



**School Symbol:**  
The Wildcat

**School Colors:**  
Black & white

## **Purpose**

This handbook is prepared in the hope that all students and parents will read and acquaint themselves with the rules and regulations of Fletcher Junior Senior High School and will feel at home in the school environment.

It should be kept as a ready reference to questions which may arise during the school year. Each student is held responsible for these policies throughout the year.

Some rules are absolutely necessary. This is true in a game involving only two people. The school system is becoming an extremely complex game, and the participants must have rules to guide their behavior and actions so that their experiences will be meaningful and productive.

The Board of Education feels that the rules are few and moderate enough that all well-meaning students will find it possible to live within their framework happily. An overall objective of the school is to help in the growth of the whole person in mind, body, and spirit.

## **Non-Discrimination Statement**

The Fletcher School district does not discriminate on the basis of race, color, national origin, sex, qualified handicapped, or veteran.

## **Age**

All children from six to eighteen years of age will be required to attend school regularly unless prevented by illness, physical or mental disability or graduation.

## **Classification**

Completion of five (5) units is required for Sophomore classification, ten (10) units for Junior classification, and sixteen (16) units for Senior classification.

## **Textbooks**

Books will be numbered when issued. The same textbooks shall be returned as issued. Normal wear and tear is expected, but undue abuse will be charged to the student. The price of lost books will be determined by the condition of the textbook when issued. Please help take care of school textbooks. They must last at least six years. Textbooks are the responsibility of the student until turned in at the end of school.

## **Class Schedule**

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

## **Class Attendance and Credits Earned**

All students are required to enroll in and attend seven (7) classes daily. Juniors and Seniors interested in concurrent enrollment at a university should see the counselor.

Students who successfully complete one semester of any course except P.E. or athletics will earn one half (1/2) credit provided their attendance does not drop below 90% for the same period of time. Students enrolled in P.E. or athletics earn one fourth (1/4) credit for one semester of work.

## **Class Change Policy**

At the beginning of the first semester, students will be allowed one (1) day to make class changes. The day for changes will be designated as the day preceding the first day of classes for the semester. Changes made after the beginning of the semester will be made only after the counselor and principal, in consultation with the affected faculty members decide a change would be best for the student's education program.

Students who want to make class changes for second semester must contact the counselor prior to the end of first semester with their request. Parent approval will be required.

## **Honor Classes**

It is the philosophy of Fletcher Public School to encourage students to enroll in those courses that challenge even the most academically able student. Students who enroll in these challenging courses are to be compensated by awarding grades that are weighted more than grades awarded in less academically demanding courses.

Students who enroll in a honor class and complete one full credit with a grade no lower than "C" will, after the students' grades have been averaged at the end of their Senior year, be awarded .25 for each one half (1/2) honor credit completed.

### **Honor Classes Available**

Honor Chemistry	Honor Trig/Calculus
Honor Physics	Honor Math Analysis
AP Language	Honor Spanish II
AP Literature	Anatomy & Physiology

Possible Programs from Vo-Tech

## **Grading Scale**

A - Superior	90 - 100
B - Good	80 - 89
C - Average	70 - 79
D - Below Average	60 - 69
F - Failure	59 and below
I - Incomplete	

## **Semester Test General Information**

A Comprehensive semester test will be given in every class and will count 1/7 of the final grade for that semester.

At the end of the first and third 9 week grading periods, a comprehensive 9 week test will be given. This will count as a regular test grade.

## **Semester Test Exemptions**

Semester Test Exemptions are used to encourage good attendance, good grades, and good discipline.

Students who meet or exceed the exemption formula will be exempt from semester tests (see formula on next page).

## **Semester Test Exemption Formula**

Absence not exceeding three (3) times with "A" average.

Absence not exceeding two (2) times with "B" average.

Absence not exceeding one (1) time with "C" average.

No absence with a "D" average.

After school detention assignments do not exceed three (3) times.

In-School suspension assignments do not exceed one (1) time.

No suspension from school. No truancy.

Detentions, school community service, corporal punishment, and ISS assignments are counted in conjunction with one another.

## **Grade Reporting**

### **Progress Reports:**

During the 5<sup>th</sup> week of each 9 - week grading period a progress report will be mailed to the parents of students who are failing or are not performing as well as the teacher expects. Parents are urged to confer with their student's teachers.

### **Report Cards:**

Report cards will be given to each student on Friday following each nine week grading period.

Students who receive an "I" (incomplete) will have two (2) weeks following, the end of the 9 - week grading period to complete their work.

## **Withdrawal From School**

A student who finds it necessary to withdraw from school should observe the following procedure in order to leave school with a clear record.

1. Arrange a conference with the counselor to explain the reason for withdrawal, leave a forwarding address, and secure a permit to withdraw from the office.
2. Secure the signature on the withdrawal permit from each of his/her teachers as he/she turns in his/her textbooks to that teacher.
3. Leave the signed withdrawal permit in the office and secure an office withdrawal form showing his/her record clear.
4. A transcript of the student's work will be forwarded to the school upon request from the new school.

## **Promotion and Retention of Students**

In general, students will be placed at the grade level to which they are best adjusted academically, socially and emotionally. As a usual practice, students will spend one year in each grade. A small number of students, however, may benefit from staying another year in the same grade. Such retention may be considered when:

1. The child is achieving significantly below ability and grade level.
2. Retention would have a reasonable chance of benefiting the child.

The following will be the procedure for deciding retention or promotion:

1. The student's parent or teacher may request that the student be retained.
2. The committee consisting of the principal, the student's teacher, the counselor and the child's parents will review the student's progress and consider the request.
3. The approval committee will be guided by the following factors:
  - a. Chronological age
  - b. Social maturity
  - c. Emotional maturity
  - d. Physical development
  - e. Work and study habits
  - f. Attendance record
4. The approval committee will recommend retention or promotion and specify the factors relating to the decision. The recommendations will be forwarded to the superintendent for his information and review.
5. Although the final decision should be a mutual decision of the parents and the school officials, the final decision of promotion or retention shall rest with the school authorities.
6. Only in unusual circumstances should a child be retained more than once.
7. Retention will be automatic if a student in the 7<sup>th</sup> and 8<sup>th</sup> grades fails 4 of the 7 subjects.
8. Appeals to the decision may be brought to the Board of Education through the superintendent.

## **Choices and Counseling**

Your counselor will make every effort to see that you are enrolled in the right courses, but you and your parent/guardians must also take responsibility for the proper choice of subjects for graduation and college entrance. Check carefully the local graduation requirements and the catalog of the college you plan to attend before choosing your classes.

Your teachers, the counselor or the principal will be happy to counsel you concerning your program of study.

## **Student Awards**

At the end of the school year, the top students in each academic class will be recognized with an outstanding student award which will be presented at the special awards assembly.

Each teacher will submit the name of their top student from each academic class to the principal's office not later than one week prior to the awards assembly. In addition to these awards, the following awards will be presented:

Principal's Honor Roll  
Superintendent's Honor Roll  
Perfect Attendance  
Oklahoma Honor Society  
I Dare You Awards  
Kenneth Harrel and  
Helen Childs Scholarships

Students placing Superior or Excellent  
in a competitive contest  
Vocal Music Awards  
Scholar - Athlete  
Student Council Citizenship Award  
Masonic Award  
American Legion Award

All awards presented by a college or other organization outside of Fletcher School. It will be permissible for school organizations or clubs to present their own awards at their respective meetings. Said awards must be purchased from club funds.

## **Oklahoma Honor Society**

Ten-percent of the high school enrollment will be eligible for membership. This includes grades 10, 11, and 12.

The purpose of the Society will be to promote high standards of scholarship among the students at Fletcher Junior-Senior High School. Membership will be based on work during the first semester of the current year and second semester of the preceding year.

The Oklahoma Junior High Honor Society involves grades 7, 8, and 9.

## **Closed Campus**

Students in the Junior High School will not be allowed to leave the school grounds anytime during the school day. Students needing to go home for lunch may do so by bringing written permission from their parents.

## **Entering the Building**

Students arriving at school before 8:15 A.M. may go to the old gym. If students go to the old gym, they are expected to take a seat.

## **Attendance Policies**

Upon enrolling at Fletcher the student assumes the responsibility of attending classes regularly and on time. Students with the help of their parents, are expected to solve the usual problems of health, transportation, and family duties in order to keep the students absences at a minimum. Good attendance is necessary if school work is to be successful. There are few acceptable reasons for absences:

personal illness of the student, doctor or dental appointment, death in the family or close friend, and religious holidays. Students should not be kept out of school to work, to run errands, to care for younger children, or the many other tasks that can be done by others.

**TO THE STUDENT:** Good attendance will result in improved grades if the proper study habits are followed. Unusual circumstances which necessitate more than average absences should be thoroughly discussed with the principal by the student and his/her parents as soon as possible.

A student's absence of more than 10% from a class will cause no credit to be issued for that class. Hospitalization, contagious disease, or illness under the direct care of a physician may constitute an exception.

If a parent or guardian feels there are extenuating circumstances that warrant special consideration, he/she must request a review with the principal. Doctors notices will be required before the principal can waive an absence.

## **Notifying The School Regarding Absences**

When a student is absent: Upon that students arrival back at school the student must present a dated note containing an explanation of the absence. It must be signed by one of the student's parents/guardian. If the parent has notified the principal by phone or visit before the student returns to school, a note will not be required. Failure to provide a note or phone call by 8:15 am on the following day after the student's return to school will result in the student receiving detention. If the student fails to provide the necessary note or phone call the second day after his or her return to school, the student will receive one day of In School Suspension.

## **Excused Absence**

If the reason for the absence is personal illness of the student, doctor or dental appointment (appointments may be verified), death in the family or funeral of a close friend, the student will receive an excused absence and will be allowed to make up work missed. One (1) day will be allowed for each day absent to complete make-up work. We also realize there are times when families must be out of town and have no alternative except to take their student with them or an opportunity may arise that the parent feels is important enough for a student to be absent although the reason does not meet the "excused absence" criteria.

In this case the parent should contact the principal and explain the nature of the intended absence. If the principal concurs, the student will be allowed to obtain class assignments for the day of the intended absence. All assigned work must be turned in at the beginning of class on the day the student returns.

Students are required to pick up their admits before class begins at 8:15 a.m. Students who fail to do so will be assigned “after school detention”.

## **Unexcused Absence**

When a student is absent with permission of his/her parents for a reason which does not meet the above criteria. Examples of unexpected absences are - shopping, hair appointments, baby-sitting, working, or a student must be in court and is at fault, etc. Students will not be allowed to make up work missed during an unexcused absence.

## **Truancy**

Truancy is defined as an absence from school without knowledge and/or consent of a parent and/or the principal.

Action Taken For Truancy:

1<sup>st</sup> Truancy: Parents will be notified, three (3) days of In-School Suspension will be assigned. Student will not be allowed to make up work missed and will take all semester tests.

2<sup>nd</sup> Truancy: Same as above except the suspension will be out of school. Work missed during the suspension may not be made up unless the student and parents agree to an Out of School Suspension Assignment Plan. See principal for plan.

3<sup>rd</sup> Truancy: Notification will be made to the Comanche County Juvenile Authority and permanent suspension will result.

## **Tardy To School**

**TARDY DEFINED:** When a student is not in his/her seat when the tardy bell starts ringing.

If a student is late to school, he/she should report immediately to the principal. A note or telephone call will be required. This note or call should be received immediately and must be in no later than 8:30 A.M. or detention will be assigned.

Tardies returning from lunch and between classes will be handled by the principal. A note from parents will not be required. An unexcused tardy will result in spending time in after school detention.

## **Procedures For Checking Out Of School Early**

Students are not to leave campus, except High School students during the lunch period, unless permission has been granted by the principal. This permission will not be granted unless a note or telephone call from the student's parent has been received.

Only in extreme situations or illness will the student be allowed to call home to obtain permission to leave school early.

It is our feeling that in most cases if a parent wishes their student to be released early, they will take the initiative to have him/her released.

Students who will not be returning to school after the lunch period must check out in the principal's office before going to lunch. While off campus at noon, if a parent decides that their student will not return to school for afternoon classes, that parent should contact the principal. If this contact is not made, the student will be considered truant. The parent must contact the principal by telephone or in person. Notes will not be accepted for this type of absence.

## **Tutorial Service**

A tutorial service is provided through the counselor's office. Parents can hire selected students to tutor a student who may be having difficulty with course work. Those interested should contact the school counselor.

## **S.C.O.R.E. Program**

The S.C.O.R.E. (School of Career Opportunities and Real Education) Program is housed at Great Plains Technology Center in Lawton. It is an alternative education opportunity for students ages 16-20 who are residents of Comanche County and have dropped out or are at severe risk of dropping out of school. Applicants must not have reached their twentieth birthday before applying and must not be under a current suspension order from any school for fighting, drug or chemical abuse, and/or weapons related disciplinary measures.

Students will choose one of two education tracks, G.E.D. or high school completion. Students who present the Fletcher High School Principal with a certificate of completion from the high school completion track will be issued a Fletcher High School diploma. Students successfully finishing the high school completion track will have the opportunity to participate in the next Fletcher High School graduation exercise provided their reason for entering the S.C.O.R.E. Program was not because of suspension or unresolved discipline at Fletcher High School and provided all other graduation requirements outlined in the Fletcher High School student handbook are met.

Students entering the S.C.O.R.E. Program will be afforded the opportunity to ride the Fletcher school bus to the Technology Center but must provide their own transportation home.

S.C.O.R.E. students will not participate in Fletcher School extra-curricular activities. For definition purposes extra-curricular activities are defined as athletics, cheerleading, vocal music, academic team, FFA, FCCLA, FCA, TSA, 4-H, Student Council, Prom, Senior trip, and others as designated by administration.

## **Cooperative Alternative School**

The cooperative alternative school is located at Elgin High School, Elgin, Oklahoma and is a cooperative effort involving Fletcher, Elgin and Sterling schools. Students must be recommended by the Principal of the sending school to attend the cooperative alternative school. Attending students are transferred to the Elgin Public Schools. They become Elgin High School students and upon completion of all requirements will receive an Elgin High School diploma.

Transportation to Elgin is not provided. Students attending alternative school will not participate in Fletcher High School extra-curricular activities.

## **Concurrent Enrollment**

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

Students who are concurrently enrolled and drop out of college will be enrolled as a full time student at Fletcher High School and will be required to make up all prior work starting from day one in each class. Interested students should contact the counselor.

## **Junior/Senior Fundraising Policy**

All Juniors and Seniors will be required to work the Fletcher Fair in order to provide funds for class and project expenses as well as to provide a service to the Fletcher Community.

Juniors will work a required number of fundraising events to pay for and attend the Junior/Senior Prom. The number of these required events will be set by the Class Sponsors.

Work schedules will be set by the Class Sponsors. Students who have a conflict with the work schedule will make other arrangements with the sponsor prior to the fundraising event.

Leftover Junior class funds from the Prom will be applied towards the class Senior Trip.

Any student who does not participate in fundraising during the Junior year, but chooses to go on the Senior trip will be required to pay a proportional share of the Junior class balance. This amount will be determined by the number of students attending the Senior trip divided by the Junior class balance.

During the first class meeting of the Senior year, contracts for Senior trip attendance will be handed out. Contracts must be signed by both the student and parent/guardian and returned to the Class Sponsors by October 1<sup>st</sup>.

During both the Junior and Senior years, parents/guardians are encouraged to work at fundraising events; however, those hours worked will not be in lieu of student participation.

Often students are required to sell tickets or provide items for fundraising events which may include: ice cream, desserts, prizes, etc. Students who fail to provide required items will pay an appropriate fee.

## **Senior Trip**

Fletcher Public School sponsors a senior trip for graduating seniors. The following criteria for sponsorship shall prevail:

1. By February 1, seniors and their sponsors will select a site for a senior trip to be approved by the high school principal and superintendent.
  - A. The site must be within the borders of one of the fifty United States.
  - B. A tentative itinerary must be submitted.
  - C. Funds needed for the trip will be estimated after a preliminary cost survey of all the following that apply: transportation, lodging, meals, tickets, entry fees, and spending money.
2. All funds raised by the class while in their junior and senior year will be deposited in a separate account within the activity fund.
3. All fund raising activities must be approved by the Board of Education.
4. The senior trip will be limited to 2 days and 1 night.

## **Senior Trip Sponsors**

1. The Superintendent of schools and the High School Principal will alternately attend the senior trip to insure that the behavior of all who attend is consistent with school board expectations, and to make those decisions that would normally be made by administration.
2. Two high school faculty members elected by the class at the beginning of their sophomore year will be responsible for:
  - A. Coordinating all fund raising activities
  - B. Keeping accurate records of students work performance
  - C. Make arrangements for the senior trip
  - D. Chaperon the seniors while on the senior trip
3. Class sponsors spouses will be invited to attend.

4. Two sets of class parents will be elected no later than the end of the sophomore year and will be invited to attend the senior trip as chaperons.
5. No other individuals will be permitted to attend the senior trip.

## **Senior Trip Documents**

1. Seniors will furnish an affidavit from their parents/guardians that authorizes class sponsors to be responsible for authorizing qualified medical personnel to give medical care in case of illness or injury. Parents will assume financial responsibility.
2. Seniors who are 18 must provide two affidavits, one from the senior and one from the parent.
3. Married students will provide one affidavit from the senior and one from the spouse.
4. Seniors and parents, after reading the Fletcher senior trip rules and checking the activities participation list, sign and return the document to the class sponsors before the senior trip.
5. All adults who attend the senior trip will read, sign, and turn in to the high school principal the senior trip sponsor's guide.

## **Distribution of Class Funds**

1. The following individuals will share equally in senior class funds while attending the senior trip:
  - A. Students
  - B. Class sponsors and spouses
  - C. Class parents
  - D. Superintendent or high school principal

## **Requirements for Seniors to Attend**

1. Must be a graduating senior.
2. Have no discipline actions unresolved.
3. Presents his/her self at time of departure, drug and alcohol free
4. Has participated in fund raisers doing an equal share of the work
5. Students who skip scheduled work assignments will make arrangements with the sponsor to make up the duty or pay a proportional amount. (Profit made at the event divided by the number of students who worked)
6. Students who because of jobs are not able to participate may attend the senior trip after paying a proportional amount. (Profit divided by the number of students who worked)
7. Students who are new to Fletcher Schools their senior year and wish to participate in the senior trip will be required to pay a proportional amount of the money raised during the class' junior year. (Profit divided by the number

of students who worked) New students will also be expected to participate in all fund raising activities during the senior year.

The senior trip is a reward for hard work and cooperation.

## Curriculum Requirements

### Requirements For Graduation

To be eligible for graduation a student must have completed a minimum of twenty-four (24) units while being enrolled in grades 9 through 12. This becomes effective for the Class of 2008.

Students moving to Oklahoma from another state and enrolling in a senior high school (grades 10, 11, and 12) may graduate without Oklahoma History if the course is not taught in the senior high school, or if the student is unable to take the course due to the scheduling of classes.

Required Subjects	Units or Sets of Competencies
4 Language Arts	1 Grammar and Composition, <b>and</b> 3 which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English Courses, or other English courses with content and/or rigor equal to or above grammar and composition.
3 Mathematics:	1 Algebra I or Algebra I taught in a contextual methodology, <b>and</b> 2 which may include, but are not limited to the following courses: Algebra II; Geometry or Geometry taught in a contextual methodology; Trigonometry; Math Analysis or Precalculus; Calculus; Statistics and/or Probability; Computer Science I and II; Mathematics of Finance*; Intermediate Algebra*; contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.
<small>(Contact the State Department of Education School Improvement Division to obtain the curriculum outline approved by the State Board of Education.)</small>	
3 Science:	1 Biology I or Biology I taught in a contextual methodology, <b>and</b> 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I; Physics; Biology II; Chemistry II; Physical Science; Earth Science; Botany; Zoology; Physiology; Astronomy; Applied Biology/Chemistry; Applied Physics; Principles of Technology; qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.
3 Social Studies:	1 United States History, 1/2 to 1 United States Government; 1/2 Oklahoma History, <b>and</b> 1/2 to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.
2 Arts:	2 which may include, but are not limited to, courses in Visual Arts and General Music.
8 Electives	
23 Total	For details, go online to < <a href="http://www.sde.state.ok.us">http://www.sde.state.ok.us</a> > or call (405) 521-3549

## **Achieving Classroom Excellence**

### **“Ace” Legislation**

In June, 2006, Oklahoma lawmakers passed ACE legislation, changing what students must do to earn a high school diploma. These changes affect students beginning with the class of 2012.

**Starting with the graduating class of 2012, the new law requires students to pass the courses and also pass four “end-of instruction exams” (EOIs).**

- EOIs are tests administered at the end of Algebra I, English II, Biology I, U.S. History, Geometry, Algebra II, and English III courses. **Passing Algebra I and English II are required for graduation.** Two of the remaining five EOIs must also be passed to graduate.
- To “pass” an EOI, a student must score Satisfactory or Advanced. Scores of Unsatisfactory and Limited Knowledge do not pass.
- All students must pass four End-of-Instruction exams to earn a high school diploma.
- Schools will offer remediation to all students (beginning with the class of 2012) who do not pass the EOI tests necessary for graduation.
- Students who fail any of the necessary four EOI tests will have up to three opportunities to retake the test per calendar year.

### **Valedictorian and Salutatorian Policy**

The Valedictorian and Salutatorian is available as an addendum to the Handbook and can be found in the High School office.

### **Senior Class Rank**

The following procedures will be used to determine the senior class rank at Fletcher High School.

Numerical averages will be used to determine class rank.

Students who enroll in a honor class and complete one full credit with a grade no lower than a “C”, after the students grades have been averaged at the end of the first semester of their senior year, be awarded .25 for each (1/2) honor credit completed.

Class rank will be determined from the numerical average earned by seniors while in grades 9, 10, 11 and first semester of grade 12 after .25 per semester has been added to grades earned for honor classes.

The number one and two ranked seniors will be given the opportunity to address the Commencement audience.

## **The Fletcher High School Academic Scholar**

The senior student who attains the highest numerical academic average, with honor credit added, while enrolled in grades 9, 10, 11 and first semester of grade 12 will be designated the Fletcher High School Academic Scholar.

## **Junior High Valedictorian and Salutatorian**

The following procedures will be used to determine Valedictorian and Salutatorian at Fletcher Junior High School:

A four point grading scale (A=4, B=3, C=2, D=1, F=0) will be utilized when determining GPA in all classes.

Valedictorian will be those students who have attained a 4.0 GPA or higher during grades 7, 8 and first semester of grade 9.

Salutatorian will be those students who have attained the highest GPA below 4.0 during grades 7, 8 and first semester of grade 9.

## **Freshman Class Rank**

Class rank will be determined from the numerical average earned by Freshmen while in grades 7, 8 and first semester of 9<sup>th</sup> grade.

The number one and two ranked Freshmen will be given the opportunity to address the graduation audience.

## **The Fletcher Junior High Academic Scholar**

The Freshman student who attains the highest numerical academic average while in grades 7, 8 and first semester of grade 9 will be designated the Fletcher Junior High Academic Scholar.

## **Graduation Exercises**

Graduation exercises are a Fletcher Junior-Senior High School function that will be organized by the principal and his designees.

## **Junior High Graduation**

Students completing the 9<sup>th</sup> grade will have the opportunity to participate in Junior High graduation exercises provided the student:

1. Has successfully completed five (5) units during the 9<sup>th</sup> grade.
2. Has no discipline actions unresolved.
3. Has participated in all graduation practices.
4. Purchases a graduation gown.
5. Presents his/her self at the graduation exercise drug and alcohol free.

## Senior High Graduation

1. Has successfully completed all required courses and has a total of not less than twenty four (24) units.
2. Has no discipline actions unresolved.
3. Has participated in all graduation practices.
4. Purchases a graduation cap, gown, and tassel.
5. Presents his/her self at the graduation exercise drug and alcohol free.

## College Entrance Core Curriculum Requirements

Subject	Units	Description		
English	4	Grammar, Composition, Literature		
Mathematics	3	Algebra I, Algebra II Geometry, Trigonometry, Math Analysis, <u>Precalculus</u> , Calculus, <u>Advanced Placement Statistics</u>		
Laboratory	2	Biology, Chemistry, Physics or any lab science certified by the school district		
History	2	Including 1 unit of American History		
Citizenship Skills	1	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">                     From the subjects of Government, Geography, Economics, Non-Western Culture                      Examples of courses that qualify:                      American Government                      Citizenship and Constitution                      Civics                      Eastern Geography                      Economics                      Multicultural History (with non-West content)                      Western Geography                      World Geography                      World History                 </td> <td style="width: 50%; vertical-align: top;">                     Examples of courses that do not qualify:                      Aerospace Science                      American Documents                      American Issues                      Contemporary Social Issues                      Introduction to Law                      Military History                      Psychology                      Sociology                      20th-Century Legal Issues                 </td> </tr> </table>	From the subjects of Government, Geography, Economics, Non-Western Culture Examples of courses that qualify: American Government Citizenship and Constitution Civics Eastern Geography Economics Multicultural History (with non-West content) Western Geography World Geography World History	Examples of courses that do not qualify: Aerospace Science American Documents American Issues Contemporary Social Issues Introduction to Law Military History Psychology Sociology 20th-Century Legal Issues
From the subjects of Government, Geography, Economics, Non-Western Culture Examples of courses that qualify: American Government Citizenship and Constitution Civics Eastern Geography Economics Multicultural History (with non-West content) Western Geography World Geography World History	Examples of courses that do not qualify: Aerospace Science American Documents American Issues Contemporary Social Issues Introduction to Law Military History Psychology Sociology 20th-Century Legal Issues			
Other	3	Select any of the subjects listed above (English, Mathematics, Biology, Chemistry, Physics or lab science certified by the school district, History, Citizenship Skills) or select from the following: Computer Science, Foreign Language. (Note: Courses excluded from subject categories listed above are also excluded from the "Other" category.)		
Total Units	15			

## College Admission Standards

### Comprehensive Universities

#### Oklahoma University

1. High School graduate
2. Completion of the 15 core course curriculum.
3. 3.00 GPA and ranking in the top 30% of class or score 24 on ACT or 1090 on SAT or 3.00 GPA on the 15 core curriculum courses.

### Oklahoma State University

1. High School graduate
2. Completion of the 15 core course curriculum.
3. 3.00 GPA and rank in the top 1/3 of class or score 22 on ACT or 1020 on SAT or 3.00 GPA on the 15 core curriculum courses.

### **Regional Universities**

i.e., Cameron, SWOSU, USAO, etc.

1. High School graduate
2. Completion of the 15 core course curriculum.
3. 2.70 GPA and rank in the top 1/2 of class or score 20 on ACT or 940 on SAT.

### **Junior College**

i.e., two year colleges, etc.

1. High School graduate
2. Take the ACT (no minimum score required).

### **Private Universities**

Requirements vary, check with your counselor or university admissions office.

## **Conduct in School**

All will agree that in our school society some rules of conduct are necessary to guide our actions and behavior. It is felt that the following disciplines will result in gentlemanly and lady like qualities which are to be admired by the students peer group and community in general.

1. Students will show respect for themselves by arriving at school each day neat, clean, and drug free.
2. Students will interact with their fellow students in a respectful manner.
3. Students will interact with their teachers and administrators in a respectful manner.
4. Students will show respect for their school facilities by doing nothing to detract from or destroy them.
5. Food and drink are not to be stored in lockers or taken into the classrooms or halls.
6. All litter is to be placed in the wastebasket.
7. Tobacco and snuff is not permitted on campus during school hours or at school sponsored functions.
8. In addition to the above rules and regulations, it may become necessary for the principal to formulate new ones as the need arises.
9. Students are not allowed to chew gum.

## **Discipline**

Any disciplinary action taken in the classroom, on school grounds, or at a school activity shall be dealt with by the teacher. Let it be understood by all, that all teachers have the authority and responsibility to correct, discipline or assist any student anywhere on our campus or at any school sponsored function. Actions which may be taken by the teachers: (not necessarily in this order)

1. Counseling
2. Parent conference
3. Extra work
4. After school detention
5. Other logical means

If these measures fail in getting acceptable behavior, the teacher should refer the student to the principal. Actions which may be taken by the principal are: (not necessarily in this order)

1. Counseling
2. Parent conference
3. Extra work
4. After school detention
5. School Community Service
6. Financial restitution
7. In-school suspension
8. Corporal punishment
9. Out of school suspension
10. Involve law enforcement
11. Other disciplinary action deemed appropriate.

## **Corporal Punishment**

Corporal punishment is an option of Fletcher Schools made available by the Board of Education with parental permission. Corporal punishment may be administered by the administrator with a faculty member serving as witness. Corporal punishment may never be administered in any degree that will result in serious injury. Only paddles that have been approved by the administration may be used. The maximum paddling is three (3) strokes on the buttocks for any one offense.

Nothing in this discipline policy shall be construed to deny the student's right to a fair and orderly hearing, appeals, counsel and due process in cases which may end in suspension or expulsion. This policy shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary policy.

## **Specific Infractions**

The following guidelines will be used for the most serious infractions. Use of the punishments or alternate punishments will be at the discretion of the principal.

### **Fighting**

1<sup>st</sup> infraction - 3 swats or 2 days of in-school suspension

--If the student had previously been warned concerning fighting then a 3 day suspension will be assigned.

2<sup>nd</sup> infraction: 3 day suspension

3<sup>rd</sup> infraction: 5 day suspension

4<sup>th</sup> infraction: suspension for the remainder of the semester and the following semester.

### **Cell Phones**

1<sup>st</sup> infraction: 1 day of ISS and student picks phone up at the end of the school day

2<sup>nd</sup> infraction: 3 days of ISS and parents of student must pick up the phone

3<sup>rd</sup> infraction: 3 day suspension

### **Verbal or Written Threat:**

1<sup>st</sup> infraction: 3 swats or 2 days of in-school suspension

2<sup>nd</sup> infraction: 3 day suspension

3<sup>rd</sup> infraction: 5 day suspension

4<sup>th</sup> infraction: suspension for the remainder of the semester and the following semester.

### **Leaving Campus Without Permission:**

1<sup>st</sup> infraction: 2 swats or 1 day of in-school suspension

2<sup>nd</sup> infraction: 3 swats or 2 days of in-school suspension

3<sup>rd</sup> infraction: 3 day suspension

### **Disrespect For Teachers:**

(Talking back, discrediting the teacher, refusing to do as the teacher assigns in regards to punishment)

1<sup>st</sup> infraction: 3 swats or 3 days of in-school suspension

2<sup>nd</sup> infraction: 3 day suspension

3<sup>rd</sup> infraction: 5 day suspension

4<sup>th</sup> infraction: suspension for the remainder of the semester and the following semester.

### **Tobacco Use:**

1<sup>st</sup> infraction: 3 swats or 2 days of in-school suspension

2<sup>nd</sup> infraction: 3 day suspension

3<sup>rd</sup> infraction: 5 day suspension

# Weapons

It is the policy of the Fletcher School District to comply with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

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

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person 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 by any school for transportation of students or teacher any weapon as defined below:

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

Fletcher Public Schools prohibits the possession of any type of knife on school property, buses or at school functions, which includes activities held at other schools or buildings.

Any student who violated Section 2 of this policy will be subject to discipline that may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

(Board Approved June 7, 2005)

## **Drug Abuse**

Any student found on school premises or at school-sponsored activities in possession of or under the influence of marijuana, narcotic, hallucinatory, hypnotic or sedative drugs or any dangerous chemical, alcohol or stimulant not prescribed by a licensed physician may be suspended from classes and all the school premises for the remainder of the school term.

Students cars or personal effects may be searched in the presence of the student by school personnel and/or police to determine the presence of drugs. School lockers, desks, and other school property and their contents may be searched by school personnel at any time.

Section 492 of School Laws of Oklahoma allows teachers or security personnel to search property in the possession of a student for dangerous weapons, controlled dangerous substances, intoxicating and non intoxicating beverages, missing or stolen property, or electronic paging devices, upon reasonable suspicion.

## **Vandalism and Related Actions**

Any student committing an act of vandalism, theft, gambling, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student.

Repeated offenses of the above may result in more severe penalties of suspension and/or appropriate civil action.

The school plant attractiveness plays a great part in the educational process and public relations. The total school should be involved in the beautification of buildings and grounds.

## **Electronic Devices**

Electronic devices (I-Pods, MP3s, etc.) are not permitted in the halls or classrooms or any school building unless it is being used in the instruction or class by teachers.

## **Wireless Telecommunication Devices**

During school hours students are prohibited from using or displaying wireless communication devices. Fletcher School certified personnel have the authority to search students for such devices. Students are permitted to possess wireless telecommunication devices in their private vehicles while on Fletcher School campus or at after school hour, school functions.

## **Laser Light Devices**

Students are prohibited from possessing laser light devices while on the school campus, in transit under the school's authority or while attending any function sponsored or authorized by the school. Fletcher school certified personnel has the authority to search students for such devices.

## **Secret Orders**

Secret Orders of any kind are strictly forbidden to the students during the school term. No organization is permitted without the approval of the principal and superintendent and then only if properly sponsored.

## **After School Detention**

After school detention will be for a 30 minute period beginning five minutes after school has been dismissed. After school detention will be held on Wednesdays. Students failing to attend detention or misbehaving during detention will receive in-school suspension. Students will not be allowed to have more than three (3) unserved detention assignments. When you have four (4) unserved detention assignments, you will be assigned 1 day of in-school suspension.

The principal may add additional time to the detention period if he deems this appropriate for correction of misbehavior.

## **School Community Service**

School Community Service requires a student to work from 3:10 until 5:00 for the number of days assigned by the principal. Students are required to assist or perform tasks that include the overall maintenance of the school. Failure to report to SCS will result in one day of In-School Suspension.

The principal may add additional time if he or she deems this appropriate for correction of misbehavior.

## **In-School Suspension**

In-School suspension will consist of a student being isolated from other students for the entire school day. A student may receive from one to five days of in-school property.

## **Out-of-School Suspension Policy**

The principal has the authority to suspend any student in accordance with existing state laws.

Forms of punishment other than out-of-school suspension will be considered, but in some cases out-of-school suspension is the appropriate course of action.

The following are specific examples of unacceptable behavior which may be subject to suspension:

1. Open or persistent defiance of authority
2. Verbal/physical assault upon student or school personnel
3. Creating or attempting to create a disturbance
4. Unauthorized absence from classes
5. Excessive tardiness
6. Willful disobedience, profanity or vulgarity
7. Showing disrespect for school property or causing damage to school property
8. Possession, threat, or use of a dangerous weapon defined by the state statute
9. Possession, selling, or under the influence of a narcotic, or dangerous drug, but not limited to marijuana, LSD, heroin, barbiturates, non-narcotic intoxicants, inhalants, glue, unprescribed cough medicine, gasoline, paint thinner, beer, or any type of intoxicating liquor or alcohol, as well as imitation dangerous controlled substances.
10. Verbal or implied threats or threatening gestures by an individual or group
11. Stealing/extortion
12. Conduct which jeopardizes the safety of others
13. Any violation of state or local law, or ordinance occurring on school property
14. Possession of paging devices
15. Possession/use of tobacco products
16. Possession of wireless communication devices
17. Breaking the rules of suspension may result in a minimum of 10 days of suspension.

The Principal may provide an out-of-school education plan for students suspended for five (5) days or less provided the reason for suspension was non-violent.

The Principal will provide out-of-school education plans for students suspended out of school more than five (5) days provided the reason for suspension was non-violent.

Students suspended out of school for violent offense as defined by state law, will receive zero (0) for graded work missed while suspended. Any student found in possession of a firearm on school property or while using school transportation will be suspended for not less than one year.

The maximum period of suspension that may be imposed for other suspension offenses is the remainder of the semester and the succeeding semester.

Special education students suspended out-of-school will continue to receive education and related services according to their Individual Education Program in accordance with State and Federal law.

Any student suspended out-of-school for a violent crime directed towards a classroom teacher cannot be readmitted to that teacher's class without the teacher's permission.

Any student suspended out-of-school will be considered to be suspended from all classes and extra-curricular school events for the duration of the suspension. Further, the suspended student will not be permitted on school property or the property where any school event is being held during the period of suspension except for the purpose of completing an education plan.

## **Out-of-School Suspension Appeal Process**

Students suspended ten (10) days or less have the right to appeal the suspension to a committee consisting of the school counselor and two (2) certified staff members appointed by the Principal. The decision of the committee shall be final.

Students suspended for more than ten (10) days have the right to appeal the suspension to the Fletcher Board of Education. The decision of the Board of Education shall be final. Students who wish to appeal their suspension must inform the Principal no later than 8:30 A.M. of the day following the suspension assignment. When a proper appeal has been made, the Principal will, as soon as possible, convene the appeal committee. The student will be suspended out-of-school until a decision of the appellate body has been reached. Time line for appeals to the Board of Education will be at the discretion of the President of the Board of Education.

## **The Out-of-School Education Plan**

The Education Plan will be provided by the Principal. It is a contract between the suspended student, the suspended parent/guardian, and the Principal. If all conditions of the Education Plan are met by the suspended student and the suspended student's parent/guardian, work completed by the suspended student in the core courses, English - Math - Science - Social Studies and Art, while suspended will be graded and recorded at 80% of its value.

If a suspended Fletcher student enrolls in another school district, Fletcher school will upon request, forward the student's records including discipline record of the student to the requesting school in accordance with the Family Education Right and Privacy Act.

## **Students Awaiting Court Action**

A student who has committed an act which results in a court hearing will not be denied the privilege of attending Fletcher Public Schools as long as his/her conduct and behavior meet the standards required of all students. If at a time prior to his/her appearance in court, his/her influence becomes a detriment to other students in the educational process, he/she should be suspended until time of his/her trial.

After the trial, such a student will be allowed school attendance as long as his or her actions or presence do not interfere with the rights and privileges of other students in the school.

## **Recovery of Damages by Political Sub-Division From Parents of Minors**

The state or county, city, town, municipal corporation or school district or any person, corporation or organization, shall be entitled to recover damages in the amount not to exceed \$300 in a court of competent jurisdiction from the parents of any minor under the age of 18 years, living with the parents, who shall maliciously or willfully destroy real, personal or mixed property belonging to the state or county, city, town, municipal corporation or school district, personal corporation or organization.

## **Soliciting**

No soliciting or selling may be done in the school without the approval of the principal or superintendent.

## **Physical Display of Affection**

Students shall refrain from a physical display of affection while at school or any school sponsored function. There is a time and place for most things, but school is not the place for hand holding and other such displays of affection.

## **Dress and Appearance Guidelines**

We strongly affirm that student dress and grooming is the responsibility of students and their parents. However, a proper atmosphere for learning in the school is the responsibility of the school. Certainly we believe that appearance is an important factor in developing of the student. A negative, rebellious or just generally bad attitude is a disrupting influence in the educational process. An unkempt, unclean, sloppy, slovenly, indiscreet or immodest appearance may typify a student who has a problem related to the learning process, even if it is just demonstrative of a poor attitude.

Stylishness is a very important thing to all of us, but we surely agree that there are types of dress which are more appropriate for specific types of activities or locations. Styles have changed radically in recent years and regardless of our personal feelings we must change our ideas and expectations to meet with these changes.

There are many extreme styles which are inappropriate for co-educational public schools and there are styles which are actually safety factors, such as extremely long hair or bangs which might impair vision.

In explanation to the extreme styles which are inappropriate for school, we would specifically mention girls halter tops, bare midriffs, boys and girls tank tops, mesh (net) shirts, low necklines, extremely short dresses or skirts (shorter than 4 inches above the top of the knee cap), clothing containing vulgar, suggestive, sexual subversive, narcotic or alcoholic meaning, pants worn below the waist. All clothing with possible gang related connotations will be prohibited on school grounds and at all school activities.

1. Walking shorts no shorter than 4 inches above the top of the knee cap are to be worn.
2. While Fletcher Public Schools allows the wearing of jeans with holes in them; it is at the principal's discretion to determine if clothing is inappropriate for school attire.
3. Slicks, biker shorts, or other skintight shorts are not to be worn.
4. Students who violate the above guidelines will lose their privilege for the remainder of the school year.

Footwear must be worn at all times. No house slippers.

Halter tops, off-the-should tops, bare midriffs, tube tops, spaghetti straps, [muscle shirts, mesh shirts or fishnet (unless a t-shirt is underneath)], backless or partial backless garments, or outer garments with the appearance of underwear are not permitted to be worn by students.

Apparel that is too tight or too loose is not to be worn by students. Clothing which is too revealing or does not completely cover undergarments may not be worn, (examples: mini skirts, short shorts, low cut clothes.)

No visible body piercing of any kind is allowed. Earrings are limited to the ears only. No gauges.

No body art of any kind is allowed. This includes, but is not limited to, unnatural hair color, tattoos, face painting, and unnatural contacts. *Exceptions may be allowed by administration on certain "spirit" days.*

Hair of boys and girls should be well-groomed. Mustaches, beards and sideburns should be neat. Hats, caps or sunglasses should not be worn in the buildings.

Student dress and grooming should be clean, neat and in good taste at all times. Students whose extreme appearance creates a distraction from or interferes with normal orderly process of the instructional program will be subject to suspension until corrections are made. Continued disregard for school policy may result in permanent suspension.

Please remember the self-image you present to others is exhibited in your dress. The administration reserves the right to make any changes necessary at any time. All students not dressed appropriately or considered to be dressed in bad taste will be asked to return home. The school time missed will be unexcused and no makeup work will be allowed.

## **Bus Regulations**

1. Buses will start at such time that they will arrive at school at 7:50-7:55 a.m.
2. Bus drivers will have the same control over students while riding on buses as the teachers have while the students are in school.
3. Please be on time at the bus stops.
4. Any damage to a bus by a student must be replaced and such action will be dealt with immediately.
5. Every student should help to make his/her bus as safe as possible.
6. Buses will only let students off at school and at their homes or bus stops.
7. All students must be seated on the bus.
8. Students will be assigned a seat within the first two weeks of school and will be responsible for sitting in that seat during the school year.
9. There will be no smoking or tobacco products on the bus.
10. Students desiring to ride a bus other than their own must bring a note from their parent. They will then be issued a permit from the office to ride the designated bus. This permit will be given to the bus driver.
11. Bus students are to ride the same bus both morning and evening unless special permission is given.
12. If a student misses his/her bus to school, the parents will be responsible for bringing the student to school. If the student does not come to school, it will be counted as an absence.

## **Student Operated Vehicles**

Students may drive and park motorized vehicles on campus when permission has been received from the principal. The principal will not give this permission until written permission has been received from the student's parent/guardian.

Student vehicles will be parked in the parking lot designated by the principal and will not be operated, except during lunch break, until the principal has granted permission or the operator leaves school for the day.

Students will not sit in or on vehicles during school hours or during the lunch period.

Vehicles must be driven in a safe manner and at a speed not to exceed fifteen (15) miles per hour in the vicinity of the school. **FLETCHER PUBLIC SCHOOL ASSUMES NO RESPONSIBILITY FOR VEHICLES ON CAMPUS.**

## **Junior High Drivers**

All students riding motor scooters, motorcycles or bicycles will park in an area designated by the principal. These vehicles are not to be moved without approval of the office during school hours. No passengers are allowed on scooters or cycles unless approval is given by the principal.

## **Vocational - Technical Students**

Fletcher Public Schools will furnish transportation to and from Vocational - Technical School in Lawton. Those students who wish to drive their own vehicles or ride with other students may do so by having a statement signed by their parent or guardian on file in the principal's office giving permission and absolving the school of all responsibility. Any student who rides the bus to the Vocational - Technical School must return on that bus unless released to his/her parents. Upon returning to school, students are to report to the library until the next bell rings.

## **Calendar**

The official calendar is in the principal's office. All those responsible for setting dates should work closely with the principal as early as possible to set calendar dates for events.

## **Rules For Extra-Curricular Activities**

Students involved in extracurricular events represent the school and student body in very special ways. Since students participating in extracurricular activities are in the limelight, the school board, administration, teachers and parents feel that a special effort should be made by our young ladies and gentlemen to conduct themselves as such at all times. Because they are under constant scrutiny as leaders in our school, the following rules and policies are set forth concerning students participating in extracurricular activities.

For definition purposes we would define extracurricular activities as athletics, cheerleading, vocal music, academic team, FFA, FCCLA, FCA, TSA, 4-H, student council, prom, and senior trip.

Any student participating in any of the above groups must govern their actions and attitudes when in school or in public. Any student found in possession of or under the influence of marijuana, narcotics, hallucinatory, hypnotic or sedative drugs or any dangerous chemical, alcohol or stimulant not prescribed by

a licensed physician will be suspended from all extracurricular activities for the remainder of the school year.

Any student missing three (3) hours or more of school on the day of an activity will not be eligible to participate in the activity.

Any student suspended from school, for any reason, will be suspended as well from all extracurricular activities. Students involved in extracurricular activities are not to use tobacco while participating in that activity. They will be suspended from all activities upon the second offense.

Coaches and/or sponsors will be required to investigate all rumors of any violation of the above, but must have proof and not hearsay information to suspend a student from activities.

“Rules for Extra-Curricular Activities” concerning make-up work will be as follows: Any student excused for an extracurricular activity shall still be responsible for his/her regular class work assignments made while the student is absent and will be due on a time schedule in relation to the number of days the student was absent for the activity up to a maximum of 3 days with all work and tests due on the 4<sup>th</sup> day. Individual teachers may grant extra time for due assignments if extenuating circumstances warrant such time to be approved.

**Students in extracurricular activities are reminded that they are representing the school and as such representative shall be appropriately dressed as instructed by their sponsor or supervisor. All participants in school activities shall travel to and from the activity in school transportation. Personal automobiles will not be driven to out-of-town events by students who are participating.**

Any student with disciplinary action pending is ineligible for any activity.

All activities must be approved and scheduled through the principal’s office.

All students participating in extra-class activities shall meet eligibility requirements of the Oklahoma Secondary Activities Association. The principal of the high school is the representative of the school to the Activities Association. Students will be in good standing with the school before being allowed to represent the school in any activity.

## **Scholastic Eligibility**

### **Section 1. Semester Grades**

- a. A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she

attended fifteen or more days. (This requirement would be five school credits for the 7<sup>th</sup> and 8<sup>th</sup> grade students).

- b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

### **Section 2. Student Eligibility**

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in 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 their probationary one week period, they will be ineligible to participate during the next one week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one week period (Sunday through Saturday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

## **Activities Ten Class Period Policy**

A student shall not be permitted to miss any one class period more than ten (10) times per school year due to participation in extra-curricular activities. Any exceptions to this number not covered by this policy, must be submitted in writing to the internal Activities Review Committee. This committee will make their recommendations to the principal who will make the decision to permit or refuse the request. Appeals to the decision may be brought before the Board of Education through the superintendent.

The sponsors of each extra-curricular activity should make every effort to schedule the events of their organization outside the framework of the school day. To be eligible to attend any activity that requires a student to miss a class three (3) or more times the student must get the teacher's signature stating that the student is in good standing.

## **Exclusions Of The 10 Class Period Policy**

1. Assemblies
2. College visits by Seniors, approved by the counselor (Limit 2)
3. Serving as a Page in the Legislature
4. Class meetings (classes will meet at noon or after school except because of extreme circumstances with the principal's permission)
5. Student organization meetings, i.e.; FFA, FCCLA, TSA, FCA, 4-H Club, Student Council, all clubs and organizations (student organizations will meet at noon and after school except because of extreme circumstances with the permission of the principal)
6. Elimination contests (contests in which the student has earned the right to compete i.e.; FFA, 4-H, FCCLA, TSA, interscholastic contests, academic team play-offs, athletic play-offs, vocal music elimination contests)
7. State and national conventions
8. Trips earned through a student organization
9. College career day
10. Interscholastic contests (Cameron, SWOSU, USAO)
11. School pictures
12. Program practices (school time lost will be limited so that no class will be missed more than two (2) times)
13. Curriculum related field trips
14. Gifted and talented shadowing and field trips
15. End of year awards program

## **Internal Activities Review Committee**

The principal will appoint an internal Activities Review Committee. They will be responsible for periodic review, exception requests, and to annually review the entire activity policy. They will make recommendations to the principal on any deviations to the policy.

Activities Covered by this Policy:

- |                  |                                 |
|------------------|---------------------------------|
| 1. Baseball      | 9. FCA                          |
| 2. Basketball    | 10. 4-H Club                    |
| 3. Softball      | 11. Student Council             |
| 4. Volleyball    | 12. Cheerleading                |
| 5. Academic team | 13. Vocal Music                 |
| 6. FFA           | 14. Class Activities            |
| 7. FHA           | 15. All Clubs and Organizations |
| 8. TSA           | 16. ACT Residual Testing        |

## **Class Organization**

1. Faculty sponsors will be selected by the class. Sponsors elected to the sophomore class will sponsor that same class through their junior and senior year.

2. Each class shall elect the following officers by majority vote: President, Vice-, Secretary-Treasurer, Reporter and Student Council Representative.
3. All finance raised by the class will be used by the class raising the money, upon approval of the membership and sponsor. All monies will be deposited with the school treasurer in charge of the activity funds in the office.
4. All expenditures will be made on order of the sponsor and president.
5. All class meetings must be approved by the sponsor and principal.

## **Student Council**

The Student Council was formed to give the student body, through its representatives, a voice in school activities.

There are many areas in which the council is very effective in enhancing and promoting our school. The projects they sponsor help the faculty and administration bring social, spiritual and character development to the student body.

## **Lunch Policy**

1. Maximum charges - 10  
This applies to full and reduced lunches and breakfast totals.
2. All charges must be paid in full before a student will be permitted to charge again.
3. Parents will be notified when a student reaches 5 charges and when a student is making the 10<sup>th</sup> charge. Students will not be allowed to charge after the 10<sup>th</sup> time and therefore must be prepared to pay for the 11<sup>th</sup> meal and others until charges are paid in full.
4. Any student who exceeds the charge limit for the second time will no longer be permitted to charge and will be required to pay for each meal for the remainder of the school year.

## **Eating in the Building**

No food or drinks will be allowed in the classrooms or lockers at any time. The exception is in the Home Economics room or at special times (approved parties, etc. and areas approved by the principal).

## **Lockers**

Fletcher Junior-Senior High School provides hall lockers for all students. Students may change lockers only after receiving permission from the principal. Students are encouraged to purchase a lock and keep their locker locked. A spare key or combination to your locks should be given to the principal's secretary. Lost keys or forgotten combinations will not be valid reason for not having the necessities for class. Permanent decorations will not be put on lockers.

## Telephone

After receiving permission from the secretary or principal, students may use the telephone in the Sr. High principal's office before school and between classes. You will not be called from class to answer the telephone except in case of an emergency.

## Medication

School personnel will not provide students any medication. If a student must take medication while at school, he or she must bring the medication to the principal's office with written instruction from his or her parent or guardian as to how it is to be administered. In addition, a form must be signed by the parent or guardian giving the school principal, high school secretary, or the student's teacher permission to administer the medication.

## Fletcher Schools Self-Administration of Inhaled Asthma Medication

In compliance with state law, Fletcher Public School permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
5. Definitions:
  - A. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
  - B. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

## **Lost and Found**

Lost and Found is located in the principal's office. If you find an article of value it should be turned in to the principal's office.

Students should mark any personal articles such as: coats, caps, books, supplies, and gym equipment.

## **Library And Audio/Visual**

The books in the library are for all students and faculty members as long as the rules of the library are followed:

1. All general reference books are to be checked out by the hour when school is in session. Books checked out should be returned in good condition. Leave books on the counter only when a librarian is on duty; otherwise, you may not be given credit for returning them on time. A book may be checked out for 10 days unless it has been placed on reserve by instruction. A book may be rechecked only once.
2. Books are checked out for 10 school days, approximately 2 weeks. Every Monday OVERDUE notices will be printed. All overdue books must be returned by Friday of that week. The second overdue notice will be printed the following Monday with a detention notice assigned.
3. Any book lost or unduly soiled shall be paid for by the student. Depreciation shall be determined by the librarian or principal.
4. Magazines are for the use of everyone. Please do not take them out unless special permission is given.

The library will be open during the lunch period every day of school.

## **Immunization**

All students must, upon enrollment for the first time at Fletcher School, present a certified immunization record indicating the date and type of immunization received. The record must be signed by a licensed physician or authorized public health representative.

### **Minimum Immunization Requirements**

The minimum immunization requirements for students entering the 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grades are: two (2) doses measles, one (1) dose both rubella and mumps (all measles, mumps, and rubella must have been administered on or after the child's first birthday), three (3) doses DTP and three (3) doses polio, and three (3) doses hepatitis B vaccine.

Any student who has not completed the hepatitis A and B vaccine series or any other vaccine series when the semester starts are required to present a schedule for completion of the required immunizations that has been signed by a licensed physician or public health authority.

## **Athletic Physicals**

Before participating in any athletic contest or PE, all Oklahoma Junior-Senior High School students are required to have a physical examination.

Forms for these physicals can be obtained from your coach.

Students will not be allowed to participate until their completed physical form has been turned in.

## **Admitting Non-School Personnel to Schools**

Upon entering the school campus, to include parking lots, visitors must proceed immediately to the principal's office and state the reason for their visit.

Permission by personnel of other government agencies shall be in writing from the superintendent of schools, except for routine working relationships established with mutual consent of the school district and the agency involved.

Citizens may enter schools to attend public functions, providing their presence does not interfere with the function of the school.

## **Fire and Tornado Drills**

When the fire alarm sounds: One continuous ring is the signal for fire, one ring recalls students to the rooms.

1. All students will arise and pass from the room in single file.
2. No double lines until lines meet.
3. One line of march must not cross another.
4. Students are to leave building in a brisk walk, no one is to run or pass anyone in front line.
5. Students are not to take anything with them.
6. Teachers will remain in the room to supervise the exit of their group and follow them.
7. There is to be no talking or unnecessary noise during the exit.
8. Fire Drill - All lines of march go at least 25 yards from the building before stopping.
9. Line of march to be held to return to the building when the "all clear" signal is given.
10. Arrangements should be made for a student to hold the door if it has a latch.
11. The principal will post designated areas of exit for each room. These should be explained to all students who meet in that room.

When a tornado alarm sounds: Several short rings is the signal for tornado. One ring recalls students to the rooms.

## **Sexual Harassment of Students Policy**

The policy of the Fletcher School district forbids discrimination against, or harassment of any student on the basis of sex. The board of education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students, including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applying to sexual harassment of employees has been developed.

### **Sexual Harassment**

- a. For the purpose of this policy sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of a sexual nature, and sexually oriented "kidding", "teasing", double meanings, and jokes.
- b. Demeaning comments about a girls ability to excel in a class historically considered a "boys" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- c. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writing to be removed immediately.

### **Specific Prohibitions**

- a. Administrators and Supervisors
  1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
  2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
  3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

### **Report, Investigation, and Sanctions**

- a. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the following manner:
  1. Students who feel administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are

encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.

2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- b. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- c. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.
- d. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

ADOPTED: July 29, 1996

## **FERPA Plan**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy.

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to report violations of the FERPA to the Department of Health, Education and Welfare.
4. The right to be informed about FERPA rights.

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

In case a parent of a student, an eligible student, or a citizen of the Fletcher School District believes that the district is violating the FERPA, that person has a right to file a complaint with the Department of Health, Education and Welfare. The address is:

The Family Education Rights & Privacy Act Office  
U.S. Department of Education  
Rm. 4511 Switzer Building  
Washington, D.C. 20202

### **Directory Information**

Directory Information for Fletcher Public Schools for the 2008-2009 school year includes the following: Name, participation in activities and sports, awards, pictures (etc). If the parent/legal guardian or student does not want directory information released regarding the student, notification must be given to the principal's office by 08/29/08 by the parent/legal guardian or student making the request. (51-24A. 16; S.L.O. 553)

### **Transfer of Education Records**

Finally, under FERPA, school officials may disclose any and all education records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of the Individuals with Disabilities Education Act, to another school or post secondary institution at which the student seeks or intends to enroll. While parental consent is not required for transferring education records, the school's annual FERPA notification should indicate that such disclosures are made. In the absence of information about disclosures in the annual FERPA notification, school officials must make a reasonable attempt to notify the parent about the disclosure, unless the parent initiated the disclosure. Additionally, upon request, schools must provide a copy of the information disclosed and an opportunity for a hearing. See 34 CFR 99.31(a)(2) and 99.34(a).

## **Asbestos Statement**

The U.S. Environmental Protection Agency has required that all public or private school inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules reinspection of all asbestos present in the school. The management plan may be reviewed at the school during normal working hours.

## **Child Find Statement**

Fletcher Public Schools is searching for handicapped children in the Fletcher School District who need to be served. If you know of any child between the ages of 0 and 21 that are handicapped, please contact Superintendent of Fletcher Public Schools at 549-6027.

## **Bullying Policy**

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

"Harassment, intimidation, and bullying," as defined by Oklahoma Statutes at 70 O.S. 24-100.2, means any gesture written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's education mission or the education of any student.

- A) "Harassment, intimidation and bullying" include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.
- B) "At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

### **Report, Investigation, and Sanctions**

- A) It is the express policy of the Board of Education to encourage students who are victims of harassment, intimidation, or bullying to come forward with such claims. This may be done in the following manner:
  - 1. Students who feel administrator, supervisor, support personnel, teachers, or other students are subjecting them to harassment, intimidation, or bullying are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
  - 2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith report of charges of harassment, intimidation, or bullying.
- B) In determining whether alleged conduct constitutes harassment, intimidation, or bullying, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent or the principal has the responsibility of investigation and resolving complaints of harassment, intimidation, or bullying.
- C) Any employee found to have engaged in harassment, intimidation, or bullying of students shall be subject to sanction, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.
- D) Any student found to have engaged in harassment, intimidation, or bullying of other students shall be subject to sanctions, including, but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.
- E) Incident Report Forms will be located in the Teacher Handbook, the Principals' Office and the Superintendent's Office.  
(Board Approved June 7, 2005)

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