposited into the athletic fund to help with the purchase of new athletic uniforms and/or equipment.

- (7) Only Pepsi drink products may be sold at the Arapaho-Butler gymnasium.

Responsibilities and Obligations of Junior/Senior Class Faculty Sponsors

- (1) The faculty sponsors will organize the carnival booths, and provide student work schedules..
- (2) Faculty sponsors will organize and plan the first fundraiser of the junior year. Proceeds from this fundraiser are to be deposited into the junior class account to pay for prom and banquet expenses.
- (3) The faculty sponsors will organize the banquet and prom. (Class parents

are encouraged to help with decorating and supervision of the prom and banquet.

(4) The faculty sponsors will organize and arrange for graduation.

(c) Sophomore Class Guidelines:

The sophomore class will have one fund raiser, which are booths at the school carnival.

(d) Freshman Class Guidelines:

The freshman class will have one fund raiser, which are booths at the school carnival.

(e) Eighth Grade Guidelines:

The eighth grade class will have one fund raiser, which are booths at the school carnival.

With board of education approval, the eighth grade parents may elect to be responsible for the organization and management of one fundraiser to help with the prom expenses.

(f) Seventh Grade Guidelines:

The seventh grade will have one fund raiser, which are booths at the school carnival.

ALL OTHER FUND RAISING ACTIVITIES FOR SCHOOL ORGANIZATIONS SHALL BE APPROVED BY THE ADMINISTRATION/AND OR THE BOARD OF EDUCATION

### **Class Sponsored Fund Raising Activities**

Students in grades 9th through 12th, will be assessed fines for not working their part for class sponsored fund raising activities. The amount of fines will be determined by using the following procedures:

- (1) Recommendation by the majority of class members.
- (2) Approval by sponsor.
- (3) In case of conflict, the principal will have final and non-appealable authority.

### **Guidelines for Class Parties**

- (1) Each class may have one class party sponsored by the school.  
ALL SPONSORS MUST BE ON THE SCHOOL SPONSORED OUTING.
- (2) Trips must be limited to 5 hours away from the school. Example: Leave at 5:00 and return at 10:00.
- (3) No class parties shall last past 10:00 p.m.
- (4) Students may not invite guests to their class party. Invitations make the group too large to effectively sponsor.
- (5) All class parties must be confined to Custer County.
- (6) No swimming activities will be allowed.
- (7) Class parents or other parents may wish to entertain the class with parties. These parties will not be a school sponsored event unless all above guidelines are met.

## HONORS AND AWARDS

Throughout the school year various honors and awards are earned. At the conclusion of the year at an assembly or awards banquet, the earned recognition will be made. The following are listed as part of those to be expected.

### **Scholastic Award**

A scholastic award is presented to the student in grades 7, 8, 9, 10, 11, and 12 with the highest scholastic average for two semesters. The semesters included are the last semester of the previous year and first semester of the present school year. In case of ties, duplicate awards will be given.

### **Attendance Awards**

Students who have been neither absent nor tardy for the entire year will be given attendance certificates. These may accumulate for consecutive years and awards will be given accordingly. (Refer to Types of Absences)

### **Best Citizens**

This award is given to the senior boy and senior girl who, in the opinion of the high school faculty, is the best citizen.

### **American Youth Foundation Award**

The American Youth Foundation Award, (I Dare You Award), is given to the girl or boy of the senior class that academically ranks third in grade average.

### **All Around Boy and Girl**

The faculty will nominate three boys and three girls from the senior high school (10-12), and three boys and three girls from the junior high school (7-9) who, in their opinion, show achievement in all areas of school life. The senior high student body will then, by secret ballot, select the All-Around Girl and Boy. The junior high student body will select for the junior high honor in the same manner as described for senior high.

### **State Honor Society**

The 10% of the high school student body (9,10,11,12) making the highest average in the school during the previous two semesters is nominated to the State Honor Society. The 10% of the junior high student body (7 & 8) making the highest average in the school during the

previous two semesters is nominated to the State Honor Society.

The membership in the society will be based on grade average only.

### **Academic Team Awards**

AWARDS: Academic team members will receive letter awards at an awards banquet held near the end of the year. These awards will be based on faithful performance and participation which will be determined by the team coach and principal. Only players that complete the season may earn a letter, but exceptions to this rule may be made for illness, injury, or reasons beyond the control of the players. Eligible Academic team members may purchase letter jackets upon entering the ninth grade.

### **Honor Roll**

After grades have been posted on the report cards, the principal will determine those students that have earned a place on the honor roll for the last grading period. The Superintendent's Honor Roll shall contain the names of those students with all grades of 90 and above. The Principal's Honor Roll shall contain the names of those students with all grades of 80 and above.

### **Valedictorian and Salutatorian Senior High**

At the end of the senior high years, a valedictorian and salutatorian are selected. They are determined in the following manner.

The Board of Education has adopted a policy stating that the valedictorian and the salutatorian grades, for senior high, will be figured from the scores of the following required core classes: (The last semester of the senior year will not be included in the average.) These are the required units that will be averaged: 4 units of English, 3 units of math, 3 units of science, (If more than 3 units of math or science are taken, that unit will be included in the average.) 3 units of Social Studies, (which shall include: 1 ½ unit of American History and 1 unit of Government, ½ unit of Oklahoma History, ½ unit of World History), ½ unit of speech, and 1 unit of arts. If more than 1 unit of the arts is taken, the average of those units will be used to determine honors for this 1 unit score.)

When more than one student has a GPA of 4.0 or higher from grades 9-12 in the required core courses, multiple valedictorian awards may be presented to those students. If one student or no student has a GPA of 4.0 or higher, the highest grade average from the required core units listed above will be valedictorian and the second highest will be salutatorian. If there is multiple valedictorian awards presented, the two highest grade averages will be student speakers at graduation.

### **Board Policy for Transfer Students**

The Board of education has adopted a policy stating that any student who has the highest grades earned at Arapaho-Butler School, and has attended at least three (3) consecutive semesters prior to selection will be eligible to compete for valedictorian and salutatorian. The numerical average of corresponding letter grades transferred in by a student will be used.

## **Valedictorian and Salutatorian Eighth Grade**

At the end of the eighth grade, a valedictorian and salutatorian will be selected. The grade averages of all classes will be used in determining honors. For determining valedictorian and salutatorian for the eighth grade, three semesters are averaged. The three semesters are the two semesters of the 7th grade, and the first semester of the 8th grade. If a tie exists when grades are rounded to the tenths place (rounding the numeral five up), a co-valedictorian and/or co-salutatorian will be named.

Beginning with the 2012-2013 school year, Arapaho-Butler seventh and eighth grade students may earn high school credits for Geography and Pre-Algebra courses. Elective credits will be awarded for these courses. These credits will not be used in determining class rank for graduation seniors. Grades earned in these courses will be used in determining 8<sup>th</sup> grade valedictorian and salutatorian.

## **Eighth Grade Graduation Requirements**

In order for a student to participate in the eighth grade commencement exercises, a student must pass four-sevenths (4/7) of their academic work.

## **Athletic Awards**

Athletic awards are given at an awards banquet held near the end of the school year. This banquet is planned and directed by the athletic department.

Letters in basketball are earned by participation in high school athletics for students in grades 9 through 12. Only players that complete a season may earn a letter, but exceptions to this rule may be made for illness, injury, or reasons beyond the control of the players.

## **National Scholar Athletic Award**

The National Scholar Athletic Award will be presented to the female and male high school athlete (junior or senior) with the highest grade point average of all classes. Grades for determining honors will be based on the previous two semesters. If a tie exists when grades are rounded to the tenths place, the award will be given to the athlete who has participated with the most playing time in a combination of team sports.

## **Future Farmers of America**

Awards and honors for FFA will be given at the FFA Banquet. This event is held in the spring of each school year and is under the supervision of the Vocational Agriculture Instructor and the FFA club officers and members.

## **Class Awards**

Awards may also be given in subject areas such as music, science, history, English, speech, mathematics, business, home economics, etc. They recipient will be selected by the class instructor and will be based upon outstanding achievement in that class subject.

### **Student of the Month (Oklahoma Bank & Trust)**

Members of the high school staff are encouraged to make nominations monthly for the Arapaho-Butler Student of the Month Award. Students in grades 9-12 will be eligible for nomination, but priority should be given to upper classmen. A teacher selection committee will then select the student of the month based on all teacher nominations. The selection will be based on how well the overall student meets the following criteria:

1. GPA
2. Attendance
3. Attitude
4. Leadership
5. School Spirit
6. Special honors or awards received

A student may only receive this award once during the school year.

### **Other Awards**

When organizations, such as the Masonic Lodge, Daughters of the American Revolution, or others desire to honor a student(s) of our school, such permission will be granted upon the recommendation of the principal or superintendent.



## DISCIPLINE

The desire of the Arapaho-Butler Board of Education is that school will be held and maintained in an orderly fashion. It is their firm belief that students cannot learn if they are not well-mannered in the classroom and in the accompanying school activities.

The Arapaho-Butler Board of Education maintains that the type of punishment will be left to the discretion of the classroom teacher, with the approval of the principal, with the understanding that proper discretion will be used at all times. Corporal punishment may be administered when necessary. This shall be done with discretion and in the presence of a witness.

Nothing in this discipline policy shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel and due process in cases which may end in suspension.

This policy shall be interpreted by the principal and his designees in a manner which they deem just, given the circumstances of the individual case. Additionally, ADMINISTRATORS SHALL HAVE THE AUTHORITY TO ENFORCE OTHER REASONABLE DISCIPLINARY ACTION WHICH THEY FIND WARRANTED BY SITUATIONS NOT COVERED IN THE DISCIPLINARY POLICY.

### Discipline Policy

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individuals and of the school.

The teacher of a child attending a public school shall have the same rights as a parent or guardian to control and discipline such a child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

All students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are examples of these circumstances: The student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or mentally damaging to other people, and whether the incident is isolated or habitual behavior.

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 actions, teacher and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

In considering alternatives for disciplinary action, the faculty and administration of this school district will be using items from the following list. However, the school staff is not limited to these alternative methods, nor does this list reflect an order or sequence of events in disciplinary actions.

- (1) Conference with student
- (2) In-school suspension
- (3) Detention
- (4) Referral to counselor
- (5) Behavioral contract

- (6) Conference with parents
- (7) Changing student's seat assignment or class assignment
- (8) Requiring the student to make financial restitution
- (9) Requiring the student to clean out or straighten items or facilities he or she damaged
- (10) Restriction of privileges
- (11) Involving the police
- (12) Referring the student to an appropriate social agency
- (13) Corporal punishment
- (14) Suspension
- (15) Expulsion
- (16) Any other disciplinary action deemed appropriate to the situation

A copy of this policy will be made available to parents or guardians upon request at any time during the school year.

### **Parents Responsibility**

Discipline is the primary responsibility of the parents and the students while attending our schools and should reflect the parent's obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward the school. To insure student success, parents should, at regular intervals check with school official concerning their child's school conduct.

### **Student Behavior Code**

A student at Arapaho-Butler should be responsible for portraying the actions which will demand the respect for authority, respect for the rights of others and respect for the pursuit of knowledge are characteristic of Arapaho-Butler School students.

- (1) The student's behavior will be conducive to good learning atmosphere.
- (2) All students shall obey and follow instructions given by faculty members.
- (3) No student will violate the rules and/or regulations of the school persistently.
- (4) No student will defy the school administrator's authority.
- (5) No student will disobey a teacher or principal willfully and openly.
- (6) No student will create or attempt to create a classroom disturbance.
- (7) No student will use vulgar or profane language or expressions.
- (8) No student will cause assault or battery on another student or faculty member.
- (9) No student will have continuous unexcused absence or tardies.
- (10) All students will properly respect Arapaho-Butler Schools and community when on school trips, and should act accordingly.
- (11) No student will be guilty of harassment, intimidation, and or bullying.
- (12) No student will show disrespect for school property or cause damage to school property.
- (13) No student will possess alcoholic beverages, drugs, or controlled dangerous substances.
- (14) No student will be allowed to smoke or bring tobacco on the school grounds.
- (15) No student will incite, encourage, promote, or participate in attempts to interfere with the normal education process.
- (16) No student shall be guilty of skipping or cutting class.
- (17) No student will remove their vehicle from the parking lot during school without the

- proper permission.
- (18) No student will refuse to accept the punishment decided upon by the teacher and/or principal without subjecting themselves to suspension from school.
  - (19) Repeated violations or any series of behavioral violations that create a pattern of misconduct may result in suspension.

A student shall be subject to the above conduct code while in attendance at Arapaho-Butler Schools. These general rules of conduct are also in force whether a student is in transit to or from school, or when the student is present on any property which belongs to or is under the control of the Arapaho-Butler Public School District.

### **In School Suspension**

**Students assigned in school suspension may not participate in any school activities on the day they have been assigned in school suspension. Includes but not limited to..athletics, FFA, Cheerleading, TSA, FCA and any after school practices.**

**While students are in ISS, cell phones are prohibited. If student brings a phone to school they must check it in with the principal and it must be picked up at the end of the school day.**

### **Suspension**

The board of education holds the position that a student may be suspended out of school when the student is found to be guilty of any of the following acts:

1. Violation of a school regulation
2. Immorality
3. Adjudication as a delinquent for an offense that is not a violent act
4. Possession of an intoxicating beverage, low-point beer, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school.
5. Possession of a dangerous weapon or a controlled dangerous substance.

The district shall implement the following considerations in making decisions in suspension situations:

1. Before a pupil is suspended out of school for the above-named reasons, the school principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom or in-school detention.
2. A student suspended for more than five (5) days shall be given an educational plan.
3. The parent or guardian of a student suspended out of school for the above-named reasons shall provide a supervised, structured environment for the student and bear responsibility for student's educational progress.
4. The school administration shall provide an education plan designed for the

eventual reintegration of the student into school.

- a. the plan need provide only for the core units (English, math, science, social studies, and art).
  - b. the plan shall set out the procedure for education.
  - c. the plan shall address academic credit for work satisfactorily completed.
5. Suspended students on an individualized education plan shall be provided the education and related services in accordance with the student's IEP.
  6. The board of education supports the concept that if work is satisfactorily completed during suspension and satisfactory test grades are achieved, the student should receive a sufficient credit for a passing grade in the class.
  7. Suspended students may make up work missed however they will only be awarded 70% of the actual grade made. This applies to both tests and daily assignments.
  8. Suspended students may not attend any school activities during the course of the suspension. Suspended students are prohibited from school grounds unless approved by the administration.

### **Suspension for Possession of Firearms**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer. The Superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon ( including starter gun) which will or is designed to or many readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statues, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

“...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, weather such

weapon is concealed or unconcealed.”

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student’s IEP team to be unrelated to the student’s disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student’s IEP team determines that the violation is related to the student’s disability, the student may be suspended for up to 10 days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child’s IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent’s designee. Disciplinary action will be on a case-to-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to law enforcement as per state law requirements.

### **Due Process**

The superintendent and/or principal shall have the authority to suspend a student. Before suspending a student, the student shall be given oral or written notice of the charge and, if the student denies it, an explanation of the evidence and an opportunity to present his or her side of the story. Students whose presence imposes a continuing danger may be removed from the school immediately. Written notice and a hearing shall follow as soon as possible.

### **Student Appeal**

A student whose suspension is for a period of ten (10) days or less may appeal the decision of the principal to a committee composed of administrators and teachers. The committee shall, upon full investigation of the matter, determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The committee's decision may be appealed to the board of education.

A student suspended for longer than ten (10) days may request a review of the suspension with the administration of the district. If the administration does not withdraw the suspension, the student shall have the right to appeal to the board of education. The board of education may conduct the hearing and render the final decision or may appoint a hearing officer to conduct the hearing and render the final decision.

The decision of the Board of Education, or the hearing officer, shall be final.

## **Alcoholic Beverages or Controlled Dangerous Substances**

Alcoholic Beverages, drugs, and the consumption of drugs have no place in school. It shall be the policy of the Arapaho-Butler Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or said student has in his or her possession any of the following:

- (1) non-intoxicating beverages;
- (2) alcoholic beverages; or a
- (3) controlled dangerous substance

Teachers who have reasonable cause shall immediately notify the principal. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter.

Any suspension and/or search of said student shall be subject to any applicable school policy or state law.

### **Alcoholic Beverages**

Any student possessing, consuming, or under the influence of alcoholic beverages during school or at any school activity will be dealt with in the following manner:

- 1st time--May result in up to 5 days suspension from school
- 2nd time-- May result in suspension from school (shall not extend beyond the current school semester and the succeeding semester.)

### **Drugs**

Any student possessing or consuming any narcotic drug, marijuana, stimulant, or barbiturate shall be dealt with in the following manner:

- 1st time--May result in up to 10 days suspension from school
- 2nd time--May result in suspension from school (shall not extend beyond the current school semester and the succeeding semester).

The selling of any narcotic drug, marijuana, stimulant, or barbiturate shall be dealt with in the following manner:

- 1st time--May result in suspension from school (shall not extend beyond the current school semester and the succeeding semester).

### **Drug Free Zones**

Arapaho-Butler Public Schools, in compliance with HB-1442, has adopted the following drug-free zone policy:

Drug-free school zones are areas surrounding each school beginning at the outer-most boundary of the school property and extending 1000 feet from that point. It shall be unlawful for any person to distribute, dispense, or possess with intent to distribute a controlled, dangerous substance or imitation controlled dangerous substance, as defined by Section 2-101 of Title 673 of the Oklahoma Statutes, while on any school property used for school purposes which is owned by any private school, public school district, or vocational-technical school district, or within one thousand (1,000) feet of any such school property or while on any school bus owned or operated by any private school, public school district, or vocational technical school district. Any person convicted of violating this section shall be guilty of a felony and shall be sentenced to a term of imprisonment for not less than five (5) years nor more than twenty (20) years and a fine of not more than one hundred thousand dollars (\$100,000.000).

## **\*\*Cellular Phone and Paging Devices**

All pagers, cellular phones, or any other electronic devices, (walkman, mp3 players etc.), must be turned off and out of sight during regular school hours (8:00 a.m. till 3:15 p.m.) and also remain off on regular bus routes. These devices interrupt class time and are disturbing to fellow students and teachers. If any of the above devices are left on and used during the regular school day, the following rules apply:

1<sup>st</sup> offense: The student's phone or device will be confiscated by the teacher and brought to the office. The student will be required to meet with the principal to get the phone back. Depending on the exact circumstances of the infraction the student will be disciplined at the discretion of the principal. The punishment assessed may range from verbal warning to suspension from school.

2<sup>nd</sup> & subsequent offense:

Upon second and subsequent offense the student may face more substantial penalties ranging from in school detention to suspension from school. The exact nature of the offense will be the determining factor in the severity of the penalties imposed. The student's phone will not be returned until a conference has been held with the student's parent or legal guardian.

In addition, Arapaho-Butler Public Schools assumes no responsibility for lost, stolen, or broken phones or other electronic devices.

## **Weapons and Dangerous Instruments**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a dangerous weapon as defined by the laws of the State of Oklahoma. Examples of this would include knives, guns or other weapons, dangerous instruments, fireworks or any other object that can reasonably be considered a weapon. Disciplinary actions will be taken by the proper school officials regardless of whether charges result if the misconduct occurs during the school hours, on school property, or at any school sponsored activity.

The superintendent or principal of Arapaho-Butler Public School District or any teacher, or security personnel, shall have the authority to detain and authorize the search, of any pupil or pupils on any school premises or while in transit under the authority of the school, or any function sponsored or authorized by the school for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act and hereafter referred to as controlled dangerous substances. The superintendent or principal authorizing such search shall notify the local law enforcement agency which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search. The search shall be conducted by a person of the same sex as the person being searched.

The superintendent, principal, teacher, or security personnel authorizing the search shall have authority to detain the pupil or pupils to be searched and to preserve any dangerous weapons or controlled dangerous substances that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or pupils or to preserve any dangerous weapons or controlled dangerous substances.

In compliance with the Gun-Free Schools Act of the Elementary and Secondary Education Act of 1965, Arapaho-Butler Schools shall suspend a pupil bringing a gun to school. The suspension shall be for a period of not less than one year, except the superintendent may modify the expulsion requirement of a case-by-case basis.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education or the school district by any pupil suspended under this section. (70-24-102)

### **Student Search**

The legality of a search of a student should depend simply on the reasonableness, under all the circumstances, of the search. Under ordinary circumstances, a search of a student by a teacher or other school official will be justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

### **Privacy Rights**

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

### **Prohibition of Gangs & Gang-Related Behavior/Incidents**

A gang-related incident in our school creates an atmosphere of intimidation and harm. The more presence of such conditions is disruptive and potentially dangerous.

It is, therefore, the policy of Arapaho-Butler Public Schools those gangs and gang-related behavior or incidents are prohibited in Arapaho-Butler Public Schools.

Definitions and Descriptions of what is prohibited:

- A. Gangs---Any assembly of individuals who gather together on a continuing basis, whose purpose the district reasonably believes is to commit antisocial behavior or to violate school district policy.
- B. Gang-Related Behavior or Incidents---Any behavior or event, including, but not limited to the following items, which has the effect of disrupting school activities or which fosters, enhances or encourages gang activity in Arapaho-Butler Public Schools.
  - 1. Possession, wearing, use, distribution, or display of any sign, symbol, badge, color or other items that is evident of affiliation with, or membership in, a gang. Students will not be permitted to wear their pants below the waistline (sagging and dragging) or wear their caps, bandannas, handkerchiefs, or any other item associated with gang-related behavior.
  - 2. Participation in any act, either verbal or nonverbal, to include gestures,



expressions, handshakes, etc. that may indicate an affiliation with, or membership, a gang.

3. Participation in any act that may further the interest in gang affiliation or gang membership.

4. Participation in any act that may be evidence of intimidation, threats, "pay for protection," or any other behavior of potential violence.

5. Participation in the writing, painting or inscribing of gang-related graffiti, to include messages, symbols, or signs on school property.

6. To assemble or congregate as a gang or members of a gang for any purpose.

A student that engages in gang-related behavior or incidents, will be subject to suspension, expulsion, or other disciplinary actions deemed appropriate by the teachers and/or administrators.

### **Fighting**

Fighting is unacceptable behavior and has no place in school. Because of the potential for serious injury and disruption, fighting will be dealt with severely. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence.

Students must make every effort to avoid involvement in a fight or they will be subject to disciplinary actions deemed appropriate by the teachers and/or administrators. In a case involving excessive violence or physical damage, suspension may be extended into the following semester or the entire school year.

### **Hazing**

No hazing of any type will be permitted by any employee, student, or anyone connected with school sponsored activities during the time school approved activities are taking place. Any injury or other acts that may result in litigation will be the responsibility of the individual, if litigation results from hazing activities.

### **Harassment, Intimidation, and Bullying**

Harassment, intimidation, and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include but are not limited to: gestures; written, verbal, or physical acts; electronic communication including text messages and social media post; and/or digital photographs of a threatening or demeaning nature. Harassment, intimidation, and bullying are unacceptable behavior and will not be tolerated.

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 the 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 of facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. 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.

### **\*\*Use of Tobacco**

The use and/or possession of tobacco products/vapor cigarettes or E-cigarettes are prohibited and any student who violates this rule is subject to disciplinary action.

- 1st Offense: May result in up to in-School Detention for 3 days or 3 swats  
2nd Offense: May result in up to 3 days suspension from school.  
3rd Offense: Subsequent violations could result in expulsion for the remainder of the year.

### **Driving**

Students driving cars to school must have **valid driver's license** and park their vehicles at its proper place upon arrival at school. Students are not permitted to remain in their vehicles. **STUDENTS ARE TO STAY OUT OF ALL VEHICLES BEFORE SCHOOL, DURING THE NOON PERIOD, AND DURING THE SCHOOL DAY.**

All traffic rules should be carefully observed. Speeding, reckless operation or making excessive noise on school property is 10 mph.

Cycles should be parked in the northwest corner of the parking lot. Rules that apply to vehicles also apply to cycles.

Any student that violates any of these rules shall be dealt with the following discipline.

- 1st time--warning  
2nd time--2 swats or 2 days suspension  
3rd time—May result in loss of driving privileges

## **\*\* Dress Code**

Students are expected to dress in a manner which is considered proper and suitable for a modern school. Students are expected to dress appropriately at school, and at all school activities and/or school sponsored trips. Any student that cannot do this will be sent home to change clothes and wear more proper attire. Class time missed will be coded as unexcused. The following are some regulations that are expected of the students of our school system:

- (1) The students dress and grooming shall not lead school official to believe that such dress and grooming will disrupt, interfere with, disturb, or detract from school activities.
- (2) The students dress and grooming shall not create a health or other hazard to the student's safety or the safety of others.
- (3) No conspicuous or ridiculous costume or attire can be worn that will distract other students attention or detract from a learning environment.
- (4) Tank tops, tops with excessively low necklines, tube tops, crop tops, halters or strapless dresses without a covering shirt, blouse, or jacket are inappropriate.
- (5) Running shorts are not allowed at school. Shorts must be within six inches of the knee. (Measured with knee on the floor to the bottom of hem line).
- (6) Jeans with holes, vents, and slits, six inches above the knee, which expose skin or undergarments will not be allowed.
- (7) Mini skirts or short dresses must apply to the six inch rule.
- (8) **Legging pants will only be allowed if skirt, shorts or top meets the appropriate length requirement.**
- (9) Tight sweat pants are not allowed.
- (10) Hats, caps, and non-prescription sunglasses are not to be worn inside the building. Any kind of head cover or forehead bands are to be removed when the student enters the building.
- (11) Any garment with decorations, patches, lettering, advertisements, etc., that may be considered obscene, offensive, or lewd is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, beer, wine, or any type of alcoholic beverage advertisement on the garment. (Examples: Big Johnson, Beavis & Butthead, Bart Simpson, Coed Naked)
- (12) Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso at all times, even in movement. Shirts should cover the entire crown of the shoulder.
- (13) Jeans, slacks, shorts, or pants must be worn at the waistline.
- (14) Pajama pants are not permitted unless it is a designated spirit day.

Any student that violates any of these codes shall be dealt with the following discipline:

1st time—class time missed will be coded as unexcused and 1 day detention

2nd time—class time missed will be coded as unexcused and 3 days detention

3rd time—class time missed will be coded as unexcused and 3 days of in-school suspension

### **Sitting on Desks**

Students are not allowed to sit on top of desks or table tops. If a warning is not sufficient other disciplinary measures will be taken.

### **Vending Machines**

Students may use vending machines before school, at noon, or after school hours.

### **Eating in Classrooms**

There will be no eating of food, candy, or drinks in the classrooms. Pop is not permitted away from the lobby and lounge area. On special occasions, if permission has been given by the principal and the teacher, pop will be permitted in a classroom.

### **Gum Chewing**

Gum chewing will be permitted during the noon hour, and during class only if permission has been given by the classroom teacher. Candy may be eaten during the noon hour only, never in class.

### **Student Relationships**

Only reasonable affection between the sexes will be tolerated. Excessive affection will be reprimanded. Examples of cases that will not be tolerated are: kissing, cuddling, arms around each other, and sitting in one another's laps. Cases will be dealt with on an individual basis.

### **Tardiness**

A student will be considered tardy upon entering the classroom after the scheduled beginning of the class. Tardies which appear justified due to emergency conditions may be excused. However, there will be practically no excused tardies. Tardies between classes will be handled by the classroom teacher. Tardies at the 1st period or upon arriving at school at other times will need to report to the principal's office.

A tardy will be given if a student is ten minutes or less late to class. A student tardy **more than ten minutes** is considered absent for that class and will receive an unexcused absence if the tardy would have been unexcused.

Excessive unexcused tardies will be subject to disciplinary actions deemed appropriate by the teachers and/or administrators.

### **Attendance**

**TO RECEIVE CREDIT FOR THE SEMESTER, A STUDENT MAY NOT BE ABSENT MORE THAN TEN (10) DAYS, This includes excused and unexcused absences.** Unavoidable emergencies may result in exceptions to this policy upon approval of the principal and superintendent.

A student who is absent without valid excuse four (4) or more days or parts of days

within a four-week period or is absent without valid excuse for ten (10) or more days or

parts of days within a semester will be reported to the students parent(s)/guardian(s) and the Custer County District Attorney. The Arapaho-Butler board of education will notify in writing the Department of Human services of the name of any student who is absent over twenty percent (20%) of the semester without valid excuse. (70 O.S.24-120)

The parents/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S.10-106) Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Custer County District Attorney. (70 O.S. 10-1-5)

When a student is absent for any reason from class, they must come to the office and receive a slip for admittance to class. Each student will be responsible for having their parent or guardian clear their absence. **IF A STUDENT IS ABSENT, THEIR PARENT OR GUARDIAN MUST CALL THE PRINCIPAL'S OFFICE AND CLEAR HIS\HER ABSENCE.** If this is not possible, a note will be accepted and kept on file.

After an absence, an admit slip must be obtained from the principal's office. This should be done before 8:30 a.m. The admit slip will be coded excused, unexcused, and teachers will deal with the student's absence according to the rules for such absence. Students going to their class without an admit will be sent to the office to secure one.

### Types of Absences

- (1) **NOT COUNTED ABSENCE:** School sponsored activities are not counted as absences in the attendance record books.
- (2) **EXCUSED ABSENCE:** There are 4 types of excused absences:
  - (1) Illnesses, (2) Pre-arranged appointments (doctor, dentist, etc.),
  - (3) Prearranged family involvements (funerals, etc.) and (4) Students cleared by the principal or superintendent. **On illnesses, the school should be called before 8:30 on the day of the illness.** If this is not possible, a note will be accepted and kept on file. The parents will be called to verify any absence not called in. On appointments, the school should be notified prior to time for the student to leave for the appointment. On family involvements, the school should be notified prior to time for the student to be gone. If this is not possible then it will be handled in the same manner as illnesses. Although make-up work is allowed, an excused absence is counted toward total absences.Absences for any other reasons may be PERMITTED but will, in most instances, be unexcused. **IN MOST CASES PERSONAL BUSINESS WILL BE UNEXCUSED.** If you have a question about a permitted absence, call the school.
- (3) **UNEXCUSED ABSENCE: Being out of school for any reason other than those listed as excused, will result in an unexcused absence.**  
**Examples: Shopping, hair appointments, car trouble, oversleeping, work, clock trouble, truancy, personal business, pleasure trips, no call from parents (parents responsibility to call school) and absences without prior arrangement with the principal, etc.**

- (4) **DISHONORABLE ABSENCES: Leaving school without permission or being out of school without permission of the school or parents will be considered as a dishonorable absence and will result in punishment that will be dealt with in the following manner:**  
**1st time--2 swats or 2 days suspension**  
**2nd time--3 days suspension**

Students with unexcused or dishonorable absences may make up work missed however they will only be awarded 70% of actual grades made. This applies to both test and daily assignments. After the second dishonorable absence a student and their guardian must have a conference with the principal before the student is allowed to re-enter school.

### **Homework**

Students will be allowed a minimum of a "day-for-a-day" to turn in homework or projects when the student has been absent from class with an excused absence. Students who are absent from class on activities will be given the same day for a day allowance. (Example: A student who is absent for two class periods due to an excused absence or school activity will have two school days to turn in assignments for the classes missed.) The same guidelines should be followed for making up tests, which may have been given during an absence.

### **Closed Campus**

**The Arapaho-Butler School Campus is closed for all students. Students will not be allowed to leave the school campus during the noon period. (Refer to Leaving During the Day)**

### **Leaving During the Day**

Students are required to be at school eight (8) periods each day unless they are enrolled in Vo-Tech school or concurrent enrollment. **UNDER NO CIRCUMSTANCES SHALL A STUDENT LEAVE DURING SCHOOL HOURS WITHOUT PERMISSION FROM THE OFFICE.**

Students desiring to leave school during the day will be required to secure permission from a parent or guardian (via telephone) before permission will be granted by the principal. Such request should be made for medical appointments and illnesses that occur during the school day.

If a student leaves the school grounds during school hours, no matter what the cause, whether by request of a teacher, or for a personal reason, they must report to the principal's office for permission before leaving. Students who have left and are returning to school must be cleared through the principal's office. Any student who leaves the school grounds without written or oral permission of the principal shall be subject to the following discipline.

1st time--May result in up to 2 swats or 2 days suspension

2nd time--- May result in up to 3 swats or 3 days suspension

Any subsequent occurrence may subject the student to suspension for the remainder of the semester or school year.

## **Conduct Off School Premises**

School authorities may discipline pupils for out-of-school conduct having a direct and immediate effect on the discipline or welfare of the school.

An attack on the person, family, animals or property of school officials that has a substantial direct and immediate negative effect on the discipline and effectiveness of a school will result in disciplinary action.

Any pupil found to be in violation of this regulation will be subject to disciplinary action and/or may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester.

## **Detention Hall**

Students may be assigned detention by the principal or any member of the faculty and is for those students with undesirable pattern of attendance, tardiness, or other disciplinary problems.

Detention hall will be held every day necessary after school, before school, or during the noon period. Each student will be required to complete any work designated by the teacher in whose class the student was a disciplinary problem. If a student is placed in detention hall by the principal, the student is to do the work designated by the principal.

All detention time will be made up on the day the detention slip is issued except in unusual circumstances, in which the student should always gain permission from the principal or teacher. It is the responsibility of the student to make sure that he is properly checked in and out of detention hall.

A student may miss detention hall for a doctor's appointment, illness, or being absent that day. Any student who misses detention (for reasons other than those listed above) will be subject to the following disciplinary action:

- 1st time--double detention time
- 2nd time--triple detention time
- 3rd time--2 swats

## **SCHOOL POLICIES/FUNCTIONS**

### **Remediation Policy**

It is the policy of Arapaho-Butler Public Schools to provide remediation for all students not scoring at the satisfactory level on all state mandated tests. Certified staff members will provide remediation during the school day.

### **Moment of Silence**

It is the policy of the Arapaho-Butler Public Schools for each teacher to observe a moment of silence at the beginning of first hour daily. This policy allows the opportunity for each student, and staff member to pause for reflection, meditation, or private prayer, in accordance with each individual's personal beliefs.

### **Library**

Arapaho-Butler Schools maintains a library for use of both the high school and the junior high school. A librarian is employed to care for the library and to assist students in finding materials. It is a privilege to use the library and students should act accordingly.

### **Physical Fitness Policy**

It is the policy of Arapaho-Butler Public Schools to encourage all students to enroll in a physical education class or competitive athletics. We believe those courses are very beneficial to all students by promoting an increased level of activity and a healthier life style.

### **Internet Policy**

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

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

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



to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signature of the student and his/her parent or guardian.

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

### **Personal Responsibility**

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

### **Terms of the Permitted Use**

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

### **Acceptable Uses**

1. **Educational Purposes Only.** The school district is providing access to its computer networks and Internet for educational purposes only. If he user has any doubt about whether a contemplated activity is educational, the may consult with the person(s) designated by the school to help if a use is appropriate.
2. **Unacceptable Uses of network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with copyright symbols, the user should assume that all materials are protected unless there us explicit permission on the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation( harming another's reputation by lies); employ another's password or some other users identifier that misleads message recipient's into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not

- disclose or share your password with others; do not impersonate another user.
- D. Uses that are commercial transactions. Students, staff and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationally, religion, or sexual orientation.
  - C. Do not assume that a sender or e-mail is giving his/her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objections.
  - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to accommodate by the recipient's system and is in a format that the recipient's can open.
4. **Cyber Bullying-** Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This included but is not limited to the following:
- A. Sending mean or threatening messages via email, IM (Instant messaging), or text messages.
  - B. Spreading rumors about others through email, IM, or text messages.
  - C. Creating a Web site or MySpace (or other social networking) account that targets another student or other person(s).
  - D. Sharing fake or embarrassing photos or videos of someone with others via cell phone or Web.
  - E. Stealing another person's login and password to send mean or embarrassing messages from his/her account.

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

## **Internet Safety**

### **Introduction**

It is the policy of Arapaho-Butler Public Schools to:

- (a) prevent user access to or transmission of inappropriate material (by both minors and adults) via Internet, electronic mail, or other forms of direct electronic communications over its computer network;
- (b) prevent unauthorized access and other unlawful online activity;

- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47USC254(h)].

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.<sup>1</sup>

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information by both students and staff.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to appropriate staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of Arapaho-Butler Public Schools' online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of Arapaho-Butler Public Schools' staff at each location to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Arapaho-Butler Public Schools' designated Information Technology staff representatives.

Arapaho-Butler Public Schools' staff at each location will provide age-appropriate training for any students who use Internet facilities. The training provided will be designed to promote Arapaho-Butler Public Schools' commitment to:

- (a) The standards and acceptable use of Internet services as set forth in Arapaho-Butler Public Schools' Internet Safety Policy;
- (b) Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while online, on social networking Web sites, and in chat rooms; and
  - iii. cyberbullying awareness and response.
- (c) Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, each student will acknowledge that he/she received the training, understood it, and will follow the provisions of the district's acceptable use policies.

### Adoption

Arapaho-Butler Public Schools updated and adopted this revised Internet Safety Policy at a public meeting, following normal public notice.

#### <sup>1</sup> CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

- A. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
- B. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
- C. HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- 1. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- 2. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

### Lockers

A hall locker will be assigned to each student. If necessary, students will be required to share lockers. Students may place a personal combination lock on their locker if they provide the combination to the office.

Visits to a locker should be made at the opening of the school day, between classes, before lunch, and at the day's end. Visits during the class time should be eliminated entirely in most instances. Place all books and belongings not being taken with you, inside your locker. Items not properly cared for will be confiscated. **Students should not exchange lockers without permission from the office. Keep lockers neat and clean at all times and close doors quietly.**

The school assumes no responsibility for books, articles, or valuables missing from a student's locker. Keep lockers locked and valuables out of lockers.

### **Book bags**

Students **will be permitted** to bring book bags or backpacks on the school campus. Garment and athletic bags are permitted, but upon arrival should be taken directly to the locker room in the gymnasium and stored in the appropriate locker.

### **Textbooks**

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN FINES.** Students will be required to pay for lost or damaged textbooks.

### **Meeting and Events**

All meetings and events are to be scheduled through the office of the principal one week before the activity. Unforeseen meetings and events will be scheduled by the principal on an individual basis.

### **Office Procedures**

Students will not be allowed to loiter in the office area before, during, or after school. Students needing to take care of school business may do so from the classroom phone that they are in with permission from the teacher. Students are not allowed behind the secretary's desk with the exception of office aides.

### **Telephone**

**The school phone is for business purposes only. A student will not be called out of class to answer calls except in cases of emergency.**

**A student will only be allowed to use the phone because of unforeseen circumstances that could not be taken care of after school. Use of the phone must first be cleared through the classroom teacher.**

### **Gymnasium Rules and Regulations**

The Arapaho-Butler Board of Education has adopted a policy stating that all 7-12 students enrolled in basketball, with special permission from their coach, may use the (1970-1971) school gymnasium outside school hours. When students wish to use the gymnasium for practice, they must obtain the gymnasium key from their coach or his designee. **EACH COACH WILL BE RESPONSIBLE FOR THE SUPERVISION OF THEIR PLAYERS AND THOSE INDIVIDUALS WHO WERE ISSUED KEYS.**

Any player wishing to use the gymnasium outside the school hours must follow the rules and regulations established in those policies established by the Arapaho-Butler administration and Board of Education, as well as the following guidelines.

1. The use of the facility by other Arapaho-Butler students or groups must be approved by the administration and/or coaching staff.
2. The use of the facility by students or individuals that are not currently enrolled at Arapaho-Butler School must be approved by the administration.
3. Students may not use the gymnasium when other organized school activities are occurring on the Arapaho-Butler school campus.
4. Basketball shoes will only be permitted on the playing surface. Do not use basketball shoes that have been worn outside.
5. Basketball balls are not to be removed from the gymnasium.
6. Door leading outside must remain closed and locked. Students are not allowed to open the door for any individual who is not currently enrolled in basketball in grades 7-12.
7. Students are asked only to enter into their own dressing rooms.
8. Students are asked to maintain dressing rooms, equipment, and all facilities.
9. Keep all valuable items locked.

**INDIVIDUALS MUST IMMEDIATELY REPORT ANY DAMAGE, INAPPROPRIATE USE, OR PROBLEMS THAT ARISE WHILE USING OUR GYMNASIUM.** Individuals who do not abide by the above mentioned guidelines will be subject to disciplinary action and/or losing practicing privileges.

The 2011 Arapaho-Butler gymnasium and weight room will be available for practice, outside school hours, for Arapaho-Butler students that are currently enrolled in organized athletics. Students will be allowed to use the facilities with direct supervision from any member of the coaching and or administrative staff.

We feel that serious basketball practice, outside of school hours, is essential to the growth and development of every dedicated basketball player. We ask for your help in keeping our gymnasium a beneficial place of practice.

The coach or supervisor in charge has the authority to ask players, who do not abide by the rules and regulations, to leave the gymnasium. Players who do not abide by the above rules and regulations will be subject to disciplinary action and/or they may lose their practicing privileges.

### **Care of School Property**

The building and grounds reflect our prides in our school. We earnestly desire the help of the student body in improving the appearance of the school by always leaving an area as clean and nice as it was upon your arrival there. In many instances you may need to care for the clutter that another has left before you, please don't add to the clutter. Each student should feel an individual responsibility for the cleanliness, neatness, and beauty of our school.

Under no condition should one mark on the walls, desks, or in anyway deface school property. The destruction of school property will merit drastic punishment. Section 526 School Laws of Oklahoma (1971) makes a parent or guardians responsible up to \$1500 for willful destruction of school property by their children.

### **Disaster & Safety Drills**

The School District will conduct ten (10) safety drills each year. The superintendent shall be responsible for ensuring that all ten (10) drills have been appropriately conducted at each school site within the school district. It shall be the duty of the site principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills. The ten (10) drills shall consist of the following:

1. **Lockdown drills.** A minimum of two(2) lockdown drills shall be conducted at each site within the school district each school year. No lockdown drill can be conducted at the same time of day as a previous lockdown drill in the same school year, and no more than two drills shall be conducted in the same semester. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school.
2. **Fire Drills.** Each school site shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. **Intruder drills.** Each school site shall conduct a minimum of two (2) intruder drills per school year. Intruder drills are conducted for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill shall be conducted within the first fifteen (15) days of each semester.
4. **Tornado drills.** Each site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the month of September and March.
5. **Safety drills.** Each school site shall conduct a minimum of two (2) safety drills per year that can consist of any of the aforementioned drills.

Documentation of completion of the drills shall be maintained. Records for each fire drill shall be preserved in writing for at least three years and made available to the State Fire Marshal or the marshal's agent upon request. The school district shall document all other safety drills in writing and by school site with a copy of Institute for School Security Resources.

During tornado and fire drills teachers will accompany students with their roll books. The teachers should check the class rolls when all students have assembled away from the danger. In a fire drill, all students should remove themselves at least 150 feet from the exits, face away from the building, answer roll call, and remain quietly until the all-clear has been given.

### **Tornado Drill Plan**

All students and staff will take shelter in the four (4) safe rooms, which are located on the east end of the high school wing. Administrators and teachers will direct students to the appropriate room.

## **Bad Weather Information**

At times it becomes necessary to cancel school due to adverse weather conditions. To make calling unnecessary and for your convenience, parents who supply the high school office with a current phone number will receive school closing information via School Reach automated call service. In addition listed below are the television and radio stations that will announce when there is to be no school:

KWTV	TV	CH 9
KFOR	TV	CH4
KOCO	TV	CH5
KWEY95.5	FM	
KWEY1590	AM	

## **Rest Rooms**

The rest rooms are yours. Each student should take pride in keeping markings and disfigurations of any kind from the walls. We are sometimes judged as a school by the condition of the rest rooms and halls of our buildings. Dispose of towels in the baskets provided for them. Each student's help in proper use and care of the rest rooms is appreciated.

## **Cafeteria Payment Procedures**

Arapaho-Butler School District uses a meal accounting system in the cafeteria. Each student is assigned a meal number. **PREPAYMENT IS PREFERRED.** Lunch and breakfast money is deposited in the student's account. Each time the student eats, the meal is deducted from his/her account. Statements will go home at the end of each month. **All charges will be due on the tenth (10th) day of the following month.** In case of charges/services, no student may exceed \$25.00. If a student's account exceeds \$25.00, the school has the option to deny further charges/services. It is our desire that no student goes hungry or undernourished. If it becomes impossible for parents to pay a student's meals, the parents should contact the superintendent. When it is determined that a necessity exists, proper arrangements can be made. Cafeteria prices: 7-12 grades Breakfast \$1.00 Lunch \$2.10 Adult Lunch \$ 3.55

## **School Bus Policies**

Bus routes are established to give the best possible service to all individuals. They will come as close as possible to every child's home, but they should not be expected to leave maintained roads when doing so. If road conditions are difficult, route changes may occur during the difficult time.

The bus driver is the sole authority over the passengers on his bus. He is expected to keep good order and discipline at all times. The driver has been given the authority to remove any student from the bus when such student persists in disobeying regulations. The bus driver is granted the same authority to correct an unruly child on a bus as is granted to a teacher within a classroom. A full report of problems encountered by the driver will be given to the superintendent or principal.

Buses should not arrive at school earlier than 8:00 each morning. The driver must



maintain a regular schedule, so students must be prompt in arriving at the loading points. Drivers are instructed to wait three minutes, then if the passenger is not in sight, to proceed. Parents can help the driver immensely if they will notify him on the days their children will not ride the bus.

The school will do everything in its power to provide safe buses and competent drivers for each route. School bus safety laws state that automobiles approaching a stopped bus must come to a complete stop regardless of the direction of travel they are pursuing. The auto must remain stopped until the flashing red stop lights of the bus have stopped, or until the bus is again in route.

### **Bus Safety Rules**

For each person's own safety, the following rules should be observed at all times.

- (1) Never step off or onto a bus until it has come to a complete stop.
- (2) Never leave your seat while the bus is in motion.
- (3) Never yell or cause commotion which will distract the driver.
- (4) Never fight or scuffle on the bus.
- (5) Do not throw paper, books, or any other objects while on the bus.
  
- (6) Smoking or tobacco on school buses is forbidden to all passengers including adults and drivers.
- (7) Firearms, gasoline, or any explosive materials must not be taken aboard a bus which is transporting children.
- (8) Students that must cross the road after dismounting should always go in front of the bus.
- (9) Do not mark any part of the bus by scratching, writing, or defacing it in any manner.
- (10) The rear door of the bus is for emergency use only and shall not be used at any other time.
- (11) Never put your hands or head out of the bus window. Injury could result.

### **School Equipment**

State school law does not permit the loaning of school equipment. No equipment should be removed from the building without permission of the superintendent and then only under supervision of a faculty member or other official of the school.

### **Student Lounge Rules**

The student lounge area is directed by the Student Council. Rules have been made to facilitate the lounge operation. It needs care from the whole student body. Each person is expected to contribute to the care and neatness of the area.

Some general rules that apply to the student lounge are as follows:

- (1) Never sit or lean on the tables.
- (2) Keep all four legs of the chairs on the floor.

- (3) Each person should remove their own trash and drinks from the tables and place it in the proper containers before they depart from the lounge.
- (4) Never remove drinks from the lounge area without permission.
- (5) Only important and pertinent information should be posted on the bulletin board.
- (6) A person designated by the Student Council will check the area each day.

### **Custodial and Non-custodial Parental Rights**

It is the policy of the Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction should also be filed with the school.

All staff members are instructed to refer any questions to the appropriate building principal or the superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at School; and to participate in parent and teacher conferences (not necessarily together in the same conference).

### **Student Directory Information**

This district will maintain and release "directory information" without the parent's or guardians prior written consent, unless the parent or guardian informs the district that any or all of the following information should not be released without prior consent.

"Directory information" is defined as these:

- (1) Student's name
- (2) Address, telephone
- (3) Date and place of birth
- (4) Grade level classification
- (5) Student's participation in officially recognized activities and sports
- (6) Weight and height of members of athletic teams
- (7) Dates of attendance, dates of enrollment, withdrawal and/or re-entry
- (8) Diplomas, certificates, awards and honors received

Each year the district will give public notice of the categories of information which it considers directory information regarding students in the district. The school will allow ten days from date of such public notice for parents and guardians to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior consent of parent or guardian. If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

## **Notification of Rights under FERPA**

The Family Educational Rights and privacy Act (FERPA) affords parents and "eligible students" over 18 years of age certain rights with respect to their child's education records. They are:

- (1) The right to inspect and review the child's education records within 45 days of the day the District receives a request for access.  
Parents or eligible students must submit a written request to the school principal or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school administrator will make arrangements for access to the education records and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request correction of the child's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the child's privacy rights.  
Parents or eligible students may ask the school district to amend a record they believe is inaccurate, misleading, or otherwise in violation of the child's privacy rights. They must submit a written request to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading or otherwise in violation of the child's privacy rights.  
If the school district decides not to make changes in the record as requested, the school district must notify the parent or eligible student of the decision and advise them of their right to a formal hearing regarding the request for correction. Additionally, information about hearing procedures will be provided to the parent or eligible student at the time of this notification.
- (3) The right to consent to disclosures of personally identifiable information contained in the child's education records, except to the extent that FERPA authorizes disclosure without consent.  
School officials with legitimate educational interests are permitted disclosure without consent. A school official is a personal employed by the school district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the school board; a person or company with whom the school district has contacted to perform a special task, such as an attorney, auditor, medical consultant or therapist, or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.  
A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, the school district will disclose education records without a consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to state in its annual notification that it intends to forward records on request). School districts may disclose, without consent "directory" information; however, school districts must

inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the school not disclose directory information about that child.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook, and/or other means left to the discretion of each school district.

- (4) The right to file a complaint with United States Department of Education concerning alleged failures by the school district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

All rights and protections given to parents under the FERPA policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school.

Any questions or anyone wanting to obtain a copy of this policy may be referred to Mrs. Crystal Kippenberger, senior high special education teacher of the Arapaho-Butler Public Schools at 323-3261.

### **Asbestos Hazard**

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. Arapaho-Butler District has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan, located at the Superintendent's office, upon request.

Arapaho-Butler Public Schools annually notifies all parents, teachers, and employees by handbooks and handouts. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by handouts when the need arises.

We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator and Stanley Engineering, Inc. will notify the appropriate people as prescribed by law. Periodic re-inspection (twice a year) is conducted to scrutinize any changes in the material which cause a health hazard.

No removal of Asbestos-Containing materials (ACM) is planned at Arapaho-Butler School during the **2016-2017** school year.

### **Visitors**

Parents who desire to visit are cordially invited to do so. All visitors should first come to the office and let their intentions be known to the school personnel, and then they will be directed to their destination. Visitors are not permitted to call students from a classroom; this may be done by a school official only.

A student should not bring visitors to school for the day. This disrupts seating, class concentration, and the general class routine. In special cases exceptions may be made if permission is requested from the principal. Each case will be handled on an individual basis, but rarely will such exceptions be made.