

*Antlers High School*  
**Parent & Student Handbook**  
2025-2026



*The mission of Antlers Public Schools is to use all available  
resources to ensure the success of today's students in  
tomorrow's world.*

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## School Calendar

July 31	In-service
August 1	In-service
August 4	In-service
August 5	First Day of School
August 29	Progress Reports/Eligibility
September 11	Parent/Teacher Conf. (3:45 – 6:45 PM)
September 23	Parent/Teacher Conf. (3:45 – 6:45 PM)
October 3	1st Quarter Ends/Nine Weeks Grades
October 17-20	Fall Break (No School)
November 7	Progress Reports
November 17	School in Session
November 21-28	Thanksgiving Break
December 18	Semester Tests
December 18	End of 1st Semester/ Nine Weeks Grades
December 19- January 5	Christmas Break
January 5	In-service (no school)
January 5	1st Semester Test Make-up
January 6	1st day 2nd Semester/Students Return
January 29	Progress Reports/Eligibility
February 5	Parent/Teacher Conf. 3:45 – 9:45 PM)
March 5	Progress Reports/ End of Third 9 weeks
March 13-21	Spring Break
April 16	Progress Reports
April 17	Prom
May 14	2nd Semester Tests/End 4 <sup>th</sup> 9 weeks
May 14	End of 2nd Semester (Last Day of School)
May 16	In-Service/Semester Test Make-up

## Special Note to Students and Parents

Hopefully, this handbook will become a valuable resource. It has been developed to enable everyone to become familiar with our school and our policies and procedures. It contains information that is important and useful. I urge you to read it thoroughly. These guidelines were written to create an environment conducive to learning and a school where students feel safe. Our staff is committed to setting high standards and fostering the best learning environment for all students. Each student is required to return the verification form to the school, with parent (guardian) having read it, in order to understand the rules and regulations printed in this handbook. It is required that the verification form be returned to the office no later than one week after the first day of classes begin this school year. If the form should be missing from this handbook, contact the high school office to obtain another form. If any rule or regulation outlined in this handbook seems unclear and you need information to better understand, please contact the high school office. It is important students understand the rules and regulations he or she must abide by as a student of Antlers High School.

## Mission Statement:

The mission of Antlers High School is to ensure that within a nurturing and stimulating environment, our diverse students and graduates achieve literacy and appropriate core competencies and become responsible and compassionate citizens. Our goal is that Antlers graduates will attain exit outcome goals by demonstrating that they are:

- PROBLEM SOLVERS who locate and acquire information and who use and synthesize diverse resources to make decisions in a variety of situations.
- LIFE-LONG LEARNERS who will create and prioritize positive goals and alternatives for their future, assess their programs, and be accountable for their actions.
- SKILLFUL COMMUNICATORS who use both verbal and written skills to interact effectively and appropriately with others.
- COOPERATIVE WORKERS who utilize self-confidence, and capable group leadership skills to manage interpersonal relationships in a compassionate manner.
- ACCOMPLISHED PRODUCERS who design useful products which reflect originality, aesthetics, intelligence, and future technologies.
- COMMUNAL PARTICIPANTS who dedicate their time, efforts, and capabilities to the well-being of their society and who respect others of divergent cultures and beliefs.

### GOAL #1

Teachers will demonstrate a caring attitude, including flexibility, open-mindedness, patience, and will attempt to understand students' problems within a teacher controlled environment.

### GOAL #2

Students will come to class on time and will be prepared, with materials, for constructive participation. Information is available at the high school office about lesson outcome for each component of the students' program and about the activities to help students achieve these outcomes

## AHS Faculty and Staff

Trisha Bain	Librarian
Samantha Beard	Science
Tristan Beard	ISS/Athletics
Brianna Bivins	Biology
Jennifer Brame	Assistant Principal
Roland Branton	Athletics
Nikki Brown	Math
Jennifer Clark	English/Fine Arts
Krista Curley	Principal
Grant Ducker	Technology
Nicole Faber	Math
Melissa Fromme	FACS
Andrew Gregg	Band
Kassie Gregg	Band Assistant
Wes Haddox	Geometry
Nathan Hardin	Agriculture
Sherri Jamison	Special Education
Amy Kitchens	Special Education Director
Austin Loard	English
Megan Low	Technology
Mary Maroney	Art/Technology
Rhonda McCarter	English
Melissa McClellan	Library Assistant
Kathy Penick	Social Studies
Victoria Townsend	Technology
Jon Tucker	Technical Education
Ken Watson	Alternative Education
Kenon White	Social Studies
Debra Wolfe	Registrar/Secretary
Shannon Wood	Social Studies
Leshia Woods	Counselor

### **Faculty Authority**

Students must remember that any and all school personnel of the school system have authority over the student body. This applies during the school day and all school sponsored events at home and away. All faculty members are to be addressed with respect at all times.

### **Clubs and Organizations:**

The mission of any club or organization at Antlers High School is to promote the development of the students of Antlers High School outside of the classroom

### **AHS Clubs, Organizations and Faculty Sponsors**

Academic Team  
Business Professionals of America  
Family, Career & Community Leaders of America  
Future Farmers of America  
National Honor Society  
Student Council

Brianna Bivins  
Megan Low/Grant Ducker  
Melissa Fromme  
Nathan Hardin  
Megan Low  
Jennifer Clark

### **Class Sponsors**

*Senior Class*  
Melissa Fromme  
Kathy Penick  
Sherri Jamison  
Nikki Brown  
Grant Ducker

*Junior Class*  
Mary Maroney  
Ken Watson  
Shannon Wood  
Austin Loard  
Nathan Hardin

*Sophomore Class*  
Samantha Beard  
Nicole Faber  
Amy Kitchens  
Kenon White  
Brianna Bivins

*Freshman Class*  
Rhonda McCarter  
Andrew Gregg  
Jennifer Clark  
Megan Low  
Wes Haddox  
Roland Branton



# Bell Schedule

First Bell	7:45	
1 <sup>st</sup> Period	7:50	8:50
2 <sup>nd</sup> Period	8:55	9:55
3 <sup>rd</sup> Period	10:00	11:00
4 <sup>th</sup> Period	11:05	12:05
Lunch	12:05	12:35
5 <sup>th</sup> Period	12:40	1:35
6 <sup>th</sup> Period	1:40	2:35
7 <sup>th</sup> Period	2:40	3:35

## **Enrollment Information**

Students may be admitted to Antlers High School upon presentation of a certificate from an accredited eight year elementary school, middle school, junior high school or upon presentation of a transcript from another accredited high school. Health reports must be current and presented at enrollment time to be filed in the high school office. New students to Antlers High School will report to the office for enrollment. A birth certificate is required of new students. Students and parents will be given an opportunity to change class schedules during the first full week of each semester. After the conclusion of the first full week of classes, class schedule change request will no longer be considered.

Seniors who are on track academically can elect to enroll in only six classes during the fall and spring Semesters. This privilege will only be allowed during first or seventh period. Senior students must be able to accumulate the appropriate number of credit hours which will ensure their eligibility for graduation. The High School Principal or High School Counselor may deny or revoke this privilege at any time within the school year. Students opting out of first period will not be required to be present at school until the beginning of second period (8:55 AM). Students opting out of seventh period will be dismissed from school at the end of sixth period (2:45 PM). Any senior student who does not attend the remaining six hours of class on a regular basis, is consistently failing a class, has failed too many classes in the fall semester to be academically eligible to graduate, or is in jeopardy of not passing enough classes in the spring semester to be eligible for graduation, may have this privilege revoked.

## **Recommended Order for Required Classes**

### **Freshmen:**

English I  
Algebra I  
Physical Science  
Oklahoma History/Geography

### **Sophomore:**

English II  
Geometry  
Biology I  
World History

### **Junior:**

English III  
Algebra II  
Lab Science  
American History

### **Senior:**

English IV  
Government



## **Concurrent Enrollment**

An 11th or 12th grade student enrolled in Antlers High School may be admitted provisionally to an Oklahoma college or university as a concurrent student if he/she meets the following requirements.

Potential concurrent students must have:

Composite score of 19 on the ACT or PreACT **OR** Minimum GPA of 3.0.

Seniors who do not meet the 19 composite or 19 subject area score but do have a minimum 3.0 GPA will be eligible for the following options to enroll concurrently:

Option 1: Passing Accuplacer, or placement exam, score in the area of enrollment.

Option 2:

To register for a concurrent math course, the student must have completed three Math classes, one being Algebra II, with a grade of B or better.

To register for a concurrent English Comp I course, the student must have completed three years of English, with grades of B or better.

To register for a concurrent Science Course, the student must have completed three Math, one being Algebra II, and three English courses, all with grades of B or better.

To register for concurrent courses that fall under the Reading subject area scores, students must take and pass an Accuplacer exam.

**Concurrent students must meet the attendance policy of attending class 90% (less than 8 days missed) of the time in order to participate in concurrent enrollment.** Any student not meeting the attendance policy the previous semester of enrolling will not be allowed to enroll in concurrent courses.

**Concurrent Students must also pass their high school classes while concurrently enrolled.** If a concurrent student does not pass their high school courses while concurrently enrolled, the student will be ineligible for concurrent enrollment the next semester.

**Concurrent students must maintain a grade no lower than a "C" in each concurrent course.** If the GPA falls below 2.0 (lower than a "C") the student will not be allowed to concurrently enroll throughout the duration of their high school career.

**All grades given by the college or university will be put on the Antlers High School transcript and be factored into the student's cumulative unweighted GPA.**

**Concurrent students who DROP a concurrent course MUST inform the school counselor immediately.** Ideally, meet with the school counselor prior to dropping or withdrawing from a concurrent class.

**Any concurrent student who receives a “W” in a concurrent course, will receive an “W” on their high school transcript for that class.**

**Students are responsible for any expense not covered by the State Regents Tuition Waiver. Students who withdraw from a course will be responsible for the entire cost of the course.**

**Take note: It is NOT the responsibility of Antlers Public Schools or the High School Counselor to drop or ensure a passing grade or have communication with the college/university. When you take concurrent classes, ALL RESPONSIBILITY FALLS ON THE STUDENT.**

**Concurrent enrollment courses and Antlers High School equivalent credits awarded:**

Freshman Composition I	1 semester of English IV (1st semester)
Freshman Composition II	1 semester of English IV (2nd semester)
College Algebra	2 semesters of Elective Credit or additional core credit
American Federal Government	1 semester Government credit
Speech	1 semester Elective Credit
American History to 1877	1 semester additional core credit
American History since 1877	1 semester additional core credit
Introduction to Psychology	1 semester elective credit
Elementary Spanish	1 semester Foreign Language credit

**Oklahoma Promise**

Students in the 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grades who wish to participate in the OHLAP program are encouraged to do so. This program is intended as a reward for students from families with limited incomes who demonstrate a commitment to academic success. Please check with the Counselor for more information.

Students are encouraged to visit the Counselor to obtain ACT Test packets, financial aid packets and other scholarship information.

**Antlers Alternative Education**

In order to accommodate the needs of all students and curtail any potential dropout rate, Antlers Public Schools offers an alternative education setting for students. It is the intent of the administration that the following guidelines concerning enrollment for this program are followed.

1. Under no condition will students use this program as an opportunity for early graduation.
2. Students will not be allowed more than one change in enrollment between school sites for each year. (Change in school sites must be approved by the building administrators from both sites.)
3. Students cannot apply for, or enroll, in correspondent courses unless they have an academic deficiency that precludes their graduation with their class.

### **Reading Proficiency for Drivers License**

House Bill 1715 was signed into law on April 26, 2021, by Governor Stitt, effective immediately. With the passage of this law, *Driven to Read* is hereby repealed, and students are no longer required to show 8<sup>th</sup> grade reading proficiency when applying for a driver's permit or license.

### **ICAP**

#### **WHAT IS AN INDIVIDUAL CAREER ACADEMIC PLAN?**

The ICAP – developed with collaboration among student, family and educators – equips students with the awareness, knowledge and skills to create their own individualized, meaningful exploration of college and career opportunities. In order to reflect students' changing passions, aptitudes, interests and growth, the ICAP is a flexible, evolving document.

#### **WHY IS AN INDIVIDUAL CAREER ACADEMIC PLAN VALUABLE?**

Life beyond high school requires different, and ever changing, competencies. By 2025, three of four Oklahoma jobs will require education or training beyond high school. During the ICAP process, students discover the pathways that fit their unique talents and learn what academic preparation and experiences will prepare them for in-demand careers, some of which may not exist when they graduate from high school.

When students complete a meaningful ICAP process, they:

- Connect the relevance of education to their future goals
- Create secondary and postsecondary course plans to pursue their career and life goals
- Strategically select a postsecondary pathway to align with self-defined career, college and life goals
- Establish better communication and engagement between school and home
- Understand and demonstrate career exploration and career planning

Each student enrolled at Antlers High School will participate in the ICAP program. Students graduating in 2025 must complete the ICAP program. Mentor teachers will be assigned to each student who along with the school counselor will guide students through the ICAP process. Parents seeking more information about the ICAP process can contact the High School or visit the Oklahoma State Department of Education website. <https://sde.ok.gov/>

### Graduation Criteria

1. In order to receive a high school diploma from Antlers High School, the student must earn at least 24 units of academic work. In a case where a student transfers from another school using a different standard for course credit, the administration will have the authority to determine what the student's needs will be to fulfill the requirements of Antlers High School. This also applies to the number of units needed for graduation for CareerTech students and students placed in alternative education plans.
2. A fifth year high school student who returns because of delinquent credits may have special consideration.
3. Students moving to Oklahoma from another state and enrolled in a senior high school (10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade) may graduate without Oklahoma History, if the course is not taught in the senior high school, or the out-of-state student is unable to take the course due to scheduling of classes.

### Graduation Requirements

#### *College Preparatory/Work Ready Curriculum*

English/Language Arts	4 units
Math (Algebra I or above taken 9-12)	3 units
Science	3 units
U.S. History	1 unit
World History	1 unit
Oklahoma History	½ unit
Geography	½ unit
Government	½ unit
World Language	2 units of same
or	
Computer Technology	2 units
Fine Arts	1 unit
Additional Unit	1 unit (from above)
Electives	6 ½
<b>Total</b>	<b>24 units</b>

### Core Curriculum

English	4 units
Math	3 units
Science	3 units
U.S. History	1 unit
World History	1 unit
Oklahoma History	½ unit
Geography	½ unit
U.S. Government	½ unit
Computer Technology	1 unit
Fine Arts	1 unit
Electives	8 ½ units
<b>Total</b>	<b>24 units</b>

Office Aids-Seniors only (No Credit)

### Assessment Requirements for Graduating

In order to receive a standard diploma from Antlers High School for the 2025-2026 school year a student must complete the following assessments:

- ACT
- Junior Level Science
- United States History

### Grading System for Antlers High School

Grades will be calculated on a running total. A final grade for credit will be issued at the conclusion of each semester. Semester grades will be weighted and calculated as follows:

Daily Average	40%
Test Average	40%
Semester Test	20%

### Progress Reports

At the completion of the 4<sup>th</sup> week, 9<sup>th</sup> week and 14<sup>th</sup> week of each semester, a progress report and an excessive absence notification will be mailed to parents of all students. Parents are encouraged to visit the child's school during parent-teacher conference to discuss their student's difficulties and address possible solutions.

### Semester Examination Schedule

First Semester exams will be on December 18, 2025. No semester exams will be administered prior to the scheduled testing period. The makeup date for 1<sup>st</sup> semester exams will be on January 5, 2026. No semester exams will be

administered after the 1<sup>st</sup> semester makeup date on January 5, 2026. Any student who fails to take the 1<sup>st</sup> semester exam on either the regularly scheduled date or the scheduled makeup date will have a zero recorded for that particular 1<sup>st</sup> semester exam.

Second Semester exams will be May 14, 2026. No semester exams will be administered prior to the scheduled testing period. The makeup date for 2<sup>nd</sup> semester exams will be on May 15, 2026. Any student who fails to take the 2<sup>nd</sup> semester exam on either the regularly scheduled date or the scheduled makeup date will have a zero recorded for that particular 2<sup>nd</sup> semester exam. Students may check out of school for the year beginning 7<sup>th</sup> period on May 14, 2026.

### **Semester Test Exemption Policy**

Students may become exempt from taking their semester test by fulfilling the following requirements:

- Achieving a course grade of 90 and 3 absences or less
- Achieving a course grade of 80 and 2 absences or less
- Achieving a course grade of 70 and 0 absences

All absences will be counted under this policy with the exception of pre-approved school activity absences. Any student receiving ISS or OSS will not be exempt from semester tests. Any student wishing to take their semester test may do so.

### **Class Rank and GPA Determination Procedure for Antlers High School**

In as much as colleges ask for the rank of students applying for admission, and employers want to know the scholastic record of those applying for jobs, each student is ranked at the end of each semester.

The ranking is based on a semester of work. The rank and grade average become a part of each graduates permanent record. This information is treated as confidential; however, any student may find out his or her rank by asking at the high school office. This information is used for determining eligibility for Oklahoma and National Honor Society.

#### **Class Ranking of all students in Antlers High School:**

1. Count semester grades for the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and both semesters of the 12<sup>th</sup> grade.
2. Count only grades of A, B, C, D, and F. Do not count grades of pass or fail. Grades determined by board policy are A) 90-100, B) 80-89, C) 70-79, D) 60-69, F) 59 and below

3. Count only two (2) correspondence credits (2 credits =1 unit)
4. Summer school work in the high school is the same length of the time and periods and will be counted as any winter time subject.
5. Count subjects taken in other accredited schools even though the subject is not offered at Antlers High School using their grading scale.
6. Count all F's
7. Count all grades on the record in the order in which they have been earned.
8. A credit on record may not be dropped simply to raise the student's average.
9. Division for the average will be carried out only 4 decimal places and any remainder will be dropped.
10. All courses not listed in the previous sections will be based on the following 4 point system:

A – 4 points	D – 1 point
B – 3 points	F – 0 point
C – 2 points	

### **Grade classification requirements**

- 4 units minimum to be classified as a sophomore.
- 10 units minimum to be classified as a junior.
- 17 units minimum to be classified as a senior.

### **Valedictorian and Salutatorian**

To be eligible for Valedictorian and Salutatorian honors, students must have selected and completed the college preparatory/work ready curriculum for high school graduation. The grade point average will be based on seven semesters in high school: 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and first semester of the 12<sup>th</sup> grade. The average will be based on a non-weighted scale. The Valedictorian and Salutatorian will be announced prior to their graduation date.

### **Superintendent's Honor Roll**

The Superintendent's Honor Roll will be announced at the end of each semester. In order for a student to qualify, he or she must have all "A's".

### **Principal's Honor Roll**

The Principal's Honor Roll will be announced at the end of each semester. In order for a student to qualify, he or she must have a semester grade no lower than a "B".

### **National Honor Society**

1. Membership in the chapter shall be known as active and graduate. Active members become graduate members at graduation. The graduate members have no vote.
2. Membership in this chapter is an honor bestowed upon deserving students by the faculty and is based on the criteria of scholarship, service, leadership, and character.
3. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one (1) semester at Antlers High School.
4. Candidates eligible for selection in this chapter will be determined under the by-laws of the Antlers High School chapter of the National Honor Society organization. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership. Their eligibility shall be considered based on their service, leadership, and character.

### **Oklahoma Honor Society**

The top 10% of the Antlers High School enrollment will be eligible for membership in the Oklahoma Honor Society.

### **Honors Program Policy**

In accordance with the policy of the board of education, the following regulations shall govern the selection of students for honors recognition.

Students will be selected from each graduating class for the award of valedictorian and salutatorian.

The student with the highest grade point average will be selected as class valedictorian. The next highest will be selected as class salutatorian.

The grade point average of grades earned in the 9th, 10th, and 11th grades and the first semester of the 12th grade will constitute the composite score. Grade point averages will be computed using the weighted system for the four (4) decimal places. In case of a tie for valedictorian, co-valedictorians will be recognized and no salutatorian will be recognized. In case of a tie for salutatorian, co-salutatorians will be recognized.

To be eligible for consideration, students must be enrolled in a minimum of four units during their senior year, meet state graduation requirements, plus be enrolled in an additional, approved upper level mathematics or upper level



science, and must have been enrolled as a student at Antlers High School for at least-seven semesters prior to selection.

Students recognized for these honors will be announced no later than February 1st.

### **Student Council**

The Student Council gives the student body, through its representatives, a voice in school affairs. There are many areas in which the Council is effective in making a better school. The projects they sponsor help the faculty and administration to bring social, spiritual, and character development to the student body. Student Council does not mean student self-government, but it does mean student participation in government. This is the instrument through which students have a voice in school affairs. The principal is charged with the responsibility of operation, and may veto any action taken by the council.

### **Bus Procedures**

Late bus procedures for High School—Students riding buses that are late to school will not be considered tardy.

### **Bus Regulations**

The school laws of Oklahoma stipulate that transportation by bus be furnished by the school district but that the district is not required to do so. Therefore, by law, it is a privilege to ride the bus and not a right to do so. This privilege of pupils is conditional on their good behavior and observance of all bus rules and regulations.

It is the responsibility of the driver to enforce these rules and ensure the safety of all the students on the bus. If any student violates the rules riding the bus, it will be the duty of the driver to report any infraction to the building principal for proper disciplinary action. The principal will have the authority to forbid any student from riding the bus. In the event that any student is suspended from the bus for any time period, written notification will be sent to the parent(s)/guardian(s).

Those students who ride the bus will observe these regulations:

1. A student will follow the directions of the bus driver at all times. Boisterous and loud talking will be refrained from on the buses.
2. Any difficulty on the bus should be reported to the student's principal by the driver.
3. No student will be permitted to ride the bus other than his/her own without a special permit from the office of the principal.

4. No student will be allowed to ride one bus to school and another home, regardless of how many buses pass his/her home.
5. Student will remain seated at all times while the bus is in motion.
6. Students will ride the shuttle bus to and from vocational and middle school sites unless permission is granted to drive from the office.
7. CareerTech students will ride the bus unless permission is granted by the principal's office.

### **Activity Trips**

All students are expected to use school transportation on activity trips. The student must go and return in the transportation provided by the school, unless written permission from parent is given and approved by the activity sponsor. A parent must approach the sponsor or coach and inform them that their child will be riding home with the parent. Once the student arrives at the destination, the student is not allowed to leave the premises of the activity without permission of the sponsor or coach. Students who represent Antlers High School are subject to the authority of Antlers faculty members just as in Antlers Schools.

## **Student Behavior**

### **Discipline Code**

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Assault (whether physical or verbal) and/or battery
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender, or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender, or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
5. Cheating
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class
8. Disruption of the educational process or operation of the school

9. Extortion
10. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports or false calls
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity or action
17. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
18. Hazing (whether involving initiations or not) in connection with any school activity, regardless to location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behaviors or gestures
22. Indecent exposure
23. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism, or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
24. Obscene language
25. Physical or verbal abuse
26. Plagiarism
27. Possession or distribution of caustic substances
28. Possession or distribution of obscene materials
29. Possession, with or without prior authorization, of a wireless telecommunication device
30. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal chemical substances or any substance represented to be an alcoholic beverage, low-point beer or illegal chemical substance, regardless of its actual content
32. Possession of illegal and/or drug related paraphernalia

33. Possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
34. Profanity
35. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
37. Theft
38. Threatening behavior, including gestures, written or verbal expression, electronic communication or physical acts
39. Truancy
40. Use or possession of tobacco in any form to include vaping devices.
41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employ, or the school
42. Using racial, religious, ethnic, sexual, gender or disability-related epithets
43. Vandalism
44. Violation of Board of Education policies, rules or regulations or violations of school rules and regulations including but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing property
45. Vulgarity
46. Willful damage to school property
47. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property has a direct and immediate negative effect of the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

### **School Bullying Prevention Act (Okla. Stat. tit. 70. § 24-100.2)**

The Oklahoma Legislature established *the School Bullying Prevention Act* with the express intent of prohibiting peer student harassment, intimidation, bullying, and threatening behavior. These terms include, but are not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. Harm another student;
2. Damage another student's property;
3. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's educational mission or the education of any student.

The board has also adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District's plan to address it.

### **Disciplinary Procedures**

In addition to teaching content and concepts, we strive to teach skills which are necessary for survival in life. There must be rules and regulations, if people are to work together harmoniously. We believe that all students must learn self-discipline and such things as courtesy, promptness, accepting responsibility and meeting commitments are essential and are an important part of school and later in life. Therefore, every student is expected:

1. To obey requests of all faculty members, whether or not they actually teach you.
2. To report to class on time.
3. To demonstrate acceptable behavior and not disrupt the learning atmosphere of the classroom.
4. To be courteous and respectful to all faculty members and school employees.
5. To obey all state and federal laws.
6. To obey all school rules.
7. To obey all school board policies.
8. To refrain from fighting with other students. Fighting will not be tolerated. The penalty for fighting while under school jurisdiction ranges from corporal punishment to expulsion from school. The determination of the penalty is left to the discretion of the principal.
9. To refrain from cursing or defying a teacher.
10. To be honest.

When discipline is administered, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. Alternative method of punishment may include, but are not limited to, the following. This list does not necessarily reflect the order or sequence of events to follow in disciplinary action.

1. Conference with the student
2. Conference with the parent(s)/guardian(s)
3. Requirement that the student make financial restitution for damaged property
4. Counseling
5. Extra duties or tasks to perform
6. Detention
7. In-school Suspension
8. Corporal punishment
9. Out of school suspension
10. Expulsion and/or legal action
11. Involvement of civil authorities
12. Other disciplinary action as required and/or indicated by circumstances

Teachers will file a discipline report on any student who is reprimanded in class. Corporal punishment will be administered in the principal's office in the presence of a certified teacher/witness after consent is granted by the parent/guardian.

### **Plagiarism**

Plagiarism of materials by a student is academic theft and will be treated as a serious offense. This includes work that has been obtained through the use of AI chatbots such as ChatGPT. When a teacher suspects that a student has plagiarized academic materials he/she will bring the material to the building principal. A conference will be conducted involving the principal, the teacher, parents/guardians, and student. To determine if the material in question is plagiarized, a committee will be formed to review all materials involved. The committee will consist of one teacher from the four (4) core subject areas and the building principal. The building principal will then report the findings of the committee, in writing, to the parents/guardians of the student, and the Superintendent of Schools. Any appeal of the review committee must be made to the Superintendent of Schools, in writing, within 10 days. Penalty for plagiarism will be a grade of zero (0) on the assignment in question and three (3) days of In School Detention.

## Detention Policy

Teachers may assign detention to a student for discipline infractions. If a student does not attend detention when scheduled, an additional two (2) days will be added to their total. Detention can be assigned before school, after school, or during lunch break.

## IN-SCHOOL SUSPENSION

In-School Suspension (ISS) provides an alternative method of discipline that might normally require disassociation from the school. Students suspended from the regular learning program are permitted to remain in a structured academic environment, yet, isolated from the main student body.

1. Students are not permitted to participate in any school activities while in ISS.
2. Students must arrive at the ISS Room no later than 7:50 a.m. and will be dismissed at 3:50 p.m. When students arrive on campus, they must immediately go to the ISS room. Tardiness for these students will result in an additional day of ISS. Checking out of ISS during the school day may result in the student making up the entire day.
3. **Students must get all necessary materials, books, etc. the day before they are assigned to ISS.** Failure to do so may result in additional ISS time or alternative discipline measures. School personnel will not be responsible to retrieve textbooks, materials, etc. for ISS students. All book bags will be emptied upon arrival. All bags will remain with the ISS coordinator during the school day.
4. Students must give this parent-signed notification to the ISS Teacher upon the first day of arrival to ISS. Failure to do so will result in additional ISS time, or other disciplinary measures.
5. Failure to comply with all rules and directives from the ISS Teacher will result in further punishment such as additional ISS time, alternative discipline measures or home suspension.
6. Students are permitted to eat a cafeteria meal or bring their lunch in the morning. Food cannot be brought to ISS students throughout the school day.
7. Students enrolled in CareerTech will be required to complete the same amount of seat time as regularly enrolled students for ISS assignments.

Specific In-School Suspension rules will be given to the student upon arrival to ISS. ISS is located in the South Building at Antlers High School. Students should enter through the South door.

**Conduct at School Sponsored Activities**

In order for students and adults to enjoy school sponsored activities, it is necessary for all students to be accompanied by parents or adults who will assume responsibility for student's actions while attending school activities. Running up and down bleachers, throwing objects in the stands, scuffling or fighting, use of illegal drugs or alcohol, offensive or obscene language, failure to obey directions of school officials or general misconduct, will not be tolerated. Flagrant violation may result in student dismissal from the activity and possibly suspension from future school sponsored activities.

Students who enter the gymnasium or football field may not leave unless they are leaving the school premises. Once they leave, they may not re-enter unless permission is granted by administration.

**Instructor or Administrator Intervention**

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

**Detention**

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

**Alternative In-School Placement**

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

**Suspensions**

A student may be temporarily suspended, which shall be defined as exclusion from classroom instructions, not to exceed ten (10) days, by the principal or the principal's designated representative under the following procedure. Upon it being brought to the attention of the principal or his designated representative that a student has allegedly committed certain acts, an informal conference will be held between the student and the principal or his designated representative. At the conference, the student shall be informed of that which he/she is accused of violating and further, he/she will be advised of specifically what he/she is accused of doing and what the basis of the accusation is. In the event the student denies these charges, he/she shall be



given the opportunity to present any information or explanation concerning the charges brought against him/her.

After discussing the charges in detail and considering the explanation, if any, furnished by the student, the principal or his designated representative shall have the authority to administer a temporary suspension for whatever time period the principal deems is warranted, taking into consideration the severity of the violation, up to a maximum of ten (10) days. The parent or guardian will be notified of the punishment and action by mail. Upon completion of the specified suspension time, the parent or guardian will accompany the student to school to be reinstated by the principal or his designated representative. A satisfactory understanding between student, parent or guardian, and school official must be reached.

The principal may recommend expulsion or long term suspension (which shall be defined as exclusion from regular classroom instruction for any period exceeding ten (10) days.) Following suspension or expulsion from school, a student will not be permitted to return to the school premises or attend any school sponsored activities. A student on suspension or expulsion for an act of violence will receive no grade for the work missed during the suspension or expulsion time.

Any student that is suspended will be provided with educational services in accordance with Oklahoma state law and their individual education plan, if applicable. A student suspended for a non-violent act will be given an opportunity for an alternative education if the suspension is six (6) days or more. A student who violates suspension, in cases where violation would also constitute an offense against municipal or state laws, may also be prosecuted. HB 720 Permits public schools to refuse to enroll students suspended from other schools for violent acts; permits alternate educational strategies for such students.

Pursuant to Senate Bill 1119, if you do not agree with the principal's decision, you may appeal to the disciplinary committee for a hearing. Your request must be in writing and sent to the principal of your school within ten (10) days. This applies only to suspensions of ten (10) days or less.

HB 2335 provides that students suspended out-of-school for more than ten (10) days may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the Board of Education.

The committee will be composed of: Victoria Townsend, Nicole Faber, Amy Gardner, Wes Haddox, and Randle Moyer.

## Student Suspension

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The District's policy must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one (1) calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all the other offenses. ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.

The reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

The reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

### A. Behavior or Conduct that May Result in Suspension

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or the District for:

1. Violation of a school regulation, policy or provision of the discipline code;
2. Immorality;
3. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent" offenses as specified in Okla. Stat. tit. 57. 571.

**"Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault**

4. Possession of an intoxication beverage low point beer, as defined by Okla. Stat. tit. 37 163.2 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 during school activities and
5. Possession of a dangerous weapon or a controlled dangerous substance as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the Districts policy related to firearms.
6. In the event of a suspension for any of the reasons listed above, and education plan as discussed in Out-of-school Suspension

Requirements below shall be applicable for acts which fall within paragraphs (1.) through (4.) above. However, no education plan shall be necessary for acts that fall within paragraph (5), above.

Any students in paragraphs (6.) through (12.) found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the District's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education, pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

#### B. District's Obligation Applicable to All Out-of-School Suspensions

1. Alternative In-School Placements: Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or corrective actions that may be used, if warranted, as an alternative to out-of-school suspension.
2. Students with Disabilities: **THE DISTRICT WILL PROVIDE ADDITIONAL PROCEDURAL SAFEGAURDS AS REQUIRED BY LAW FOR STUDENTS IDENTIFIED AS HAVING DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT/TITLE II OF THE AMERICANS WITH DISABILITIES ACT WHO ARE SUSPENDED OUT OF SCHOOL OR ARE OTHERWISE SUBJECT TO DISCIPLINARY REMOVAL.**

#### C. Pre-Out-of-School Suspension Conferences

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not violent

offense (as set out in OKLA. STAT. tit. § 57 571), the principal shall conduct an informal conference with the student.

2. At the conference with the student the principal shall read the policy, rule or regulation that the student is charged with having violated and shall discuss the conduct of the student that is violated and shall discuss the conduct of the student that is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

D. Immediate Out-of-School Suspension without a Suspension Conference

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student has the potential to be harmful/destructive to students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

E. Conferences with parents

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

2. At the conference, the principal will read the policy, rule or regulation the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all classes the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent, the Board of Education, or the Out-of-School Suspension Committee decision, he/she will be requested to sign a Waiver of Review.

#### F. Out-of-School Suspension Requirements

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Student Suspension Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

#### G. Individualized Plans for Out-of-School Suspension

Out-of-school suspension in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

#### H. Records and Reports

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or noncompliance with the Plan.

#### I. Long-Term Out-of-School Suspensions (Out-of-School Suspensions in Excess of Ten (10) School Days)

1. Right of Appeal: A parent or the student may appeal the out-of-school suspension decision of the principal to the Superintendent and the Board of Education. At the student and/or parent or guardian's option the appeal may be directly to the Board of Education.
2. Method of Appeal to the Superintendent or Designee: An appeal can be presented by letter to the Superintendent.
3. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final.
4. The Superintendent or designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The

conference will be held during regular school hours Monday through Friday, with consideration given to the hours of working parents whenever possible.

5. At the conference, the Superintendent or designee will read the policy, rule or regulation the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent or designee if he/she understands the rule and the charges against the student.
6. At the conclusion of the conference the Superintendent or designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the superintendent or designee, he/she shall be requested to sign a waiver of review by the board.

J. Method of Appeal to the Board of Education

1. An appeal can be requested by letter to the superintendent or to the clerk of the board of education
2. If no appeal is received within five (5) days after the decision of the superintendent or designee is received by the parent or student, the decision of the superintendent or designee will be final. A direct appeal requires the student, parent, or guardian to file the written request for appeal within five (5) days of receipt of the principal's decision.

K. Hearing the Appeal

1. The board will hear the appeal as soon as possible. The board's decision is final and non-appealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an open or closed hearing, at their option
4. Reasonable efforts will be made to accommodate the work schedule of parents.

L. Procedure for Student Out-of-School Suspension Appeal Hearing before the Board of Education

1. The Board President should:
  - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his name.
  - b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
  - c. Advise the parents/child that they are entitled to legal counsel, if they desire it.
  - d. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
  - e. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
  - f. That the Board will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
  - g. That the parents/child may ask any questions about the procedure.
2. Following presentation of #1 and #2 above, all administration witnesses and documents should be presented subject to cross-examination.
3. Parents/child may call any witnesses and present any documents subject to cross-examination.
4. After each witness is presented School Board members may ask the witness any questions.
5. Parents'/child's closing statement.
6. Administration's closing statement.
7. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)
8. Return open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension.



#### M. Attendance at School Pending Appeal Hearing

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

1. The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
2. The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

#### N. Short- Term Out- of-School Suspensions (Out-of-School Suspension of Ten (10) or Fewer School Days)

The Board of Education recognizes that student out of school suspension of Ten (10) or fewer school days (referred to as "short term out-of-school Suspension") involve less stigma and require less formal due process procedures than are required for out of school suspension of greater than Ten (10) school days (referred to as "long term out of school suspension"). Appellate rights in such instance are satisfied in affective and expedient manner by giving the student the right to appeal the out of school suspension decision to a committee composed of the administrators and/or teachers or, alternatively, the right to appeal directly to the board of Education. The composition of the committee shall be reserved to the district's discretion.

#### O. Right of Appeal

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by school District Policy to students who have been suspended out of school for a period of greater than ten (10) school days. A student who has been given a short term out-of-school suspension decision has a right to appeal to a committee composed of an Administrator and/or teachers. A student with a short term out-of-school suspension and his/her parent shall be informed by the principal of this right and method of submitting an appeal.

#### P. Method of Appeal to a Committee

1. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by the student, or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.
2. Upon receipt of the request the school principal shall confirm that the student's out-of-school suspension fall within the category of short term suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long term out-of-school suspension must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

Q. Hearing the Appeal

1. The Superintendent shall appoint a review committee consisting of not less than three school district employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation that the student violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or

guardian will then briefly explain the student's conduct, and present any evidence or witnesses that support the student's position.

4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent.
5. The decision of the committee shall be final and non-appealable.

#### R. Student Privileges While Under Out-Of-School Suspension or Under Other Disciplinary or Correctional Measures

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

#### Student Dress Code

1. All skirts, dresses, and shorts must be at least as long as the tips of the student's fingers when their arms are resting at their sides
2. All shirts must be long enough to be tucked into a waistband to keep the midriff from showing. Tops and blouses worn with yoga pants or leggings must fall at or below the student's fingertips when their arms are resting at their sides
3. Clothing that directly or indirectly depicts, references, or suggests alcohol, tobacco, drugs, sex, profanity, gang symbols, or any offensive words, images, or drawings is not allowed on campus.
4. Shirts with cut-off sleeves, muscle shirts, tank tops, tank-style dresses, and spaghetti straps are prohibited. See-through, mesh, or other low-cut shirts are also not permitted.
5. Hats, visors, or bandanas or any other headgear may be worn inside the building. Religious or medical exceptions may be granted at the discretion of the building principal

6. Any adornment that is a distraction to others or presents a safety concern will not be allowed.

**FINAL AUTHORITY ON ANY DRESS CODE MATTER OF POLICY WILL BE AT THE DISCRETION OF THE FACULTY.**

### **Tobacco Policy**

Smoking has been identified as a significant health problem in the United States. It is a leading cause of premature death, disease, and chronic disability in our country. Smoking can be hazardous to health for both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Non-smoker can be affected by breathing the toxic products that tobacco smoke adds to the air. The use of snuff and chewing tobacco can cause gum disease and oral cancer. Thousands of Oklahoma adolescents begin smoking each year. The majority go on to become regular, adult smokers.

We are dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board believes that education has a central role in establishing patterns of behavior related to good health and the measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role modeling for students during formative years. Therefore, the board shall discourage the use of tobacco products by its staff and students.

### **Policy**

Smoking and the use of tobacco products is prohibited in any form on district property by all person. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students on school property is prohibited.

"Tobacco products" includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, vapes and electronic nicotine delivery systems. At or near each entrance of every district building the following sign shall be conspicuously posted: Smoking in this building is prohibited. "Smoking "means the carrying by a person or having access to a lighted cigar, cigarette, pipe, or other lighted smoking article. Smoking also includes using products which mimic or stimulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems such as vapes.

### Enforcement

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

### Students

Any student using, possessing or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measure, including out-of-school suspension, pursuant to the board's policies regarding student discipline.

### Staff

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff.

### Citizens

Citizens who are observed smoking or using tobacco products on district property in violation of this policy will be asked to refrain from smoking on school property. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent or board of education to prohibit the individual from entering district property for a specified period of time. If deemed necessary by the school administration or the board of education, local law enforcement officials may be called upon to assist with enforcement of this policy.

### Vaping

Oklahoma Schools are currently facing challenges of epidemic proportions related to student vaping while on campus. Antlers Public Schools is no different and we continue to take strides to eliminate this issue from our school system and we are asking for your help. We are asking that all parents/guardians discuss vaping with your child and the potential harmful health effects and also the potential negative effects related to school discipline and law enforcement notification.

On average, Oklahoma School Administrators project that 80% of high school students and 25% of middle school students in their schools are vaping. Antlers administrators agree with this assessment of the current vaping situation at our school. Students are vaping in restrooms, in classrooms and all areas in between. Students who are not vaping find it difficult to even use the restroom during the school day due to this epidemic. Listed below are resources to quit vaping, educational resources to understand vaping and guidelines/consequences for students who choose to vape at Antlers Public Schools. Please feel free to contact your child's principal for further information so that we can potentially help with any questions or concerns on this topic regarding your child. Along with parents, it is our goal to keep our students safe and healthy allowing all students the best path for success!

#### RESOURCES:

- What is a vape? <https://www.lung.org/quit-smoking/e-cigarettes-vaping/whats-in-an-e-cigarette>
- Resources to help students quit vaping
  - <https://oklahoma.gov/ohca/individuals/soonerquit.html>
  - <https://okhelpline.com/>
  - <https://www.choctawnation.com/biskinik/nation-others-offer-assistance-to-help-you-quit-smoking/>

#### CONSEQUENCES:

- It is unlawful for a person who is under twenty-one (21) years of age to purchase, receive, or have in his or her possession a tobacco product, nicotine product or vape product in the State of Oklahoma
  - It's the Law - Title 10A Section 2-8-224  
[\https://oklahoma.gov/content/dam/ok/en/able-commission/documents/Tobacco%20Brochure1.pdf](https://oklahoma.gov/content/dam/ok/en/able-commission/documents/Tobacco%20Brochure1.pdf)
- Antlers students who choose to possess or use tobacco/vape products at school are subject to possible disciplinary action in the following steps: 5, 10, 15 day suspensions from school for the first three violations and also possible notification to the ABLE Commission.
  - The ABLE Commission is the Oklahoma branch of law enforcement which handles underage use of alcohol, tobacco, and vape products. The result of this notification can result in a fine to the student ranging from \$100-\$300 for each violation.

#### **Statement of policy on Sexual Harassment, Hazing and Bullying**

No student in this school district will be subjected to harassment, hazing or bullying by any other student, group of students or employees.

### Sexual Harassment:

For the purpose of this policy, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of the sexual nature constitute sexual harassment. Conduct of a sexual nature may include, but is not limited to verbal or physical advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of the sexual nature; and sexually-oriented "kidding or teasing", double meanings and jokes.

### Hazing:

For the purpose of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks. This deliberate harassment also encompasses any physical, mental or verbal discrimination on the basis of sex, religion, race or ethnic background.

### Bullying:

1. The policy of this school is to forbid bullying of any kind for the protection of our students and staff alike on any school property and/or any school event.
2. Definition: What is bullying? In general bullying is the exploitation of a less powerful person, by an individual taking unfair advantage that is repeated over time, and has a negative effect on the victim. The seriousness depends on harm to the victim and the frequency. Bullying happens when someone with more power unfairly hurts someone with less power over and over again. Power may be, but is not limited to, physical strength, social skill, verbal ability or another resource.
3. Bullying.....  
Bullying is aggressive behavior or intentional harm-doing  
Bullying can be physical, verbal emotional, or sexual  
Bullying is carried out repeatedly over time

Bullying occurs within an interpersonal relationship characterized by an imbalance of power.

4. Examples of prohibited behavior in regard to bullying: name calling, racial slurs, pushing, crowding, hitting, pinching, making fun of a person's body, telling mean jokes about a person, threatening to hurt someone, displaying obscene gestures, hitting someone or taking things without permission.

5. The difference between Telling and Tattling:

Telling is reporting of someone who is doing something harmful on purpose.  
Telling is when you or someone else needs help, or when you are scared.

Tattling (Snitching and Ratting) is trying to get someone in trouble or trying to get attention for yourself.

## **Weapons Policy**

Weapons are not allowed on campus, either on the person or in any automobile. If they are found, they will be impounded and then turned over to the proper authorities. It is the policy of this school district to fully comply with the Gun-Free Schools Act.

1. Any student in this district who possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation, pursuant to 20 USC 3351, shall be expelled from school for a period of not less than one full calendar year. For weapons other than firearms, students will be subject to discipline for any term less than one calendar school year as determined by the superintendent or the superintendent's designee.
2. Oklahoma Statutes, Title 21 Section 1280.1 prohibits any person, except peace officer or other authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used for any school transportation of students or teachers, any weapon defined below:

"any pistol, revolver, dagger, Bowie knife, dirk knife, switchblade knife, spring-type sword, sword cane, knife having a blade that open automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon."

3. A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act, shall not be in violation of the provisions of this section, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property. However, for the purposes of participating in the Oklahoma Department of Wildlife certified hunter training education course or any other hunting, safety or firearms training courses, the superintendent or superintendent's designee of any public or private



school where said course is offered may authorize firearms or other weapons to be brought onto school property and used in such training course.

4. Any person violating the provisions of this section shall, upon conviction, be guilty of a felony punishable by a fine not to exceed Five Thousand Dollars (\$5,000.00), and imprisonment for not more than two (2) years. Any person convicted of violating the provisions of this section after having been issued a concealed handgun license pursuant to the provisions of the Oklahoma Self-Defense Act, Section 1290.1 et seq. of this title, shall have the license permanently revoked and shall be liable for an administrative fine of One Hundred Dollars (\$100.00) upon a hearing and determination by the Oklahoma State Bureau of investigation that the person is in violation of the provisions of this section.

Firearms, knives, lighters, skateboards and other dangerous instruments are not permitted. Fireworks are considered dangerous and are prohibited by the city ordinance. Anyone having fireworks in his/her possession could be suspended from school. Water guns, water balloons, shaving cream and other non-school related materials are not allowed in the classrooms, or on the school grounds.

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 any such students are determined to be in violation of this policy.

The superintendent or designee may modify the provisions of this policy on a case by case basis. An exception to this policy may be made for student participating in an authorized extra-curricular activity or team involving the use of firearms or archery equipment. However, any substantial modification must be reported to the board of education at its next meeting.

### **High School Attendance Policy**

- Parents will be requested to call the office or send a note when their child is absent. Dr.'s notes and Court notes must be on office or court letterhead with time and date of appointment. 2 Funeral absences will be allowed each school year for immediate family (immediate family defined as parent, grandparent or sibling).
- A maximum of eight (8) absences will be allowed per class/per semester. These absences will not count against activity absences. Any student absent more than (8) times without valid reason will receive no credit for the course.

- Grades not received due to excessive absences may be appealed before the attendance review committee consisting of the following members.
  - Two teachers
  - High School Counselor
  - Two Students
  - Two parents (chosen by the principal)
- The Attendance Review Committee (ARC) will meet at the conclusion of each semester. The decision of the attendance review committee may be appealed to the superintendent of schools.
- Tardiness of more than twenty (20) minutes will count as an absence.
- Permission to leave school slips will be granted provided the parent has contacted the office.
- Attendance Notification will be sent home at the conclusion of the fourth (4) week with progress reports.
- It is the responsibility of the student to obtain all work missed when absent. All make-up work must be completed by the student in the same number of days as missed; if not turned in on time, the teacher in that class will record a zero (0).
- Exception to excessive absences will be granted for absences accrued by students who attend documented holy days including travel to and from home site.
- An Incomplete grade (I) will be rewarded in place of a grade for any student who has not completed the coursework for the grading period, but has been granted an exception to the absentee policy due to an extended illness. The building principal is responsible for determining a student's status for each grading period and has the authority to rule on any special circumstance that might arise.
- Any examination or test announced during class in the student's presence or which is regularly scheduled (i.e. 9-weeks or semester test) which is missed by the student's absence will be made up on the day of the student's return to class. The student will be expected to take the test on that day. Should the student be absent at the time a test is announced or if the test is not regularly scheduled, either of which would prevent the student from being aware of the test, the test shall be administered to the student one day following his/her return to class. Any exception to this procedure shall be limited to those made by the building principal.
- Senior Students will be allowed two college visits during their final year. College visits must be pre-approved by the high school counselor and proof of attendance must be submitted upon return in order for the absence to be excused.

Section 10-105 states, "It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) years and

under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term of schools of the district are in session; it shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session."

Section OK 70 10-106 states, "It shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absence of such child. After investigation of the facts relating to the absence of any child or children from school, the attendance officer shall, if justified by the circumstances, promptly give written notice ... that the attendance of such child is required in some public, private or other school. If within 5 days thereafter, such parent, guardian or custodian does not comply, then such attendance officer will make complaint the parent, guardian, or custodian of such student in a court having competent jurisdiction for such violation."

### **Activity Absence Policy**

The State Board of Education adopted the following rule concerning minimal interruptions in the instructional program of students.

Co-Curricular and extra-curricular programs shall provide opportunities for developing leadership ability and stimulate participation of all students in appropriate school organization and community activities according to their aptitudes and interests.

Co-curricular and extra-curricular programs shall be planned through the cooperative efforts of the teachers and students and shall be organized and administered so as to contribute to the educational objective of the school.

- Students shall not participate in a particular activity more than one period during the regular school day.
- A member of the teaching staff shall be in charge of each activity. The sponsors shall be directly responsible to the principal or some person appointed by the administration to direct the activities of the school.
- The State Board of Education encourages all elementary, middle, junior high and secondary students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting.

Consistent classroom attendance can assist students toward development of strong work habits, responsibility and self-discipline. Since the educational merit of the co-curricular and extracurricular programs is recognized, the goal of the State Board of Education is to facilitate a balanced education for each student. It is with these goals and philosophy that the State Board of Education establishes the following attendance/activities regulations:

- A. It is the intent of the State Board of Education that the superintendent or elementary superintendent and local board of education annually review the scheduling of curricular and extra-curricular activities so that minimal interruptions occur in the instructional program of a student. The Oklahoma Secondary Schools Activities Association (OSSAA) guidelines related to student eligibility to participate in extra-curricular activities, activity absences, number of games allowed, and length of season shall be applicable to all Oklahoma public Schools and students.
- B. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.
- C. Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten days absence rule shall not exceed five days.
- D. Each school district shall be responsible for maintaining an addendum to the attendance records to verify the conditions within the school system that apply to regulation (3)(B) of this subsection.
- E. Procedures for filing a complaint are:

A signed written complaint must be filed with the local board of education. If the complaint is not resolved at the local level then the complaint should be filed with the Accreditation Section of the State Department of Education. Upon receipt of the complaint the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report to the State Board of Education and Accreditation Section. This complaint must

include a list of name(s) of the student(s), date(s) and class(es) missed which exceed the regulation in (3)(B) of this subsection.

### **Tardiness Policy**

- Students must be in their assigned class when the tardy bell rings or he/she is counted tardy. Teachers will send all students to the office to obtain an admit slip if the student is absent or tardy.
- After 20 minutes of class has elapsed, the student will be counted as absent.
- If the student is counted tardy due to a conference with another teacher or principal, the tardy will not be counted. In this case, the student will present a note from the detaining teacher or the principal which shows the teachers/principals signature, the date and the time the student left.
- Four (4) instances of tardiness will equal one (1) absence and will count against the attendance policy.
- Additional assignments, detention time, or corporal punishment as a consequence for tardiness will be left at the discretion of each individual teacher and the principal.

### **Inter-Scholastic Activities**

*Driver's Education, Parking Permits, Extra-curricular Activities, Alcohol and Drug Testing*

The Board of Education of the Antlers School District (the "School District"), in order to protect the health and safety of students parking on School District property or participating in drivers education or extracurricular activities and to educate and direct students parking on School District property or participating in drivers education or extra-curricular activities away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following Policy for testing of students who apply for and are granted a parking permit to park on School District property or who are participating in drivers education or extra-curricular activities for the use of illegal drugs, alcohol and performance enhancing drugs.

#### **Statement of Purpose and Intent**

It is the desire of the Board of Education, administration and staff that every student in the School District refrain from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to park on School District property or participate in driver's education or extracurricular

activities. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.

Participation in school-sponsored extra-curricular activities or drivers education at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in driver's education or extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.

Parking on the property of the School District is a privilege, not a right. Students who park on School District property operate vehicles in close proximity of other students and faculty and may also have passengers in their vehicles. Because of this, the potential harm from misjudgment or impaired judgment due to alcohol or illegal drugs is great. Accordingly, students who park on School District property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner which includes avoiding the use or possession of alcohol or illegal drugs. The use of alcohol and illegal drugs impairs the ability of a student to meet this responsibility. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students who participate in drivers education or extra-curricular activities or park on School District property as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students participating in drivers education or extra-curricular activities or who park on School District property who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student who participates in driver's education or extra-curricular activities or parks on School District property and who is found to be in violation of the Policy to participate in driver's education or extra-curricular activities or park on School District property. There will be no academic sanction solely for a violation of this Policy. **Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.**

A copy of the complete student drug testing policy may be obtained by contacting the Antlers High School office.

**Attendance Rule**

A student who has not attended classes ninety percent of the time without consent of the principal for the semester becomes ineligible. If he/she is ineligible because of late enrollment he/she must attend the number of days he/she was late enrolling to regain eligibility; otherwise, he/she must attend a period of time equal to the number of days absent in excess of twenty percent for the semester. In the event the late enrollment was due to illness, injury, or death in the immediate family during the first ten (10) days of a semester, the principal shall determine if a student shall be charged with late enrollment for eligibility purposes. Time of additional absences while regaining eligibility will be added to time required to become eligible. After a student regains eligibility and then is absent, his eligibility is determined by percentage of attendance for late enrollees. After becoming eligible, it shall be calculated from the date on which eligibility is regained.

Students must be in attendance at least 4 periods on the day of an event to participate in that event unless permission is granted by the principal or his/her designee.

**Insurance**

Parents may purchase insurance through the school, an accident policy on their children will cover accidents according to the type of policy taken out. The school does not receive a commission on these policies. They are offered to the parents as a service to the parents. If insurance is taken out and it becomes necessary to file a claim, the claim form may be obtained at the high school office. If you need a packet concerning insurance, you may pick one up at the high school office. A number of plans are available and the packet will explain the options.

If your son or daughter plans to participate in competitive sports at Antlers Schools, it will be necessary for them to either have school insurance or that we have a signed statement from the participant without insurance.

**Competitive Athletic Procedures**

A student who quits a sport in season after participating in a contest, will not be allowed to practice another sport until the previous sport's season ends. This student will be assigned to another class until that next season begins or enrolled in another course for no credit.

**Physicals**

All students in grade 7-12 who wish to participate in competitive athletics must have an annual physical examination with a signed parent permission form on file with the athletic director or principal. Physicals will be conducted prior to the start of organized practice.

### **Scholastic Eligibility**

This section is governed by the Oklahoma Secondary School Activities Association (OSSAA).

#### **Section 1-Semester Grades:**

A student must have received a passing grade in any five subject counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen (15) or more days.

If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester.

A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the six week period.

Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grade required for the preceding semester should be obtained from the records in the school last attended.

#### **Section 2-Student Eligibility during a Semester**

Scholastic eligibility for students will be checked at the end of the third week of each semester and each succeeding week thereafter.

A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects he/she is enrolled in at the end of a week, they will be placed on probation for the next one week period. If a student is still failing one or more classes at the end of that week, they become ineligible. The ineligibility periods will begin on Monday and end on Sunday.

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

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

#### **Section 3-Special Provisions:**

A 12<sup>th</sup> grade student may maintain eligibility if he/she is passing the classes required for graduation.

The number of classes can be no less than four. A 12<sup>th</sup> grade student who is concurrently enrolled in high school and college may use the college courses to



meet minimum number of four needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education (Physical Education and Athletics cannot be included in the four requirements.)

An ineligible student who changes schools during the semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three week period.

Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exemption to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by unavoidable hardship. (Example of such would be illness, injury, death in the family and natural disaster). (Board policy allows a maximum of two weeks to apply this exemption.)

One Summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of the spring semester.

Schools may choose to run eligibility check on any day of the week. The period of eligibility will always begin the Monday following the day eligibility is checked.

#### Section 4-Special Education

Special Education students who are enrolled in special education classes, have an Individual Education Plan and have been certified by the principal as doing quality of work may, with the approval of the Board of Education, be accepted as eligible under this provision.

#### **Leaving School Grounds**

Upon arrival on school grounds, a student will not be permitted to leave school without parental consent. Notes will not be sufficient for a student to leave campus. Phone calls will only be accepted in emergency situations as determined by the building principal or his/her designee. Phone calls from parent/guardian must be verified by school personnel. Parents must check out their student in person during lunch from 11: am until the end of the lunch period.

**CLOSED CAMPUS-Both high school and middle school students have a cafeteria on campus and students are to stay on campus during lunch.**

Concurrently enrolled students may leave campus during the time they are not scheduled for class.

Any student leaving campus without first securing permission from the principal or his designee will be considered truant and dealt with accordingly.

### **Appointments**

It is understandable that some appointments cannot be made to fit the school day. Whenever an appointment occurs during school, the parent should notify the office by telephone or in person. The student is expected to attend school for the period of time not taken up by the appointment. Appointments that fall into the category are: doctor, dental, and drivers examinations.

### **Vending Machines**

Vending machines are available for student use at designated times. Purchase from vending machines can be made before school, after school and at lunchtime.

### **Scheduling Activities**

To eliminate any conflict, an official calendar is maintained in the superintendent's office. All school activities are to be scheduled on this calendar. Sponsors and student officers are urged to schedule all activities as early in the year as possible. Auditorium use will be scheduled on a calendar in the superintendent's office.

### **Visitors**

All visitors must check in at the office. Parents are always welcome in our school and are urged to attend all school activities. Students not enrolled with the Antlers Public Schools will not be allowed on campus during the regularly scheduled school day.

*For the health and safety of our students, delivery of food and drinks will not be allowed during normal school hours. Students may eat in the cafeteria or bring their lunch upon their arrival to school. Drinks on school property will only be permitted in plastic bottles or cans.*

### **School Breakfast and Lunches**

Breakfast and Lunch will be offered to all students. Free & Reduced Meal Applications must be filled out for participation in the programs.

**Student Parking**

High school students will park north of the gym and east of the high school building. Once students park their vehicle, they will vacate the vehicle and not return to it until they leave campus at the end of school unless permission from the principal's office has been granted. Students may not leave the student parking area to drive to other classes without permission from the principal's office. Students will sign a parking agreement then obtain a parking sticker that must be displayed in the student's vehicle. Students may obtain a temporary parking permit for vehicles not registered to park in the student parking lot. Students with vehicles parked in the student parking area without a student parking permit will be warned on the first offense and upon the second offense, vehicles will be towed at owner's expense. Students are not to park in the teacher's parking lot north of the high school building or in the parking spaces west of the tennis courts without permission.

**Student use of School Telephones**

Students will not be called to the telephones except in emergencies. Messages will be taken, however. A student who wishes to use the phone will first obtain permission to do so. Unless it is an emergency, phones will be used at break only. A student telephone is provided at the front desk of the high school with a two minute time limit.

**Lost and Found**

All articles found in the building, on the buses, or on the school grounds are to be turned into the office. Lost articles may be claimed by showing proper ownership.

**Textbook and Classroom Equipment**

It is the duty of every student to take a personal interest in the care of the classroom furniture and other equipment. Everyone should be careful at all times to avoid marring desks and other furniture in any way.

Textbooks are furnished, free, by the State, they are loaned to the students each year. These textbooks are graded accordingly to their condition when issued to the students. If a book decreases in value beyond a reasonable degree, the student is required to pay proportionately for damage done to the book while in his/her possession. Students are cautioned that books in their possession, but not the proper number, will be taken up, but no credit for that book will be given to the student until his/her own book is accounted for.

**Lockers**

Lockers are the property of Antlers Public Schools. They are furnished as a convenience for the student and are expected to be kept neat at all times. We retain the right to inspect these lockers at any given time. These inspections will

be unannounced. Once a student is assigned a locker, the student is not to change or occupy a locker not assigned to him/her.

Locks are available for the students in the office. If a student chooses to use their own lock then it will be required that they give the office the combination and/or a key.

### **Changes in Law on Student's Privacy Rights**

Pursuant to state law (Section 24-102 Title 70), schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

The law reads "Pupils shall not have any reasonable expectation of privacy towards school administrations 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."

### **Statement of Policy of Vehicle, Locker or Personal Search for Antlers Public Schools**

Any of the district's administrators or teachers, having reasonable cause to suspect a student has in his/her possession, non-intoxicating beverage as defined in Section 163.2 of Title 37, alcoholic beverages as defined in Section 506 of Title 37, or a controlled dangerous substance as defined in Section 2-101 of Title 63, may conduct the following search procedure:

If the suspected substance is in a vehicle while on school property or in a school locker or on the student's person, permission will be asked of the student to an all appropriate search. If permission is not granted by the student, a parent/guardian will be contacted. If they are unavailable or refuse the request for the search, the appropriate legal authorities will be contacted.

### **District Wellness Policy**

The wellness policy for the Antlers Public Schools is available upon request. A copy can be obtained at the Antlers Public Schools superintendent's office.

### **Medications**

The student is not allowed to be in possession of any drugs, including prescribed medication. The student who must take prescribed medication during school hours is instructed to check medication into his/her building principal's office

upon arrival at school. The office personnel may not dispense over the counter pain relievers (i.e. aspirin, ibuprofen, and acetaminophen) to any student without parent permission.

The following procedures are recommended concerning the dispensing of medication for students of Antlers Public Schools:

- I. Only prescription medication may be administered by school personnel, provided the medication is accompanied by:
  - A. The prescription label with the student's name and the physician's name.
  - OR
  - B. A written notice of prescription for the student signed by the physician.
- II. Upon arrival at school each day, the medication must be taken to the appropriate principal's office by the parent or student. At that time, the principal will designate a school official to dispense medication to the student.
  - A. Whenever feasible, the student's homeroom teacher will be designated.
  - B. When it is not feasible to designate the homeroom teacher to dispense the medication, the school secretary will be designated.
- III. Records will be maintained in the building principal's office. The records will include:
  - A. Each date medication was brought to school
  - B. Name of student medication was prescribed for
  - C. Name of physician prescribing medicine
  - D. Name of person designated to dispense medicine.

### **Student Self- Administration of Inhaled Asthma Medication**

The Board of Education of the Antlers Public School District permits students to self-administer inhaled asthma medication in accordance with the following conditions and guidelines:

#### Definitions:

1. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.

2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.

#### Requirements for Parents and Students:

1. Permission granted by this policy for self-administration of inhaled asthma medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.
2. The parent or legal guardian of the student must authorize in writing permission for the student's self-administration of inhaled asthma medication. Such written permission must include the following:
  - a. Permission statement authorizing the student to self-administer inhaled asthma medication.
  - b. A written statement from the student's physician stating that the student has asthma and is capable of, and has been instructed in, the proper method of self-administration of the medication.
  - c. Acknowledgment from the student's parent or legal guardian that the district and its employees and agents shall incur no liability as a result of any injury arising from the student's self-administration of asthma medication and acknowledgement that the District has provided the information in writing to the parent or legal guardian.
3. Prior to the District granting permission for the student to self-administer inhaled asthma medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of the District Policy 720, Dispensing Medications. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that policy.

A student who has been granted permission by the District to self-administer inhaled asthma medication pursuant to this policy shall be permitted to possess and use a prescribed inhaler at all times.

#### **Nondiscrimination Statement for all Programs**

Antlers Public Schools do not discriminate on the basis of race, color, national origin, sex, age, qualified handicapped or veteran.

#### **FERPA**

The Antlers Board of Education acknowledges and supports the rights of the individual regarding education records of students which are created, maintained, or used by its employees.

Further, because, it is in the best interest of the Board to comply with the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, the following general guidelines are established:

- A. The education records of students who are or have been in attendance at Antlers Public Schools shall be made available for inspection and review, and for correction and deletion, by parents, of such students.
- B. The educational records (or personally identifiable information contained therein other than directory information) of students shall not be released without the written consent of the parents, except to individual agencies or organizations which are specifically authorized under the act.
- C. Whenever a student has attained eighteen years of age or is attending an institution of post-secondary education, the permission or consent required of the rights accorded to parents of the student shall thereafter only be required of and according to the student.
- D. The high school principal is responsible for all identified information. The high school secretary is designated custodian of records,

The complete policy is on file in the principal's office of each school building and at the Superintendent's office.

### **Collection of Personally Identifiable Information**

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the school district's administrator. These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

To inspect the students records

To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights.

To consent to disclose education records, except where consent is not required authorizing disclosure.

To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington D.C. 20202, concerning the alleged violations of the requirements of FERPA.

To obtain a copy of the FERPA policy by the local school district upon request being made to the local school administrator.

Before any major identification location, or evaluation schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conduction of these activities and shall include the right of parents under FERPA.

For further information, contact the following person:

Superintendent of Schools  
(580) 298-5504  
219 N.E. "A" Street  
Antlers, Oklahoma 74523

### **Student Records**

Student records shall be defined as any material concerning individual students maintained in any form by the school or its employees, except personal notes and work products maintained by teachers and other school personnel solely for their own individual use and not communicated to any other person.

All records on student (with the exception of personal evaluations submitted in confidentiality before January 1, 1975) shall be open to the student's parent(s) or guardian(s), and to the student, if over 18 years old.

The consent of a student, over 18 years old, or the parent(s) or guardian(s) shall be required each time the student's record is divulged to any person except:

- School officials, including teachers who have a "legitimate educational interest" in the student
- Officials of schools in which a student wants to enroll provided that parents are told in advance that information will be sent, receive a copy if they wish, and are given an opportunity to challenge the information in a hearing
- Officials of the U.S. General Accounting Office, H.E.W., and State Department of Education who need specific data to evaluate federal programs or enforce federal laws
- Anyone to whom the student has made application for, or receipt of financial aid
- Accredited institution
- Testing and research organizations, such as Educational Testing Service, as long as confidentiality is maintained and records are destroyed after they are no longer needed
- Valid search warrants, court orders, or subpoena, provided that parents and the student are notified of all such orders and subpoenas in advance of the compliance
- Statistical data that does not identify any student



- Schools can give information to medical personnel, city, county, state, and federal agencies in an emergency situation if common sense dictates release of the information is urgently needed to protect someone's health or safety
- The building principal or his designated representative is the person authorized to control and release information at the individual school. The parents should contact the principal for release of and review of information

### **Directory Information**

The Antlers Board of Education adopts this policy statement in regard to Directory Information. (July 13, 1992)

Directory Information will be maintained by the school for the following purposes: announce student recipients of awards, announce student achievements, announce students participating in activity programs, and announce class members.

Parents/legal guardians have the right to withhold directory information regarding their child attending this school. Those parents/legal guardians exercising their right to withhold directory information must notify the school in writing of their intent. Forms are available through the school's administrative office.

Failure on the part of the parent/legal guardian to notify the school district of their intent to withhold directory information will be considered as consent for the school district to make directory information available regarding their child. The school district will release no information of a confidential or negative nature to the public.

The following information is designated as "directory information":

- Student's name, address, telephone listing, and date and place of birth
- Parent and lawful custodian's name, address, and telephone number
- Major Field of study and grade level classification (example: elementary, 7<sup>th</sup> grade, sophomore)
- Student's participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance, dates of enrollment, withdrawal, and re-entry
- Diplomas, certificates, awards, and honors received
- Most recent previous educational agency or institution attended by the student

### **Special Education**

Antlers Public Schools is continuing an effort to identify and locate all handicapped children who are not receiving public education or special services.

This is in accordance with the Federal Law 94-142 and state regulations requiring school districts to provide a free and appropriate education to all handicapped children.

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

- A. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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 district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary, grievance, or attendance committee, or assisting another school official in performing his or her tasks.

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

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

D. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of FERPA. The name and address of the office of that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

### **Extended School Year Policy (ESY) for Children and Youth with Disabilities**

Extended School Year (ESY) services may be defined as a special education service(s), which is provided by an agency to eligible children and youth with disabilities beyond the regular instruction year as a necessary part of a free appropriate education required by the Individuals with Disabilities Education Act (IDEA), P.L. 101-476 (sec 34 CFR 300.300.) ESY services should not be confused with traditional summer school or with summer services typically made available to all students. ESY services must be developed and documented through the Individualized Education Plan (IEP) process and be developed and provided at no cost to parents for children and youth determined to be eligible for such services by the IEP Team.

The Antlers Public Schools Extended School Year (ESY) Policy for Children and Youth with Disabilities is as follows:

1. Eligibility for ESY Services will be determined on an individual basis by the IEP Team.
2. ESY Services must be provided only under the provisions of the IEP. The IEP team must specify which long term goals and short term objectives are to be implemented in the ESY program.
3. The question of the child's need for ESY services may be raised at any time by an IEP team member/parent (including during a regularly scheduled IEP meeting) or may be incorporated into the annual IEP review.

The Antlers Public Schools and the IEP team in determining eligibility for ESY programming will consider the following factors:

- Degree of disability
- Degree of regression suffered
- Recovery time from this regression
- Ability of parents to provide educational structure at home
- Child's rate of progress

- Child's behavioral problems
- Child's physical problems
- Availability of alternative resources
- Ability of child to interact with children and youth who are not disabled
- Area(s) in curriculum which need continuous attention
- Child's vocational needs
- Whether the requested service is extraordinary for the child's disability, as opposed to an integral part of a program for those with the child's disability
- Other relevant factors as determined by the IEP team

In closing, the IEP team must determine a child's eligibility for ESY services by collecting and analyzing all pertinent data, including, but not limited to, the child's disability, educational history, and present educational functioning. Such an analysis could necessitate the following:

1. Criterion referenced and standardized tests, including pre-test and post-test data of a student's progress.
2. Functional assessments used in natural environments-home, community, work, school
3. Analysis of data collected on a regular basis
4. Evaluations of those areas involving related services
5. Parent, student, and/or service-provider information
6. Interviews with teachers and parents on successor potential success of ESY services
7. Applied behavior analysis of directly assess student's performances of IEP objectives across time

It is not required that all children and youth with disabilities receive ESY services. The key provision is that all children and youth with disabilities regardless of categorical class have the opportunity to be considered for possible ESY services as determined to be appropriate by the IEP team in the provision of free, appropriate public education.

### **Notice to Parents and Staff of Special Education Parents**

#### **Antlers Public Schools Complaint Procedures**

1. Notify the Superintendent of Antlers Public Schools of a complaint/allegation in writing and include:
  - a. statement that school has violated a requirement under Part B of the IDEA
  - b. facts on which statement is based
  - c. signature of person filing complaint

- d. If pertaining to a specific child with a disability, include child's name, date of birth, and current educational status
2. Formal complaints received by the school will be acknowledged in writing. Copies will be mailed to all parties involved
3. The superintendent will make inquiries of parties involved
4. Parent/school conference will be held to solve problem, if possible
5. Complainant may submit additional information, either orally or in writing about allegations in the complaint
6. Independent on-site investigator will review all relevant information and determine violations
7. Sixty (60) calendar days after complaint is filed, unless exceptional circumstances exist, a written decision will be issued to complainants that addresses each allegation and contains:
  - a. findings of facts and conclusions
  - b. reasons for final decision
8. Complainant may request the State Department of Education to review the final decision of the school

### **Proficiency Based Promotion**

Gifted and Talented Education (70 O.S. & 11-103.6.C.)

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

Proficiency Based Promotion is a system which awards credit for students' knowledge in the core curriculum areas, i.e., social studies, language arts, the arts, languages, mathematics, and science through an assessment process. All students in Grades K-12 are eligible for Proficiency Based Promotion if they perform at the 90% level on designated assessments. Elementary or secondary students may advance one or more levels in the core curriculum areas.

Elementary, middle level or high school students demonstrating proficiency will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Students must progress through a curriculum area in a sequential manner.

If students demonstrate proficiency for 9-12 curriculum areas, appropriate notation will be entered on the high school transcript. The unit will count toward meeting the requirements for graduation. Credits earned through proficiency assessment will be transferable with students among school district within the state of Oklahoma.

Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will not be noted on the transcript, a grade of "Pass" will be posted.

For more information contact the building principal.

### **Asbestos Policy**

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document the inspection. A copy of this plan is available at your child's school and at the superintendent's office.

## **Antlers Public Schools Internet Acceptable Use Policy**

A. **Purpose Statement** - The District provides its students and employees with access to the District's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the District's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the District and its patrons.

The Internet has often been described as the information super-highway. The Internet consists of a network of servers connecting thousands of computers worldwide, permitting access and communication with millions of individual users. Through the Internet, the District will provide students, faculty and staff access to:

- electronic mail providing communication with people throughout the world;
- information and news, including the opportunity to correspond with scientists at research institutions in the public and private sector, including NASA;
- public domain software and shareware of all types;
- news groups, or discussion groups, covering a wide range of topics appropriate to the educational purposes of the District;
- access to university libraries, the Library of Congress and other repositories of information;
- World Wide Web access to information containing text, graphics and photographs, as well as sound on literally millions of topics

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of these networks relies upon the proper conduct of the end users and the users' adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of network resources. If a District user violates any of these provisions, his or her account will be terminated and future access could be denied. The user's signature on the Internet Access Agreement is a legally binding obligation, affirming that the user has read the terms and conditions of the Internet Acceptable Use Policy, understands the policies and agrees to abide by all terms and conditions described in the policy or subsequently implemented by the District's Director of Technical Services. Students' use of the District's system will also be governed by a student code of conduct.

#### **B. Internet Access - Terms and Conditions.**

**1) Acceptable Use- THE USE OF THE DISTRICT SYSTEM, WHETHER BY STUDENTS, FACULTY OR STAFF, MUST BE IN SUPPORT OF EDUCATION AND CONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE DISTRICT.** The use of any other organizations' network or computing resources must comply with the rules and regulations appropriate for that network. **THE TRANSMISSION OR RECEIPT OF ANY MATERIAL IN VIOLATION OF ANY UNITED STATES OR STATE LAW OR REGULATION AND THE TRANSMISSION OR RECEIPT OF ANY MATERIAL INCONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE DISTRICT IS PROHIBITED.** This includes, but is not limited to: copyrighted material, threatening, indecent, lewd or obscene material, or material protected by trade secret. Use of the District system for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

**2) Parental Consent-** In order for a student to gain access to the District system, the student's parent or guardian must be provided a copy of the

Internet Acceptable Use Policy and sign the Internet Access Agreement requesting that their child be given Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time. **THERE IS, HOWEVER, A WIDE RANGE OF INFORMATION AVAILABLE THROUGH THE INTERNET WHICH EITHER IS NOT APPROPRIATE FOR ACCESS BY MINORS, HAS NO EDUCATIONAL VALUE, OR DOES NOT MEET WITH THE PARTICULAR VALUES OF THE FAMILIES OF THE STUDENT. THE DISTRICT SYSTEM AND INTERNET ACCEPTABLE USE POLICY CONTAIN DEVICES AND RESTRICTIONS ON USE INTENDED TO PREVENT ACCESS TO INAPPROPRIATE MATERIAL OR INFORMATION. IT IS IMPOSSIBLE FOR THE DISTRICT TO GUARANTEE THAT STUDENTS WILL NOT BE EXPOSED TO INAPPROPRIATE MATERIAL THROUGH THEIR USE OF THE INTERNET. THE DISTRICT BELIEVES THAT PARENTS BEAR PRIMARY RESPONSIBILITY FOR COMMUNICATING ACCEPTABLE BEHAVIOR AND FAMILY VALUES TO THEIR CHILDREN. THE DISTRICT ENCOURAGES PARENTS TO DISCUSS WITH THEIR CHILDREN WHAT MATERIAL IS AND IS NOT ACCEPTABLE FOR THEIR CHILDREN TO ACCESS THROUGH THE DISTRICT SYSTEM.**

3) **Privilege of Use** -The District system and its Internet access is a privilege afforded to students, staff and employees of the District. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by the District's system administrators to be inappropriate under particular facts and circumstances. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the District.

4) **Inappropriate Use** - Each system user is expected to comply with all District policies governing Internet access and to abide by generally-accepted rules of network etiquette. These general rules include, but are not limited to, the following:

a) Appropriate language - Do not use abusive language in messages to others. Be polite. Do not use obscene, indecent, lewd or profane language, vulgarities, rude or disrespectful language. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.

b) Safety - Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, District system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.



c) Electronic mail - Users should be aware that electronic mail (E-Mail) may not be assumed to be a private communication. The District and system administrators do have access to E-Mail. Messages relating to or in support of illegal activities will be reported to the authorities. System users should not post any message which is intended to be private.

d) Network resources - System users should not use the network in a way that will disrupt the use of the network by other users. **THE NETWORK SHOULD BE USED FOR EDUCATIONAL, PROFESSIONAL AND CAREER DEVELOPMENT ACTIVITIES ONLY.** System users should refrain from downloading large files unless absolutely necessary, and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible.

e) Plagiarism - Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Do not plagiarize works obtained from the Internet, including AI chatbots such as ChatGPT. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.

5) **Limitation of Liability-** The District makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the District system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy or quality of information obtained through use of the District system or the Internet. The District is not responsible for any financial obligations which may be incurred through use of the District system.

6) **Security-** Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide their personal password to another person. If you identify a potential security problem on the District system or the Internet, you must notify the system administrator immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.

7) **Vandalism-** Vandalism of District hardware, software or the system itself will result in cancellation of privileges. Vandalism is defined as any malicious attempt

to harm or destroy the property or data of the District, of another user or of any other network connected to the Internet or all or any portion of the District's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, "crash" or "bomb" all or any portion of the District's computer system. All system users shall avoid the accidental spread of computer viruses by strict adherence to District policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the District's system.

8) **Inappropriate Material**- Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the District system to access information or to distribute information or material which is:

- a) Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
- b) Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
- c) Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- d) Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
- e) Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender, or disability or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
- f) Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause

a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

g) Cyberbullying, meaning one or more people intentionally harm, harass, intimidate or threaten another person using technology. This includes but is not limited to the following:

1. Sending mean or threatening messages via email, IM or text messages.
2. Spreading rumors about other through email, IM or text messages.
3. Creating a website or social networking account that targets another student or other person.
4. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the web.
5. Stealing another person's login and password to send mean or embarrassing messages from his or her account.

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

9) **Employee Access**- In order for any employee of the District to gain access to the District system, the employee must sign the Employee Internet Access Agreement.

10) **Application and Enforceability** -The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each system user. **BY EXECUTING THE INTERNET ACCESS AGREEMENT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THIS ACCEPTABLE USE POLICY. THE SYSTEM USER ACKNOWLEDGES THAT ANY VIOLATION OF THIS ACCEPTABLE USE POLICY MAY RESULT IN ACCESS PRIVILEGES BEING REVOKED, DISCIPLINARY ACTION BEING TAKEN, INCLUDING, AS TO STUDENTS, DISCIPLINARY ACTION UNDER THE DISTRICT'S STUDENT DISCIPLINE POLICY AND, AS TO EMPLOYEES, ANY SUCH DISCIPLINE AS MAY BE ALLOWED BY LAW, INCLUDING TERMINATION OF EMPLOYMENT.**

- B. Education of Students Regarding Appropriate On-Line Behavior. In compliance with the Protecting Children in the 21<sup>st</sup> Century Act, Section 254(h)(5), the District is educating minors about appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms and

cyber bullying awareness and response. As part of this education, the following information on Cyber Bullying and Internet Safety is distributed with this Policy to all students and parents for their review prior to signing an Internet Access

### **Cyber Bullying and Internet Safety**

As young people embrace the Internet and other mobile communication technologies, bullying has manifested itself in a new and potentially more dangerous way – through cyber bullying. Cyber bullying can generally be defined as sending or posting harmful or malicious messages or images through e-mail, instant messages, cell phones and websites. It is emerging as one of the more challenging issues facing educators, since it has a direct impact on students but often occurs away from school property.

Examples of cyber bullying include, but are not limited to:

- Sending cruel, vicious and sometimes threatening messages;
- Creating websites that contain stories, cartoons, pictures and jokes ridiculing others;
- Posting pictures of classmates on-line with intent to embarrass them;
- Breaking into an e-mail account and sending vicious or embarrassing material to others;
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others; and
- Taking a picture of a person using a digital phone camera and sending that picture electronically to others without consent.

### **Social Networking Sites**

Most teenagers visit websites to communicate with friends and meet new people. Numerous social networking sites are popular with students. These sites allow students to post vulnerable personal information which can be exploited. Students are placed unknowingly at risk. Students should be warned not to post identifying information to these sites. They should never meet anyone they have met through the sites unless an adult accompanies them. Parents should conduct frequent reviews of these sites to ensure that vulnerable information has not been posted.

### **Internet Safety**

No action is foolproof, but there are steps students can take to protect themselves on-line and lessen the chance of becoming the victim of unsolicited messages:

- Never give out personal information, passwords, PIN numbers, etc.

- Remember that personal information includes your name, age, e-mail address, the names of family or friends, your home address, phone number (cell or home) or school name.
- Choose a user name that your friends will recognize but strangers will not recognize (such as a nickname used at school). This will help you to identify yourself to friends and lets you know who is trying to communicate with you.
- Do not submit or post pictures of yourself to any website, including your own. These can easily be copied and posted to any other website.
- Passwords are secret. Never tell anyone your password except your parents or guardians.
- Do not respond to "spam" or unsolicited e-mail.
- Set up e-mail and instant messenger accounts with your parents.
- Do not respond to, or engage in, cyber abuse.

If you are the victim of a cyberbullying:

- Do not reply to messages from cyber bullies.
- Tell an adult you know and trust. Just as with any other kind of bullying, ignoring it often leads to escalation.
- If the bullying is occurring through text messaging, use "call display" or dial \*69 to identify the phone number and have it tracked through your cell phone/pager service provider.
- Instant messages (e.g. Yahoo instant messenger; Microsoft Messenger) are best handled by blocking messages from certain senders.
- Bullies are likely to register for an anonymous e-mail account, such as Hotmail, Yahoo or G-Mail, using a fake name. If you receive threatening e-mail messages, instruct your e-mail program to block messages from that address. Then, inform your Internet Service Provider (ISP).
- If physical threats are made or the bullying escalates, inform your local police.
- Do not erase or delete messages from cyber bullies. You do not have to read them; but keep them as evidence. You may get similar messages from other accounts. The police, your ISP and/or your telephone company can use these messages to help you.
- If necessary, get a new phone number, account or e-mail address and give it out to only one (1) person at a time.

### **Suggestions for Parents:**

- Make sure your children understand how vast and public the Internet is. Remind them that anything they post or send in a message is virtually available to be seen or read by anyone in the world.

- Talk to your children about cyber bullying. Make sure they understand what it is. Let them know that cyber bullying is no less serious and unacceptable than other forms of bullying.
- Set up the family computer in an open, common area so that you can monitor what your child is sending and receiving.
- Inform your ISP or cell phone service provider of any abuse. Although it can take a lot of time and effort to get Providers to respond and deal with your complaints about cyber bullying, it is necessary in order to try to stop it from reoccurring.
- Purchase software that can help track activity. There are parental controls that filter both IM and chat rooms.

### Privacy

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

### **No Child Left Behind Act of 2001 Parents Right to Know**

Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject area in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.

Whether the child is provided services by paraprofessional and, if so, their qualifications.

Additional Information-In addition to the information that parents may request under subparagraph (A), a school that receives funds under the part shall provide to each individual parent:

Information on the level of achievement of the parent's child in each of the state academic assessments as required under this part; and timely notice that

the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

**Format-**The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and to the extent practicable, provided in a language that the parents can understand.  
**Privacy-**Information collected under this section shall be collected and disseminated in a manner that protects the privacy of individuals.

**Technical Assistance-**The Secretary of Education shall provide a State Educational agency, at the State Educational agency's request, technical assistance in meeting the requirements of this section, including the provision of advice by experts in the development of high-quality academic assessments, the setting of State standards, the development of measures of adequate yearly progress that are valid, reliable and other relevant areas.

**Voluntary Partnerships-**A state may enter into a voluntary partnership with another State to develop and implement the academic assessments and standards required under this section.

**Construction-**Nothing in this part shall be construed to prescribe the use of the academic assessments described in this part for student promotion or graduation purposes.

**Special Rule with Respect to Bureau-Funded Schools-**In determining the assessments to be used by each operated or funded by BIA school receiving funds under this part, the following shall apply:

Each such school that is accredited by the state in which it is operating shall use the assessments the State has developed and implemented to meet the requirements of this section, or such other appropriate assessments as approved by the Secretary of the Interior.

Each such school that is accredited by a regional accrediting organization shall adopt and appropriate assessment, in consultation with and with the approval of, the Secretary of the Interior and consistent with assessments adopted by other schools in the same State or region, that meets the requirements of this section.

Each such school that is accredited by a tribal accrediting agency or tribal division of education shall use an assessment developed by such agency or division, except the Secretary of the Interior shall ensure that such assessment meets the requirements of this section

## **Personal Electronic Devices**

Students may not utilize personal electronic devices while on school property, during school transit, or at school-sponsored events that fall during instructional hours. Devices issued or approved by the district (e.g., laptops, tablets) are exempt from this policy and are to be used solely for educational purposes.

Use of personal electronic devices, including cell phones, is prohibited from bell to bell. All devices must be turned off or silenced and kept out of sight during instructional time. Exceptions may include:

- Use required by a student's IEP, 504 Plan, or Medical Plan for educational or medical purposes

"Bell to bell" is defined as the time between the first instructional bell in the morning and the final dismissal bell in the afternoon.

Personal electronic devices include, but are not limited to, cell phones, smartwatches, headphones, tablets, laptops, and any device capable of connecting to the internet, cellular networks, or other wireless systems. This definition excludes school-issued or school-approved instructional devices.

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

This policy is written in accordance with Oklahoma Senate Bill 139.



## Bearcat Fight Song

Come on Bearcats fight for this game.  
Bring home a victory, honor and fame.

With our colors flying high,  
We'll reach our goals bye and bye.  
Although the trip be weary and long.  
You'll always hear us singing our song.

Always loyal to our Bearcats,  
Fighting for victory.



*"Once a Bearcat, Always a Bearcat"*

## 2025-2026 SCHOOL YEAR

Parent or guardian: please sign, and return this page to the principal's office attached to the official enrollment form for high school.

I have read or have had the handbook read to me. I understand that questions about it may be directed to the PRINCIPAL'S office. I am aware that Antlers Public Schools has become dedicated to a drug free program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. As part of this program, I am aware that my child is subject to disciplinary action if found in violation of the above.

I am further aware that this disciplinary action may be suspension and/or prosecution if the act is a violation of the local, state, or federal law and may include rehabilitation programs. I am also aware that information may be obtained from the counselor's office concerning programs for counseling, treatment, or rehabilitation or re-entry for students or employees. It is not the policy of Antlers Public Schools to require or recommend any facility or program. House Bill 1969 sets penalties for possession, sale or purchase of illegal drugs within 1,000 feet of schools or public parks.

State Bill 720 permits public schools to refuse to enroll students suspended from other schools for violent act; permits alternative education strategies for such students. State Bill 750 prohibits the possession of firearms on school property or school buses; establishes penalties for parents whose children violate weapons laws.

### WEAPONS POLICY

Any student who is determined to have brought a weapon to school, pursuant to 20 USC 3351, shall be expelled from any school for a period of not less than one year. The Superintendent may modify such expulsion requirement for a student on a case-by-case basis.

Student's Signature: \_\_\_\_\_

Parent/guardian Signature: \_\_\_\_\_

## **APS Technology Acceptable Use Policy (TAUP)**

Student and parent understand violating the APS acceptable use policy (TAUP) may result in loss of internet / computer privileges and/or other district disciplinary measures. Student may access, produce, video conference, and communicate information on the district network resources for the current school year for class assignments under the supervision of the teacher.

Student and parent understand that any Technology Device issued by Antlers Public Schools to the student for classroom use is the property of Antlers Public Schools and student will not make any modifications to the device, its case, labels, and/or software. Student and parent understand they are responsible for the cost of repairing or replacing the device should it be damaged, lost, or stolen or if the student leaves Antlers Public Schools without returning the Technology Device.

I have read the Internet Acceptable Use Policy and Student Handbook for Antlers Public Schools. I understand that the School District has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible. I realize, however, that it is not possible to completely prevent access to inappropriate material. I will monitor my child's use of the network and his/her access to the Internet, and will accept full responsibility for supervision in that regard if and when my child's use is not in a school setting. I hereby release the School District from liability in the event that my child acquires inappropriate material through use of the District's computing resources or the Internet. I hereby request that the District issue an email account for my child and certify that the information contained on this form is correct. I have received a copy of the Internet Acceptable Use Policy and Student Handbook. I have read and agree to abide by their provisions. I understand that any violation of the use provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

Parent:\_\_\_\_\_Student:\_\_\_\_\_

Dated:\_\_\_\_\_