

Boone-Apache Secondary Schools Apache High School and Apache Middle School

101 Pohlemann Drive
Apache, OK 73006
(580)588-3358

Welcome

Boone-Apache Secondary Schools would like to welcome back returning students and to welcome all new students. We are excited about the upcoming school year. We hope that the 2017-2018 school year will be both enjoyable, as well as productive in preparing all students for their future endeavors.

We invite each student to take full advantage of the varied and numerous opportunities afforded by our school for student's learning and maturing experiences. We encourage each student to become active in a program of student activities, in addition to academic pursuits.

The purpose of this handbook is to better acquaint students, parents, and teachers of the academic, extra-curricular, and discipline policies of Boone-Apache Secondary Schools. Through this information, we hope to unify and work together to make the school year rewarding and beneficial to all students. Many of the problems that arise in our school may be eliminated by knowledge and understanding of the information in this handbook.

It is the desire of the administration and staff that each student is successful while in our school system. We want each student to become a better person when they leave the hallways of the Boone-Apache School system. We are proud of Apache High School and Apache Middle School and its traditions, and we want each student to take pride in both themselves and our school. Our hope is that this will be a successful year for you and all that you take part in. We hope that Boone-Apache Secondary Schools will be a better institution because of your having been a part of the student body.

Boone-Apache Board of Education

Charlotte Myers – President
Linda Myers – Vice President
Diane Day – Clerk

Jennifer Smith - Member
James Patterson, Jr. - Member

High School and Middle School Administration

Superintendent of Schools – Don Schneberger
High School Principal – Todd Vail
Middle School Principal – Steven Base
Athletic Director – Steven Base

Vision Statement:

Excellence and High Expectations with a Commitment to All.

Mission Statement:

Our mission is to help our students understand the past, deal with the present, and prepare for the future. We believe it is important to provide a pleasant, productive and successful environment in which we can educate and support students as they develop into lifelong learners. We believe that education is a shared responsibility of the students, home, and community.

School Emblem:

Warriors

School Colors:

Orange and Black

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Boone-Apache Secondary Schools Faculty

Don Schneberger.....	Superintendent
Todd Vail.....	High School Principal
Steven Base.....	Middle School Principal
Nelda Anderson.....	Family and Consumer Science
Jenna Bellamy.....	Special Education
Christy Bowen.....	Middle School English
Brooke Dietrich.....	Art, Yearbook
Denton Edgar.....	Music, Band
Seth Grabeal.....	Technology, Computers
Jake Kinder.....	Science, Coach
Kaila Kinder.....	High School English, Drama, Coach
Megan Koch.....	Computers, Coach
Dale McClung.....	Social Studies, Coach
Larry McDaniel.....	Alternative Education, Coach
Lea Meason.....	Counselor
Lesli Metzger.....	High School English
Danny Miller.....	Middle School History, Coach
Zach Miller.....	Vocational Agriculture
Keith Mullins.....	Middle School Math
Chris Six.....	Middle School English
Karen Skaggs.....	Middle School Social Studies
Tyler Snowden.....	History, Coach
Jodi Springer.....	High School Math
Susan Taylor.....	High School Science
Janice Wilcox.....	High School Math

Boone-Apache Secondary Schools Support Staff

Elvira Harris.....	Custodian
Gina Longhat.....	Cook
Lisa Lookinglass.....	Cook
Pam Orf.....	Middle School Secretary
Kelley Torres.....	Library
Danyne Vice.....	High School Secretary

Boone-Apache Administrative Calendar of Events 2017-2018

August 7-9.....	Teacher In-Service Days
August 10.....	First Day of School
September 4.....	No School – Labor Day
October 13.....	Parent/Teacher Conferences
October 20, 23.....	No School – Fall Break
November 22-23.....	No School – Thanksgiving Break
December 20.....	End of 1 st Semester
December 21-January 2.....	Christmas/New Year’s Break
January 3.....	No School - Professional Day
January 4.....	2 nd Semester Begins
January 15.....	No School
February 19.....	No School – Professional Day
March 9.....	Parent/Teacher Conferences
March 12-16.....	No School – Spring Break
March 23.....	No School
March 30.....	No School
April 6.....	No School
April 13.....	No School
April 20.....	No School
April 27.....	No School
May 4.....	No School
May 11.....	No School
May 17.....	Last Day of School
May 18.....	Graduation

Class and Club Sponsors

Senior Sponsors.....	Lesli Metzger, Jenna Bellamy
Junior Sponsors.....	Jenna Bellamy, Tyler Snowden
Sophomore Sponsor.....	Zach Miller, (Nelda Anderson, Assist)
Freshmen Sponsor.....	Denton Edgar, (Jake Kinder, Assist)
8 th Grade Sponsors.....	Keith Mullins, Danny Miller
7 th Grade sponsors.....	Chris Six
6 th Grade Sponsor.....	Karen Skaggs

Academic Team.....	Susan Taylor
Art Club.....	Brooke Dietrich
Band.....	Denton Edgar
Baseball.....	Todd Vail
Basketball (Boys).....	Tyler Snowden
Basketball (Girls).....	Danny Miller
Cheerleading.....	Jenna Bellamy, Chris Six
Drama.....	Kaila Kinder
Football.....	Larry McDaniel
Fast Pitch Softball.....	Megan Koch
FCCLA.....	Nelda Anderson
FFA.....	Zach Miller
Native American Club.....	Jenny Kawaykla
Prom.....	Jenna Bellamy
Senior Activities.....	Lesli Metzger
Slow Pitch Softball.....	Megan Koch
Student Council.....	Susan Taylor, Christy Bowen
TSA.....	Seth Grabeal
Yearbook.....	Brooke Dietrich

I. Academic Information

A. Bell Schedule

High School

7:55..... Student Warning Bell
8:00-8:50..... 1st Period
8:55-9:45..... 2nd Period
9:50-10:40..... 3rd Period
10:45-11:35.... 4th Period
11:40-12:35..... 5th Period
12:35-1:05..... Lunch
1:10-2:05..... 6th Period
2:10-3:00..... 7th Period
3:00-3:20..... Remediation

Middle School

7:55..... Student Warning Bell
8:00-8:50..... 1st Period
8:55-9:45..... 2nd Period
9:50-10:40..... 3rd Period
10:45-11:35..... 4th Period
11:35-12:05..... Lunch
12:10-1:05..... 5th Period
1:10-2:05..... 6th Period
2:10-3:00..... 7th Period
3:00-3:20..... Remediation

B. Graduation Requirements: Students graduating from Apache High School must acquire 24 credits to graduate. Students must also complete the Personal Financial Literacy and CPR requirement according to state law. Students must complete the following credits to meet their graduation requirements. All students will follow the College Preparatory/Work Ready Plan, unless parents opted out by returning the proper paperwork to school, opting for the Core Graduation Plan.

Core Graduation Plan

(4) Units of English/Language Arts
(3) Units of Math; (1) must be Algebra I
(3) Units of Science; (1) must be Biology
(3) Units of Social Studies, including
 (1) US History
 (.5) Oklahoma History
 (.5) Government
 (1) Additional Social Studies
(2) Units of Fine Arts
(9) Elective Credits

(24) Total Credits

***Personal Financial Literacy Requirement – In order to graduate from a public high school, students must complete and demonstrate satisfactory knowledge in 14 areas of instruction related to financial literacy.

*** Students must also complete a CPR requirement according to state law in order to graduate. The school will provide the training.

College Ready/Work Ready Plan

(4) Units of English/Language Arts
(3) Units of Math
(3) Units of Laboratory Science; (1) must be Biology
(3) Units of Social Studies, including
 (1) US History
 (.5) Oklahoma History
 (.5) Government
 (1) Additional Social Studies
(2) Units of Computers or Foreign Language
(1) Any additional unit from above
(1) Unit of Fine Arts
(7) Elective Credits

(24) Total Credits

- c. **Classification:** Students will be classified according to the number of credits earned towards graduation. By the beginning of the school year, students must have accumulated the following number of credits to be considered for each classification:

<u>Classification</u>	<u>Number of Credits</u>
Freshman	0-2
Sophomore	3
Junior	10
Senior	17

- D. **Graduation:** In order for a student to participate in the graduation exercise, (1) he/she must be within ½ credit of graduation and show proof of enrollment in completing this ½ credit, (2) can have no outstanding financial obligation to the district, (3) is not subject to any disciplinary action, and (4) must participate in graduation practice. Students participating in the graduation ceremony will follow the dress code, as set forth by the school district.
- E. **Credits:** The regular academic year is divided into two 18 week semesters. Semester grades will be awarded at the end of each semester and will be permanently recorded on the student’s official transcript.
 *To receive credit, a student must be enrolled in a subject a minimum of 90% of the days in the semester. ***The principal and counselor will determine whether a student shall receive credit.**
- F. **Grading Procedures:** Each teacher will develop written guidelines for student grading in their classes. With the availability of the “Gradebook” program, it is important that teachers are consistent in their course work grading. Listed below are some of the grading criteria to be followed:
1. Grades will be categorized as either 1) Assessments, or 2) Other (daily grades, homework).
 2. Each teacher will determine the assessment and other grades weight. Note-assessments must range between 50%-80%, and the assessment percentage each teacher uses must be pre-determined and communicated to the students and the office at the beginning of the school year.
 3. Minimum Amount of Grades – Assessments/Tests – A minimum of 1 assessment must be given every 2 weeks or 10 class periods. A minimum of 2 other grades must be given every week or 5 class periods.
 4. Semester tests will count for 10% of the total grade.
 5. Students final grade will be determined in the following manner: Semester Grade (Assessments & Other) = 90%, Semester Test = 10%. Note – If a student is exempt from taking a semester test than the semester grade will count for 100% of their grade.

6. Semester Tests

- Semester tests will count for 10% of the final grade.
- **Exemptions:** (High School Only)

(1) Students may be exempted in either semester if they meet the following attendance/grade guidelines. "A" with 3 or less total absences, "B" with 2 or less total absences, "C" with 1 or less total absences. ***All absences count regarding exemptions except activity absences or any absence related to a school event and sponsored by the school. There are no exceptions.**

7. Any student retaking a course shall have both grades recorded on their transcripts.

G. Special Rules and Regulations

1. Students moving to Oklahoma from another state and enrolling in high school may graduate without Oklahoma History if they moved during their senior year or due to problems with their class schedule.
2. A high school correspondence course, an online course, or a summer school course shall be taken with administrative approval.
3. The goal of each student at Apache High School and Apache Middle School should be to take courses that will prepare him/her for a productive adult life. The curriculum is designed to address the special needs of Apache students. Students are expected to enroll in courses that match their academic ability. Students will not be allowed to enroll in a math, science, or English course that is not designed for their academic ability.

H. Work Study Program: Seniors that can meet graduation requirements by the end of the school year and are enrolled in 6 solid courses, (morning Career-Tech would count as four), may enroll 7th period in a work study program. Students must show proof of employment and have parental approval. Students will sign out each day in the office.

I. Report Cards and Grading Scale: Grades on report cards are awarded at the end of each semester and placed on his/her permanent transcript.

Apache High School Grade System

A – Excellent (90-100)	D – Below Average (60-69)
B – Above Average (80-89)	F – Failing (59 and below)
C – Average (70-79)	NC – No credit(=59)

- J. Concurrent Enrollment:** Apache High School encourages students to participate in concurrent enrollment at an approved college or university. Information about concurrent enrollment can be found in the counselor's office. Students will receive academic credit for those state approved courses. Non-approved courses may receive elective credit. Students will receive ½ unit for each elective credit hour. *Approved academic credit courses taken that replace a high school academic credit, shall count in the student's GPA. Elective credit courses will not count in GPA.
- K. Change of Schedule:** Students desiring to drop a course or to change their schedule must make an appointment with the counselor to get approved. A cut-off date within the first (3) days of the semester will be established where no schedule changes can be made except in the case of an unusual circumstance or a request by the teacher.
(Principal approved)
- L. Credit Recovery Program:** Boone-Apache Public Schools will offer a credit recovery option under the following guidelines:
1. The recovery course/courses taken must be a course that the student attempted and failed while enrolled in an accredited high school program.
 2. The recovery course/courses can only be offered to a senior that plans to graduate from Apache High School the current school year.
 3. For a student to be offered a recovery course, prior approval for the course must be obtained by the high school principal, high school counselor, and the student's parents/guardians.
 4. A student can only take one recovery course at a time.
 5. Grades will be awarded by the alternative education director, upon completion of course work, to be entered onto the student's permanent transcript.
 6. Any course attempted for credit recovery must be completed no later than three (3) days prior to graduation exercises. _
- M. Remediation:** A 20 minute remediation time period offered immediately after school will be used for the following reasons; study hall for a failing student, remediation, making up work, re-testing, making up time, etc. Students that need one of the following mentioned above are encouraged to attend remediation.

II. Attendance Policy

Boone Apache Public Schools believes that regular attendance is extremely important to a student's education. Studies show that there is a strong correlation between a student's attendance and academic achievement. The school seeks the cooperation of parents in helping develop good attendance habits with our students.

A. Oklahoma State Law

1. Enrollment

- a. General – All students between the ages of five (5) and eighteen (18) and residing in the Boone-Apache School District have a right and responsibility to be enrolled in Boone-Apache Public Schools. Exceptions to the responsibility include those students who have completed four years of high school, where other means of education are provided, or where the student has been excused or removed from attendance by reason of law.
- b. Reporting to the Caddo County District Attorney - Parents of students missing more than 10 unexcused days of school will be reported to the Caddo County District Attorney's Office for truancy.

B. Absence Limits

Boone-Apache Public Schools expects all students to be in attendance and on time to their classes. A student cannot get a proper education if he or she has attendance problems. It is the responsibility of parents/guardians to ensure that their child attends school. The school will attempt to make contact with parents/guardians regarding absences through phone contact or mail after a student's 5th and 8th absence. Upon the 11th absence a letter may be sent to the District Attorney's Office.

****All absences (excused and unexcused) shall be included in the absence limits with the following exception:**

1. Extended illness substantiated by a doctor's statement (3 or more consecutive school days). ***Principal Approved**
2. Participation in school sponsored activities.
3. Religious holidays (Parent/Guardian must submit a written request for the absence).
4. Participation in a military funeral honors ceremony.
5. Any absence of an emergency nature deemed unavoidable or necessary by the school principal. ***Principal Approved**

Absences will be based on a semester basis:

- **11th absence – One (1) Letter grade will be deducted from the final grade.**
- ** 12th absence – Two (2) letter grades will be deducted from the final grade.**
- **13th absence – Failing grade will be issued and NO credit issued.**

C. Types of Absences

1. **Excused** – Parents/Guardians have contacted the school about their child’s absence and the administration will determine the validity of the absence. School will excuse up to 2 days on validity of parent, if longer than 2 days, student must provide proper documentation (doctor note, etc.). Students must provide proper documentation no later than the following day upon returning to school. An absence for which no acceptable explanation is received shall be deemed unexcused. **(ALL MAKE UP-WORK WILL BE ALLOWED For Excused Absences).**
2. **Unexcused** – No contact is made with the parent/guardian concerning the student’s absence. **(ADMIT OBTAINED FROM OFFICE, NO MAKE-UP WORK ALLOWED, WILL RECEIVE 0’S, & DISCIPLINARY ACTION MAY OCCUR).**

D. Tardies: Students should be prompt each day for class. Being on time, and being prepared with books, paper, and pencils, will allow proper learning to take place. Each time a student is tardy they shall serve a lunch detention. For excessive and repeated tardies, teachers and/or the principal may explore other methods of discipline to encourage students to avoid tardiness.

(Note: Students more than 15 minutes late will be considered absent).

**Students tardy to class should have a tardy slip from the office.

E. Notification of Absence

1. Parent/Guardian shall notify the school the day of their child’s absence.
2. All absences must be cleared in the office no later than the following day after a student returns to school.
3. To be counted as present in a class, the student must arrive for class within the first 15 minutes of class and must remain in class for a minimum of 35 minutes.
4. Students arriving to school after the bell, must have an admit slip to be admitted into class.
5. Students leaving the school grounds without properly checking out will receive an unexcused absence and face disciplinary measures.

F. Absences for School Sponsored Activities: Boone-Apache Public Schools presents the opportunity for all students to participate in extra-curricular activities. The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which removes the student from the classroom, shall be **(10)** for any one-class period for the year. (Students may ask for up to an additional (5) activity absences which must be principal approved). Exempt from the 10-day limit are: school sponsored state and national contests for which students have earned the right to compete, class or organizational meetings, student body assemblies, intra-school scheduled events, serving as a page at the state capitol, and interscholastic curriculum contests. Class or organizational meetings need to be held before or after school or during lunch.

**Students missing school for activities shall make contact with each of their teachers, getting the work they will be missing. The teacher shall make arrangements with the student for completion of the work (before school, after school, lunch, etc.) Students should make arrangements at least 24 hours prior to the activity. Activity sponsors should oversee that student's follow activity absence procedures.

G. Educational Field Trips: Teachers must submit in writing the education values of any trip which has to be approved by the administration.

1. Ineligible students – Cannot attend a field trip or a school event, which would cause the student to miss class time.
2. Probationary students – Can only attend a field trip if his/her grade is passing at the time of the field trip. (Sponsor or teacher must contact the principal verbally or in writing stating the student is passing).

Note: A student may participate in an OSSAA sanctioned activity or event during their probation week, but not a field trip.

H. College Visits: Senior students will be allowed (2) school days for the opportunity to visit colleges of their choice. Students will be exempt from being absent. Arrangements need to be made with the counselor at least (2) days prior to going on the visit. Parental permission slips must be signed and turned in before going. **Note** – Other college visits deemed necessary may be allowed by the principal but will count towards the absence limit.

- I. **Work Missed During an Absence:** All work missed during a period of absence may be made up, with the exception of unexcused absences. Work may be picked up for the absent student by calling the office and making arrangements. It is the **STUDENT'S** responsibility to obtain the missed work and the teacher's responsibility to assist the student. Students will have the same amount of days they have missed to make up assignments. Any examination or test announced during the student's presence in class or which is regularly scheduled (e.g. semester tests) which is missed by the student due to any type of absence other than unexcused, shall be made up the day the student returns.

III. Scholastic Eligibility

Boone-Apache Public Schools encourages all students to participate in extra-curricular activities. In order to do so, eligibility rules established by Boone-Apache Public Schools and the Oklahoma Secondary Schools Activities Association must be followed. Eligibility is determined on both a weekly and a semester basis.

*All new students to our district who participate in any school activity will need to fill out a new student form in the office to be placed on file.

A. Protect Your Eligibility

1. Any student who reaches his or her 19th birthday before September 1st will not be eligible.
2. Each year a physical exam is required of all students that participate in athletics.
3. A student must be in class 90% of the time to remain eligible.
4. A student must pass all of his or her classes weekly once eligibility runs to remain eligible.
5. A student must pass 5 classes to be counted for graduation each semester to be eligible at the beginning of the following semester.
6. Any student who is under discipline (ISS or out-of-school suspension) or whose conduct or character is detrimental to the school will not be eligible until reinstated by the principal.
7. The eight-semester rule applies to interscholastic athletics eligibility.
8. A student must be in school more than ½ of a day to be eligible for an activity that day. Any exception to the rule must be approved through the principal.
9. A student, who is disqualified during a contest because of flagrant or unsportsmanlike conduct, shall be ineligible until reinstated by the OSSAA or the principal.
10. No person shall enter a contest under an assumed name.

B. Semester Eligibility

To be eligible to participate, a student must have passed (5) subjects to be counted towards graduation the previous semester. Students who do not meet this requirement shall be ineligible to participate for a (6) six-week period the following semester.

C. Weekly Eligibility

Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The periods of probation and ineligibility will always begin with the Monday after the Friday check and continue through the next Sunday. The teacher will stop grades for eligibility at the end of the day on Thursday. The teacher determines eligibility as if the semester ended on that day. A student will have one week of probationary status where they will still be eligible for OSSAA activities. A second straight week on the list by a student will result in ineligible status.

D. Special Provisions to the Eligibility Rule

1. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum of 3 weeks and then must meet the academic standards of the new school.
2. Incomplete or no credit grades will be considered to be the same as failing grades in determining scholastic eligibility. Administrators may make an exception to this provision if the incomplete grade was caused by an unavoidable hardship.
3. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet requirements of the end of the semester rule.
4. New transfer students will be ineligible to participate in athletic contests for one full year unless a hardship waiver is granted by the OSSAA.
5. Senior students and special education students have provisions, which are listed in the OSSAA manual, which are in the offices of the principal or athletic director.
6. Students that move into the district – After the first day of school, the student must sit out a mandatory 15 days before participating in any athletic contest.

IV. Academic Honors

A. Valedictorian/Salutatorian:

The valedictorian shall be the student with the highest overall G.P.A. in all courses through and including the seventh semester of high school. The salutatorian shall be the student with second highest overall G.P.A. in all courses through and including the seventh semester of high school. In the case of a tie regarding the highest or the second highest G.P.A., the students that have resulted in a G.P.A. tie will be awarded co-valedictorians or co-salutatorians. To qualify for valedictorian or salutatorian a student must also be a student at Apache High School for at least (2) out of the (7) semesters. Transfer students that have been at Apache High School for at least (2) semesters must have a transfer from an accredited secondary school.

B. Valedictorian/ Salutatorian for the Class of 2020 and Beyond

Beginning with the class of 2020, the following guidelines will be followed when choosing the valedictorian and salutatorian.

Qualification Requirements - To qualify for valedictorian or salutatorian a student must follow the college ready/work ready graduation requirements plus the following additions through and including the seventh semester of high school –

1. Complete and pass (4) units of Math which may include Algebra I, Geometry, Algebra II, Calculus, Trigonometry, or any other mathematics courses approved for college admission requirements, or a college math course taken as a replacement for high school credit. Math of Finance shall not be included as one of the (4) math credits.
2. Complete and pass (4) units of Science of which (1) must be Biology. Other choices may include Biology II, Chemistry, Physics, or other laboratory science courses approved for college admission requirements, or a college science course taken as a replacement for high school credit.

*** A student may substitute an Advanced Placement or a core college course in substitution for either 1 math or 1 science required above. The student must complete and pass the course.**

***A student that is taking their 4th math or science their senior year must have passed the fall semester of the course and be enrolled to finish the class in the spring to qualify for valedictorian or salutatorian.**

Selection - The valedictorian shall be the student with the highest overall G.P.A. in all courses through and including the seventh semester of high school AND meet the valedictorian/salutatorian course requirements. The salutatorian shall be the student with second highest overall G.P.A. in all courses through and including the seventh semester of high school AND meet the valedictorian/salutatorian course requirements. Note- Because of qualification requirements, the valedictorian and salutatorian may not be the students with the highest overall G.P.A. In the case of a tie regarding the highest or the second highest G.P.A., the students that have resulted in a G.P.A. tie will be awarded co-valedictorians or co-salutatorians. To qualify for valedictorian or salutatorian a student must also be a student at Apache High School for at least (2) out of the (7) semesters. Transfer students that have been at Apache High School for at least (2) semesters must have a transfer from an accredited secondary school.

- C. **Class Ranking:** Class ranking is determined by taking the overall G.P.A. of all students in a grade level and order them from the highest G.P.A. to the lowest with number (1) being the highest G.P.A.
- D. **Honor Rolls:** Boone-Apache students will be recognized on the Superintendent's Honor Roll (Straight A's) or the Principal's Honor Roll (No grade lower than a B) by semester.
- E. **Oklahoma Honor Society:** Membership in the State Honor Society is limited to the top 10% of the student body based upon work done during the first term of the current year and the second term of the preceding high school year. (Freshmen are an exception to this rule, whose body of work is determined on work for the first term of their freshmen year only).
- F. **Student of the Month:** Each month from September through May, the faculty shall select an eligible student of the month. There will be one student of the month in the high school and the middle school. The criteria that the faculty will use for selection include the following: scholarship, citizenship, extra-curricular activities participation, sportsmanship, attitude, character, community service, and other features that define a quality individual and future leader.
- G. **Mr. and Miss AHS:** The Apache High School Faculty and Administration will nominate students from the Senior Class based on academics, student conduct, and school activities. The final selections will be made by the entire AHS student body.

V. Discipline Policies

Students are allowed as much freedom as possible without hindering the freedom and educational opportunities of others. One of the most important lessons for students to learn is that to enjoy freedom, individuals must be willing to accept responsibility for their actions. When a student exhibits disruptive behavior that hinders another student's right to a good education in a safe environment, corrective actions will be taken. This understanding is essential in order for students to learn to function as responsible citizens.

- A. **Discipline**: Boone-Apache Public Schools has the right and obligation to control and discipline its students as defined by state law.
- B. **Students Behaviors Defined**: Defining some student behaviors will help students, parents, teachers, and administrators to better understand what is expected in regard to student behavior and disciplinary actions for that behavior. The following is a partial list of defining student behavior.
 1. **Fighting**: An aggressive act or behavior exhibited by a student or students that by its nature is intended to inflict pain or injury on another person or persons. This act could include but is not limited to: kicking, striking blows with one's head, elbow, knee, fist, open hand, or any other instrument held in one's hand, choking or grabbing and throwing bodily or shoving another person.
 2. **Defending One's Self**: An act, which is a quick and immediate reaction or defense to an aggressive or threatening situation that one is in an immediate danger. This act is only for defending oneself and is void if the victim becomes the aggressor.
 3. **Sexual Harassment**: Any unwelcome incident of verbal, written expression, or physical act (including gestures) that can be interpreted in any way degrading to a person in regard to their sexuality, no matter whether the incident is between different sexes or among the same sex. For a complete definition, refer to Boone-Apache Public School Board Policy.
 4. **Inappropriate Touching**: A student knowingly and intentionally touching or striking another person in a way to inflict minor or short-term pain or in a way that may cause a person discomfort, embarrassment, or humiliation. Incidents of improper touching may include but are not limited to:
 - a. Patting, rubbing, brushing up against, tapping, or touching another person's buttocks, breasts, or other private parts in any way.
 - b. Touching or pulling on another's undergarment in any way.
 - c. Inappropriate touching may be considered sexual harassment.

5. Inappropriate Language: Any language that could cause a person to be offended. Incidents of inappropriate language may include but are not limited to:
 - a. Cursing, swearing, or any other filthy language.
 - b. Language dealing with sexual overtones in any way.
 - c. Language that degrades a person because of race, religion, social status, or sex.
 - d. Language that by its nature is meant to be disrespectful to any person in any way.
 - e. Any word or words that a teacher tells students is inappropriate for their class.
6. Instigating Inappropriate Student Behavior: Any act that contributes to an environment that may lead to another student exhibiting inappropriate behavior. This may include but is not limited to: harassing, instigating, stirring the pot, aggressive language, spreading of rumors, daring another student, or any other provocation that may cause another student to make a bad decision.
7. Harassment, Bullying, and Intimidation: Any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student."
8. Substance Use and Abuse: An act of possessing, buying, selling, transporting, using, or being under the influence of drugs, alcohol, or tobacco, while going to, coming from, or while in attendance at school or any school function. This would include making or attempting to make transactions regarding drugs, alcohol, or tobacco at any time and/or possessing any materials or paraphernalia associated with such.
9. Student Apathy, including Class Participation, Attendance, and Tardies: Knowingly, willingly, and purposely missing or skipping all or part of any class or school day without proper release, excuse from the school office, or missing under false pretense. Knowingly, willingly, and purposely not participating in class activities or sleeping in class. This would include being in the wrong classroom or wrong teacher's class during a time when a student is supposed to be in their own class. This would also include not attending class prior to or after returning from an activity absence.
10. Destruction or Defacing of School Property: Any student that destroys or defaces school property will face discipline procedures. Also, the student or guardian will be responsible for replacing or fixing any damaged school property.
11. Defiance of Authority: Knowingly, willingly, and purposely defying school personal.

C. Discipline Options: No effort will be made to enumerate all the possible options to be used for control and discipline of students. Below are listed several disciplinary measures that the administration may use. The administration will not be limited to the following alternatives.

- Conference with students – written warning
- Notification of parents
- Conference with parents
- Referral to counselor
- Referral to outside agency
- Be given campus work duty (SB 911)
- Removal from class or group (temporary or permanent)
- Detention – before school, noon, after school
- Financial restitution
- Restriction of privileges
- In-School Suspension
- Short-Term and Long-Term Suspension
- Corporal Punishment

*The discipline alternative(s) selected should be reasonably appropriate to the student violation regardless of the method of discipline utilized.

The following behaviors listed, but not limited to, will result in disciplinary action, which may include suspension:

1. Use or possession of tobacco in any form while riding in school vehicles, while on school grounds, or at or going to or from school.
2. Fighting
3. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or controlled substances at school, while on school vehicles at or going to or from school events.
4. Unacceptable attire.
5. Cheating
6. Vandalism/Theft
7. Truancy
8. Use of threats (verbal or implied), taunting, physical or verbal abuse, profanity, vulgarity, obscene language, possessing obscene materials, or using racial, ethnic, or sexual epithets.
9. Disruption of the educational process or operation of the school.
10. Inappropriate public behavior.
11. Possession, threat, or use of a dangerous weapon or facsimile.
12. Conduct which threatens or jeopardizes the safety of others.
13. Willful disrespect and/or disobedience of a request of a teacher or school employee.
14. Failure to attend assigned detention without approval.
15. Failure to comply with state immunization records.
16. Immorality.
17. Violation of the school rules and regulations.
18. Extortion
19. Willful damage to school property.

D. Corporal Punishment: If corporal punishment is the discipline alternative that is chosen; the following criteria must be met:

1. Parent/legal guardian did not sign opt-out for corporal punishment.
2. The principal or his/her designee must administer the corporal punishment.
3. Another school employee must witness the corporal punishment. (The parent/legal guardian may also witness if they choose).
4. The individual administering the corporal punishment must be fair and impartial when administering the corporal punishment.

E. Detention: Listed are the guidelines for morning or lunch detention:

1. Detention will be for 20 minutes in the morning or 20 minutes during lunch. Morning detention: 7:30-7:50. Lunch detention: First 20 minutes of lunch. (Students will be allowed to eat immediately after their detention).
2. Students are expected to be on time for detention.
3. Students are responsible for bringing their work or work will be assigned.
4. NO food or drink. Students will eat immediately after detention.
5. NO talking while in detention.
6. NO use of cell phones or other electronic devices.

*Any violation of any detention rules may result in further disciplinary action.

F. Suspension: Any student who is guilty of one of the above behaviors while in attendance at school, in transit by school transportation, under school supervision to or from school, at any school function authorized by the school district, or when present on any facility under the control of the district may be suspended from school. The number of days may vary depending upon the seriousness of the offense or the number of previous suspensions. Suspensions may range from one day through the rest of the current term and the next term. A suspended student is suspended to the custody of his/her parents and is not allowed to be on or near the school premises nor at any school activity while he/she is under suspension.

A suspension will begin immediately when it is deemed an appropriate discipline for the student's actions. The number of days of the suspension will be measured in actual school days after the suspension has been imposed and shall include any and all school activities that fall on those school days as well as weekends, holidays, summer vacation, or any other non-school days during the length of the suspension. After the suspension has been served and the suspension criteria have been met, the student will be eligible to return to school and participate in all school activities.

1. Guidelines for a short-term suspension – (10 days or less):

- a. It is the responsibility of the parent to monitor the student's educational progress, until the student is reinstated to school.
- b. The suspended student is not allowed on school grounds or at school activities.
- c. Class work for the suspended students will be available for pick-up in the school office. Pick up times for school work will be laid out on a case by case basis between the school and the parent/guardian.
- d. Before a student is suspended by an administrator, the administration shall consider and apply, if appropriate, alternative-in-school placement options that are not to be considered suspension such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.

- e. Students have the right to appeal a short term suspension. The appeals committee shall consist of the Boone-Apache Superintendent of Schools and other principals employed by the district with the exception of the principal that issued the suspension. The committee will determine guilt or innocence and shall address the term of the suspension. The decision rendered by the appeals committee is final.
- f. During the days of the suspension, and until a student is reinstated, he/she shall receive half credit on their daily work in each class. If a test or major assessment is given during the days of suspension, the students can make-up the assessment in a timely fashion, as determined by the instructor, under test make-up guidelines for **80%** credit.
- g. The district will provide an educational plan for student's suspended for more than five (5) days. A copy of the educational plan will be provided for the parent/guardian of the suspended student. Student's suspended for five (5) or fewer days will not be issued an educational plan but may have a parent pick up work for days missed due to suspension.

2. Guidelines for a long-term suspension – (greater than 10 days):

****The educational plan for a long-term suspension is for core-classes only (English, Math, Science, Social Studies, and Art Units required by the State Board of Education for grade advancement or graduation). Students will receive a "PASS" or "FAIL" grade, not letter grade. Students will receive a "NC" for non-core classes.**

- a. Students suspended for more than 10 days may request a review of the suspension to the district's administration. If the administrative review does not repeal the suspension, the suspended student may appeal the suspension to the board of education. The board of education will determine guilt or innocence and the reasonableness of the term of the suspension. The decision of the board of education shall be final.
- b. The district will provide an educational plan for the suspended student. A copy of the educational plan will be provided for the parent/guardian of the suspended student.
- c. The parent/guardian of the suspended student shall bear responsibility for monitoring the educational progress of the suspended student.
- d. A suspended student is not allowed on school grounds or at school activities.
- e. Class work in core classes will be available for pick-up by a parent/guardian weekly. Pick up times for school work will be laid out on a case by case basis between the school and the parent/guardian.
- f. If a student turns in completed work weekly and stays current in their core classes, they will have the opportunity to take their semester tests. If they pass their semester test, they will receive a "P" on their transcript and receive credit.

G. Drugs & Alcohol

1. Illegal & Illicit Drugs and Alcohol

- a. Students are prohibited from possessing, using, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution or being under the influence of alcoholic beverages, non-intoxicating beverages (as defined by Oklahoma law, i.e. 3.2 beer) and/or controlled substances at school, while on school vehicles, or at or going to or from school events.
- b. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with a prescription or directions for use and are not being used to treat a current health condition of the student.
- c. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester. Law enforcement will also be contacted.

2. Necessary Medications

- a. Students may not retain possession of or self-administer any medications at school unless the medication must be retained by the student for immediate administration. Students who have a legitimate health need for over-the-counter medication at school, shall deliver such medications to the school office with written parental authorization. Students who have a legitimate need for over the counter medication will only be administered by an administrator or personnel designated by the administration with written consent by a parent/guardian in compliance with Oklahoma law.
- b. Violation of this rule will be reported to the student's parents by the principal, and may result in discipline which can include suspension.

VI. School Policies

- A. Food and Drinks:** No food or drinks with the exception of bottled water will be allowed in the school buildings, with the exception of the cafeteria. Students who need to carry food or drinks on their person for medical purposes must submit written consent signed by a medical professional. The consent will be placed in the students file.
- B. Book Bag Policy:** Book bags or backpacks that are small in nature will be allowed for the student to carry their books or supplies. Book bags carried to class shall be placed underneath their desk and not allowed in the aisles. Athletic bags or large book bags shall be taken to the locker room or placed in the student's school locker.

- C. Electronic Devices Prohibited:** Possession of paging devices and electronics communication devices without permission are prohibited according to state law. Students are not to be in use of an iPod, headphones, etc. during class time or passing time. If students are not interrupting any other students or adults, use of iPods at lunch in the multi-purpose area or outside will be allowed.
**Boone-Apache Public Schools will not be responsible for any electronic device that gets stolen from a student.
- D. Public Display of Affection:** Students are at school to receive an education. While in school, students will not be allowed to show inappropriate affection that offends others. Violation of this rule will result in disciplinary actions.
- E. Bus Rider Rules:** Being allowed to ride a bus is a privilege and not a right. All rules set forth by the school and the school district's bus drivers are set to keep all students safe while on the bus. Any student riding a bus that breaks the rules set forth will be disciplined and may be removed from riding a bus for the remainder of the year.
- F. Pledge of Allegiance and Daily Moment of Silence:** Apache High School and Apache Middle School will recite the Pledge of Allegiance and observe a moment of silence over the intercom each day for students and teachers. This will be done before the daily announcements.
- G. Immunization Policy:** All students, including transfer students, shall be required to furnish evidence of all the required immunizations or a valid exemption before they may be allowed to enroll in an Oklahoma school district. No grace period will be allowed for any students. This is state law.
- H. School Dress Code:** In accordance with the policy of the Boone-Apache Public Schools Board of Education, the following regulation shall establish a dress and grooming code for the public school system. The building administrator shall have the authority to determine the appropriateness of any attire not specifically addressed below. In making a determination, the administrator shall consider whether the clothing and/or accessory presents a safety hazard, is revealing, or may be reasonably believed to disrupt the teaching or learning environment. Attire that disrupts the educational process is prohibited. The following dress code will be in effect for all students.

****Hanging Arms Measurement Rule:** A measurement procedure for determining lower body clothing length. When a student stands naturally with their arms hanging naturally to their sides, all clothing, openings, cuts, slits, etc. must extend below the fingertips.

1. Skirts and dresses: The skirt or dress must reach a length that conforms to the hanging arms measurement rule and must not be revealing, disruptive, or distracting to the educational process. Skirt openings must not be higher than the proper length described by the hanging arm rule. Dresses may be sleeveless if they have fitted armholes. Mini-skirts are not allowed.

2. Tops: Any shirt, blouse, sweater or top may be worn with the following conditions:
 - a. Sleeveless tops must have armholes that are not revealing or show undergarments.
 - b. Straps on shoulders must be at least 3-finger width when held on the shoulder.
 - c. Student's stomach area shall be covered at all times.
 - d. Shirts must be at least 8" across the back.
 - e. All tops must be properly buttoned and shall not expose undergarments, chest, breast, cleavage, or any part of the torso.
3. Pants: Pants, jeans or slacks that are neat and clean are acceptable.
 - a. Pants that drag the floor are not allowed.
 - b. Excessive or large holes in pants are not allowed.
 - c. Pants that have cuts, slits, or have small holes must be below the hanging arms measurement rule.
 - d. Form fitting pants, leggings, and any type of tights must be covered by an outer garment that covers them below the hanging arms rule.
 - e. Sagging is not permitted at any time. Pants may not be worn low exposing the torso, back, or undergarments.
4. Shorts: Shorts that extend below the hanging arm measurement rule are acceptable for school dress.
 - a. Form fitting shorts, biker shorts, spandex shorts, and miniskirts are not allowed.
 - b. Shorts with holes or cuts are not allowed.
5. Shoes: Shoes must be worn at all times. Shoes with rollers, wheels, or skates are not allowed.
6. Accessories: Accessories which are not acceptable include the following:
 - a. Hats, hoods, beanies, caps, bandanas, and sunglasses are prohibited inside the buildings. Exceptions may be made by the principal for spirit days or special activities.
 - b. Wearing, possessing, using, distributing, displaying, or selling of any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang are prohibited.
 - c. Chains, wallet chains, biker chains, collars, fish hooks, jewelry such as earrings with loops that could pose a safety issue are prohibited.
 - d. Trench coats are prohibited.
 - e. Body piercings are not allowed.
 - f. Small to moderate earrings placed in the earlobe and one small single stud which is safe and non-distracting are allowed.
7. Insignias, Monograms, Prints, or Patches: Lettering or any type of sew-on patch, decal, print, insignia or design that conveys crude, distasteful, vulgar, profane, violent, death-oriented, gang related, hate, violence, cults, sexually explicit, or sexually suggestive messages or any advertising of tobacco, alcohol, drugs, or drug paraphernalia are prohibited.

8. Hygiene: Any form of dress or hair style which is considered contrary to good hygiene will not be permitted.
9. Makeup, Tattoos and Brands: Facial make-up, tattoos, brands or other body decorations whether temporary or permanent, that convey crude, distasteful, vulgar, profane, violent, death-oriented, gang related, hate, violence, cults, sexually explicit, or sexually suggestive messages or advertise tobacco, alcohol, drugs, or drug paraphernalia are prohibited.
10. Exceptions to the dress code may be authorized by the building administrator or designee for a specific school-related activity on a case-by-case basis.

Any student found out of compliance with the Boone-Apache Public Schools Dress Code will be sent to an administrator for resolution. Students will be given the option to change to appropriate clothing or have parents bring acceptable clothing. If a parent is unable to bring acceptable clothing, the student may be sent home. Students will be allowed to return to school and class after clothing has been changed and is compliant with the dress code.

Parents will be notified each time a student is in violation of the Dress Code if the issue is unable to be corrected on site. Parents will be notified when repeat violations occur. Repeat offenses will result in further disciplinary action.

****The appearance policies will be discussed with the student body by their building principal at the beginning of the school year. Starting the school day after the appearance policy has been addressed; students will be expected to be in compliance with the dress code.**

- I. **Use of Cell Phones:** The following rules apply to the use of wireless telecommunication devices such as cellular telephones, personal digital assistants (PDAs), or other unapproved electronic devices. Violation of any part of this policy and regulation will result in the wireless device being confiscated by school personal and disciplinary action will result.
 - a. Students may use their cell phone outside or in the multi-purpose facility before school, during lunch, and after school.
 - b. Students are prohibited from using their cell phones in the classroom or during passing periods.
 - c. With prior written administrative approval, teachers may incorporate classroom activities that use cell phones, tablet devices, or other wireless telecommunication devices for educational purposes.
 - d. Students using their cell phones or wireless telecommunication device in areas prohibited will have their cell phones confiscated immediately.

- e. It is the District’s position that pictures and videos pose a threat to freedom of privacy. Additionally, these devices can be used to exploit personal information and compromise the integrity of educational programs. Absolutely no pictures or videos will be allowed using cell phones or wireless devices.

Disciplinary Action for Unapproved Use of Cell Phones/Other Wireless Devices

1st Offense – Phone confiscated, brought to office, and parent must sign for and pick up after school.

2nd Offense – Phone confiscated, brought to office, and parents will have the option of **3 days ISS or office will confiscate phone for 3 days.**

3rd Offense – Phone confiscated, brought to office, and parents will have the option of **5 days ISS or allowing the office to confiscate the phone for 5 days.**

4th Offense – Phone confiscated, brought to office, and parent must sign and pick up. **(Minimum 2 days of out of school suspension)**

After 4th Offense – Students will not be allowed to have a cell phone on campus and will serve out of school suspension to be determined by the administration.

- J. **Use of Tobacco:** At no time shall a student use or possess any type of tobacco on the school campus or at any time in a school vehicle or a school activity.

K. **Hazing:**

1. Definition - Hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission in to or affiliation with any organization opening subject to the sanction of the public or private school or any institution of higher education in the state.
2. Students violating the “hazing” policy, shall not be permitted to participate in any extracurricular activity sponsored by the School District for a minimum of two (2) school months, shall be subject to disciplinary measure which may include suspension, and shall be referred to local law enforcement authorities for prosecution.
3. Organizations that violate the prohibition in paragraph 2, shall forfeit all rights, privileges, and recognition from the School District for a minimum of one year and shall be referred to local law enforcement authorities for prosecution.

VII. Extra-Curricular Activities

- A. **Extra-Curricular Activities:** Boone-Apache Public Schools highly recommends that students get involved in extra-curricular activities. Studies have shown that students who participate in extra-curricular activities develop more rounded personal qualities, develop stronger discipline characteristics, develop better social and work skills, and enjoy the overall educational experience more. Participation in extra-curricular activities is a **privilege, and not a right**. Because students who represent our school and community through participation in these programs are very visible examples, a higher standard of behavior will be required of these students than is required from individuals who simply want to attend school.
- B. **Cheerleading:** Cheerleaders will be under the policies of athletes. Cheerleaders will follow the rules as set forth in the cheerleading constitution. Cheer tryouts will be held each spring and cheer tryouts policies will be followed as set forth in the cheerleading constitution.
- C. **Student Council:** Student Council will consist of elected officers and shall be selected within the confines of Student Council policy.

VIII. General Rules

- A. **Cars & Motorcycles:** Each student who expects to drive a car or motorcycle to school will be required to comply with the rules listed below. Upon arrival at school, students will not be in or near their car until dismissed from school. As a safety precaution, the speed limit on campus will be 5 MPH.

Requirements of Student Drivers:

1. Have a valid driver's license in good standing.
2. Provide proof of insurance as required by law.
3. Provide a permission form for driving to school and for driving to extra-curricular sites signed by parent or guardian.
4. Maintain a safe and positive driving record.
5. Maintain safe driving while within the confines of the school's property and when driving to other parts of the school campus.

***Students not following the vehicle rules may have their driving privileges taken away. Students violating driving laws shall be reported to local law enforcement and may be disciplined at school.**

- B. Assemblies:** Assemblies will be held occasionally throughout the school year. Students are expected to demonstrate courtesy, cooperation, and respect at all assemblies held at the school. All assemblies will either be educational in nature or will be held to develop school pride and spirit. Therefore, all students and teachers are required to attend all assemblies. Students attending Career Tech during the day will be given instructions on assemblies.
- C. Search & Seizure:** In accordance with Oklahoma state law, students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School lockers, desks, book bags or backpacks and other areas of school facilities may be opened and examined by school officials at any time they feel necessary for the safety of other students.
- D. Lockers, Locks, & Stolen Property:** Boone-Apache Public Schools cannot be responsible for property stolen from lockers, wallets, purses, backpacks, or the likes while on school property. Students are allowed to use a personal lock on their lockers, however; the front office will need access to the locker. Students that lock their locker shall leave a key or combination to their lock with the front office. Locks may be removed from lockers by the principal if a situation warrants. The student will be responsible for the care and cleanliness of their locker. Students will be responsible for fixing or replacing damaged property.
- E. Gun Free Schools and Weapons Policy:** It is the policy of the Boone-Apache School District to comply with the Gun Free Schools Act. 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 be readily converted to expel a projectile by action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary charge of more than one-quarter ounce, mine or any device similar to the above.
1. Any student in this school district who uses or possesses a firearm at school or 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. 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 teachers any weapon as defined as follows: "...any pistol, revolver, dagger, bowie knife, dirk knife, switch-blade knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates this policy will be subject to discipline which 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. 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.

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

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.

- F. **Guidance Service:** The purpose of the Boone-Apache Secondary Schools guidance program is to assist individuals in making appropriate decisions and adjustments in the light of their own interests, abilities, and levels of aspirations.

The main goal of the guidance department is to personally see each student as many times as possible during the school year to discuss educational plans, vocational plans, and/or school problems of any nature. The counselor will attempt to keep up with the various activities in which the students are involved so as to know them even better. The counselor will assist students in understanding themselves and their opportunities, in making appropriate adjustments, and decisions, in accepting the responsibility for choices they make, and in following a course of action in harmony with their choice.

- G. Telephone Usage:** There is no such thing as a “student phone” and if students are called, a message will be taken for a “call-back”. Only in emergency situations will students be called from class. The phones in the office are business phones and should be respected as such. Students who are sick quite naturally may call home if transportation is required. All phone calls should be limited to not more than one minute, if such calls are of utmost importance. Students are encouraged to plan their day in advance and insure that all items such as books, money, clothing, etc. are with them so as not to be out of class and on the phone requesting such items. Any long distance calls must have the prior approval of the principal.
- H. Student Testing:** ACT test schedules will be posted in the main hall. Copies of ACT materials may be picked up in the counselor’s office. Students should be sure to see that all ACT test scores are given to the counselor. Juniors will take the ASVAB test during the 1st semester. End-of-Instruction tests will be given in late spring.
- I. Leaving School During the School Day:** If a student finds it is necessary to leave school during the day for a doctor’s appointment, dental appointment, or some other valid reason which is known by the student and parent before he/she leaves for school in the morning, the parent/guardian should call the school and advise the front office before the time the student is to check out. The student must then stop by the office and sign out before he/she leaves the school grounds. If he/she returns to school the same day, he/she must sign back in at the front office. ***Failure to comply with this procedure may result in an unexcused absence and other disciplinary action.**
- J. School Closing:** Due to unpredictable weather, it is nearly impossible to give much advanced notice when school might have to be closed. Local roads will be checked early and as soon as possible to determine their safety. By 7:00 a.m., in almost all cases, school cancellation will be aired on local television stations. School closings will also be posted on the local school web site. (Note – Severe weather sometimes creates power outages and may cause server problems on the school’s website, which may make the school website temporarily unusable). An effort will be made by the school district’s “school reach” telephone call out service to notify parents/guardians about school cancellations.
- K. Visitors:** Boone-Apache Public Schools welcomes parents and guardians to visit our schools. We do encourage parents to arrange in advance conferences with teachers or administrators. All visitors need to properly check in through the front office of the school site they are visiting.

- L. Bullying/ Harassment based on race, color, national origin, ethnicity, sex, sexual orientation and religion:** Boone-Apache Public Schools is committed to providing students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect. Disrespect among members of the school community is unacceptable behavior that threatens to disrupt the learning environment and decrease self-esteem.

All students, employees, and board members are strictly prohibited from engaging in any form of bullying or harassment of any student, employee, or applicant for employment. Any school employee or student that is found to have violated the district's policy may be subject to action including, but not limited to, warning, remedial training, counseling, ISS, emergency-temporary-long term suspension (both staff and/or student in violation), non-renewal or termination of staff member contract, or other discipline deemed appropriate by school policy.

Any student or employee who is or has been subjected to bullying or harassment or knows of any student who has been subjected to any form of harassment shall report all such incidents to their building principal. For a complete review of the Boone-Apache Public Schools bullying and harassment procedures, refer to board policy located in the Superintendent's office.

M. FERPA (Family Educational Rights and Privacy Act)

1. The Rights of Students and Parents:

Boone-Apache Public Schools guarantees confidentiality of testing information and records of its students under the guidelines of the Family Educational Rights and Privacy Act of 1974, PL 93-380.

Records of disabled children will be kept in each principal's office and will be secure in a locked area. All confidential records will be kept in a separate folder and not in the child's regular school cumulative folder. All confidential records, except the information needed on transcripts, will be kept for a period of five (5) years after the end of the student's public school education (12 years of school or 21 years of age), death of the child, or other legitimate reason and will be destroyed when their usefulness is over. Parents will be notified sixty (60) days before destruction and will be offered the opportunity to obtain a copy of the documents.

Copies of the foregoing policies concerning educational records will be available in the principal's office of each school.

2. Annual Notification:
 - a. Student's parents and eligible students have the right to inspect and review the student's educational records.
 - b. The Boone-Apache Public School District will limit the disclosure of information contained in a student's education records except: (1) by the written consent of the student's parent or the eligible student, (2) under certain limited circumstances, as permitted by FERPA.
 - c. A student's parent or an eligible student has the right to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading or in violation of a student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district desires not to alter it according to the parent or eligible student's request.
 - d. Any person has the right to file a complaint with the U.S. Department of Education if the Boone-Apache Public School District violates the Family Educational Rights and Privacy Act.
 - e. The Family Educational Rights and Privacy Act policy is located at the Boone-Apache Superintendent's Office. Copies of the Family Educational Rights and Privacy Act policy may be obtained by contacting the superintendent's office. The district will arrange to provide translations of this notice to non-English speaking parents in their native language.