

# **ARNETT PUBLIC SCHOOLS STUDENTS' HANDBOOK**

## **FOREWORD**

This handbook has been prepared to help you and your parents become acquainted with your school. This handbook does not contain all the rules of the school. It is the desire of the administration and your teachers that you will use the handbook to become well-informed about your school and to be challenged to make an honest effort to live up to the high ideals and standards of Arnett Public School.

## **WELCOME**

The citizens of the Arnett School District have provided and are supporting a well-equipped high school for the boys and girls of the community. Opportunities you will find here include education, leadership, athletic, and social activities. From these, we suggest that you plan a balanced schedule according to your inclinations. This will not only benefit you in an educational way but also will give you the true Arnett School spirit and at the same time help us to help you. If you enter exclusively into one or two branches of the school program, you cannot get the all-around development that the school should give you; but at the same time, we also advise you not to try to include too much.

## **PRIORITIES AND GOALS OF ARNETT HIGH SCHOOL**

1. To develop an appreciation and understanding of democracy and democratic government.
2. To teach skills in oral and written English.
3. To promote skills in reading.
4. To develop respect for the worth and dignity of the individual.
5. To promote willingness to respect the rights and properties of others.
6. To encourage self-discipline, self-direction, and ability to work on one's own.
7. To encourage the practice of good citizenship.
8. To instill mathematics and science skills.
9. To instill in each student an incentive sufficient to cause one to become a better citizen.

## **MISSION STATEMENT FOR ARNETT PUBLIC SCHOOLS**

Committed to excellence in education

## **TELEPHONE NUMBERS**

Superintendent 885-7811  
Gym 885-7242

High School 885-7285  
Agriculture Education 885-7245

Toll Free 1-888-779-7370  
Technology Education 885-7249

## **BOARD OF EDUCATION**

Jeremiah Campbell  
Ty Hardin  
Alis Stweart  
J. B. McCartor  
Riley Latta

President  
Vice President  
Clerk  
Member  
Member

## **ELEMENTARY SCHOOL FACULTY**

Tracy Kincannon  
Scot Friesen  
Bob Dobrinski  
Bill Burcham  
Alysha Ham  
Jenna Holloway  
Nicki Gaisford  
Amy Miller  
Julie Thomes  
Alicia Sheik  
Michelle Stohler  
Jamie Landers  
Melia Wheeler  
Frankie Sharp  
Nelda Smith  
Dia McGowen  
Cristal Woods  
Kristi Haney

Superintendent  
Elem. Principal  
Counselor  
Physical Education  
Sixth Grade, Physical Education  
Sixth Grade, Reading  
Pre-Kindergarten and Music  
Kindergarten and Pre-Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade  
Special Education  
Special Education  
Speech Pathologist  
Para Professional  
Para Professional

## **JUNIOR HIGH AND HIGH SCHOOL FACULTY**

Tracy Kincannon  
Bob Dobrinski  
Scot Friesen  
Bill Burcham  
Rowdy Cawfeld  
Meredithe Dearing  
Elizabeth Dowler  
Clay Hamil  
Jenna Holloway  
Clint Ford  
Nicki Gaisford  
Shala Knowles  
Jack Long  
Aaron Sheik  
Shannon Shoaf  
Frankie Sharp  
Nelda Smith

Superintendent  
H. S. Principal, Driver Education, Counselor  
Elem. Principal, Girls Athletics  
Alternative Ed, Boys Athletics  
Computer Education, Business Ed., Boys Athletics  
Consumer Science  
Science  
Agriculture Education  
7<sup>th</sup> English  
Technology Education  
Music  
English  
Social Studies  
Math  
Librarian, Spanish  
Special Education  
Special Education

## **SUPPORT PERSONAL**

Jackie Plymesser  
Remick Brown  
Cindy Kincanon  
Rick Morrissette  
DeLyn Morrissette

Superintendent's Secretary  
Principal's Secretary  
Elementary Secretary  
Maintenance Supervisor  
Cafeteria Manager

Larry Branstetter  
Ricky Clark  
Martha Gourley  
Melissa Guadarrana  
Meredithe Dearing

Custodian  
Custodian  
Custodian  
Cook  
Library Aid

## SCHOOL TERM CALENDAR 2019-2020

First Day Of School	August 8, 2019
Labor Day	September 2, 2019
Professional Day No School	September 27, 2019
No School	October 4, 2019
Parent /Teacher Conferences	October 14 -15, 2019
End of First Nine Weeks	October 11, 2019
Fall Break	October 16- 18, 2019
Professional Day No School	November 22, 2019
Thanksgiving Break	November 27 - 29, 2019
End of First Semester	December 20, 2019
Christmas Break	December 23, 2018-January 3, 2020
Begin Third Nine Weeks	January 6, 2020
Professional Day No School	January 20, 2020
Professional Day No School	February 17, 2020
No School	March 6, 2020
Parent / Teacher Conferences	March 9 -10, 2020
No School	March 12-13, 2020
Spring Break	March 16-20, 2020
No School	April 10, 2020
Professional Day No School	April 13, 2020
Last Day of School	May 14, 2020
Graduation	May 15, 2020
Professional Day No School	May 15, 2020

## HIGH SCHOOL TIME SCHEDULE

First Bell Rings	8:10
First Hour	8:10 - 8:57
Second Hour	9:00 – 9:47
Third Hour	9:50 – 10:37
Fourth Hour	10:40 – 11:27
Fifth Hour	11:30 - 12:17
Lunch Hour	12:17 – 12:47
Sixth Hour	12:47- 1:34
Seventh Hour	1:37 – 2:24
Eighth Hour	2:27 – 3:14

## ELEMENTARY TIME SCHEDULE

Doors Open	7:45
Breakfast End Time	8:05
First Bell Rings	8:10
Lunch Begins	11:05
Second Hour	9:00 – 9:47
Third Hour	9:50 – 10:37

## ENROLLMENT

For admission to the Arnett Schools, a student must be a resident of this district or legal transfer. He/she must be living with his/her parents or guardians and must be willing to abide by the rules and the guidelines of the school, maintained by the Arnett Board of Education. A social security number is needed at enrollment, birth certificate, and shot record (must be current and meet state requirements).

## IMMUNIZATION

A. No minor child shall be admitted to any public, private, or parochial school operating in this state unless and until certification is presented to the appropriate school authorities from a licensed physician, or authorized representative of the State Department of Health, that such child has received or is in the process of receiving, immunizations against diphtheria, pertussis, tetanus, haemophilus influenzae type B (HIB), measles (rubeola), (rubella), poliomyelitis, varicella, and hepatitis A or is likely to be immune as a result of the disease.

B. Immunization tests required, and the manner and frequency of their administration, as prescribed by the State Board of Health, shall conform to recognized standard medical practices in the state. The State Department of Health shall supervise and secure the enforcement of the required immunization program. The State Department of Education and the governing boards of the school districts of this state shall render reasonable assistance to the State Department of Health in the enforcement of the provisions hereof.

C. The State Board of Health, by rule, may alter the list of immunizations required after notice and hearing. Any change in the list of immunizations required shall be submitted to the next regular session of the Legislature and such change shall remain in force and effect unless and until a concurrent resolution of disapproval is passed. Hearings shall be conducted by the State Board of Health, or such officer, agents or employees as the Board may designate for that purpose. The State Board of Health shall give appropriate notice of the proposed change in the list of immunizations required and of the time and place for hearing. The change shall become effective on a date fixed by the State Board of Health. Any change in the list of immunizations required may be amended or repealed in the same manner as provided for its adoption. Proceedings pursuant to this subsection shall be governed by the Administrative Procedures Act

## HEAD LICE and CONTAGIOUS DISEASE

The board of education believes that any student with a contagious disease or head lice should not attend school until he or she is free from the contagious disease or head lice. For head lice we have a nit free policy.

Any student prohibited from attending school due to a contagious disease or head lice shall present to the superintendent or his designee, before the student may reenter school, certification from a health professional or an authorized representative of the State Department of Health that the child is no longer afflicted with the contagious disease or head lice

## CHANGE OF ENROLLMENT

A student desiring to drop a course or to make some other change in their class schedule should make the request at the principal's office. No changes in schedule may be made after the first two days of the school year, except at the request of the teacher and the approval of the principal.

## CLASSIFICATION OF STUDENTS

Freshman - successfully complete the 8th grade year.

Sophomore - pass 4 of 8 classes. 2 of the 4 must be core classes.

Junior - must have completed 9 credit hours. 5 must be core hours.

Senior - must have completed 13 credits. 7 must be core classes.

Students having fewer than four credits at the beginning of the first semester will enroll as a **freshman**.

\*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 student is unable to take the course due to the scheduling of classes.

**\*\*Students graduating from an Oklahoma high school will have to pass four out of 7 end of instruction tests. Those tests include Algebra I, Algebra II, Geometry, English II, English III, Biology I, and American History. Students will be required to pass Algebra I and English II. Students who do not pass these tests will be given an opportunity to be remediated and allowed to retake the exams.**  
**\*\*\* Students who need more than one credit for graduation may not participate in the graduation exercises (State Board Of Education Regulation).**

### **STUDENT RETENTION**

Students in grades seven and eight must pass eight of ten semester core units to be passed on to the next grade level. A committee consisting of the principal, counselor, and a classroom teacher will review students who don't pass the units. This committee may choose not to retain the student or to retain the student. The core units are in Math, English, Social Studies, Science, Language Arts, Keyboarding, for students in the seventh grade. The core units are in Math, English, Social Studies, Science, and Civics for the students in the eighth grade.

### **ELEMENTARY PROMOTION AND RETENTION**

The decision on whether to promote a student to the next grade or retain him or her in the current grade is a Decision that the board of education considers to be very important. Additionally, whether a student passes or fails a class is also important. Therefore, the process to make final determination of such situations shall be as follows:  
The teacher will make a recommendation on Promotion/Retention or pass/fail. The parent or guardian of the student, if dissatisfied with the recommendation, may appeal the decision to the school principal. If the parent is still dissatisfied after such appeal, an appeal may be made to the superintendent. If dissatisfaction still exist, the parents may appeal to the board of education. The decision of the board of education will be final. The parent may prepare a written statement to be placed in and become a part of the permanent record statin the reason for disagreement with the final decision of the board.

### **GRADING SCALE**

All teachers will use this grading scale for all classes at Arnett School. All grades will be issued on the basis of 100 points.

A	92-100
B	82-91
C	72-81
D	65-71
F	64 Below

### **GRADE POINT AVERAGES**

Students in grades 9-12 will accumulate points for their grades. The student's nine weeks grade point will be used for only the nine weeks honor roll. The student's semester grade point average will be used for the honor pictures in the yearbook and to determine the Valedictorian and Salutatorian of a class. Grade points will also be used to determine class rankings.

#### **Grade points for regular course work:**

A = 4 Points	B = 3 Points
C = 2 Points	D = 1 Point
F = 0 Points	

### **REPORT CARDS**

Report cards will be issued five school days after the grading period ends. No student may receive their report card until all moneys or equipment owed to the school are paid or are returned. If a student receives an incomplete for a class grade, the work needed for completion must be submitted before the end of two weeks. When the two weeks are up the grade will be changed to a "F".

## HONOR ROLL REQUIREMENTS

Superintendent's Honor Roll students must have a grade point average of 4.0. Principal's Honor Roll students must have a grade point average of 3.5 with no grade lower than a "C".

### ARNETT HIGH SCHOOL HONORS PROGRAM

#### OBJECTIVES:

1. To encourage increased student enrollment in academic areas.
2. To broaden the scope of the student's academic knowledge.
3. To recognize students who have achieved academically over and above basic requirements.

#### CRITERIA: TO BE CONSIDERED AN HONOR STUDENT, THESE CRITERIA MUST BE MET:

1. Students must achieve an overall grade point average of 3.5 based on seven semesters of work, with no grade below a "C".
2. An honor student must successfully complete the sequence of courses listed below.
3. In order to be in competition for class valedictorian or salutatorian, a student must have successfully completed the classes designated below. In the event that no student has achieved the minimum grade point average of (3.5) required to be an honors graduate, then the two students with grade point averages above 3.0 and no grades lower than a "C" will be honored as valedictorian and salutatorian.

#### ENGLISH (4 units)

English I, II, III, and IV

#### MATHEMATICS (choice of 3 units)

Algebra I, II, and III Geometry, Trigonometry, Math Analysis, Calculus

#### SCIENCE (choice of 3 units)

Physical Science, Earth Science, Zoology, Biology I, II, Chemistry I, II

#### SOCIAL STUDIES (3 units) American History, World History, OK History, Government

#### AT LEAST THREE OF THE FOLLOWING

Computer Science, Foreign Language, World Literature, Accounting, Sociology, Geography, Economics, Humanities

#### RECOGNITION: Honors graduates will be recognized in the following way:

1. There will also be a special recognition associated with the honor graduate's cap and gown.

### MINIMUM CORE CURRICULUM TO GRADUATE

4 YEARS OR 4 CREDITS OF ENGLISH (English I, English II, English III, And English IV)

3 YEARS OR 3 CREDITS OF MATH (Algebra I, Algebra II, Geometry)

3 YEARS OR 3 CREDITS OF SCIENCE (Physical Science, Earth Science, Biology I, and Chemistry)

3 YEARS OR 3 CREDITS OF SOCIAL STUDIES (Oklahoma History, Government, American History, and World History)

2 YEARS OR 2 UNITS OF THE ARTS (Humanities, Art I, Art II)

THE ARTS: 2 Units may be included in other course Work.

**8 UNITS OR CREDITS OF ELECTIVES.**

**TOTAL UNITS NEEDED TO GRADUATE IS 23**

### STUDENT ATTENDANCE

A student must be in attendance at least eighty-five percent of the time in a class to get credit for that class. A student must be in attendance the full day to participate in extracurricular activities that day. Exception will be made for funeral and doctor appointments.

### TEN-DAY RULE: (State School Board Rule)

Students may not miss more than ten days for school activities. The only exception is if the student qualified for the activities. Students need to keep track of these days they missed. The principal will have a committee to make the decision on the qualification needed for the activity to be exempt from this rule.

## **WITHDRAWAL FROM SCHOOL**

If a student plans to withdraw from school, they must notify the principal of their intention and receive a withdrawal slip to present to each of their teachers. If they have state owned books, library, or department books or supplies they must return them to the teacher who issued them. After they get their teachers' signatures on their slip, they must present it to the principal for final approval.

## **EXCUSED ABSENCE**

Students are excused from attendance for physical illness, medical and dental appointments, and death of relatives or close friends. Students may be excused for reasons other than the above. Any absence due to another reason must be cleared through the principal's office, where an evaluation will be made as to the absence being excused or unexcused. If a student is aware of any possible absence coming up which is not listed under the heading of excused absence in the handbook, the student should check with the principal and see if the absence will be excused or unexcused. In a few cases, exceptions could be made, depending on the reason, the planning, and the organization beforehand. In most cases there will need to be several days' notice ahead of the absence.

## **TRUANCY**

### **When is a student considered to be truant?**

- (1) Being absent from school without the knowledge of the parents at the time of the absence.
- (2) Leaving school before the end of the school day.
- (3) Leaving school under false pretenses.

A student will be dropped from the roll on their third truancy for the semester and suspended for the remainder of the school year.

## **LEAVING SCHOOL EARLY**

Sometimes students will need to leave school early for an appointment or other factor. In these cases, the student must get a permission to leave the school campus. A student's parent or guardian must notify the school before permission will be granted. Students must have permission from the office and must also sign out at the principal's office. Students who do not have permission and have not signed out through the office will be considered truant. In the case that a student returns to school before school is out the same day that student must sign in at the principal's office. Students may leave campus during lunch period without signing out.

## **TARDIES**

If a student is late to class, the teacher will record them as tardy. Three unexcused tardies will count as one unexcused absence. After three unexcused tardies the student will be ineligible for any school activity until they complete 1 hour of after school detention.

## **OUR EXPECTATIONS OF STUDENTS**

1. That students come to school and school activities drug and alcohol free.
2. That students are on time - - with appropriate learning materials.
3. That students take care of their restroom needs during class change time. Exceptions will be made in emergency cases
4. That students help keep our school and campus clean.
  5. That students not go to the elementary school unless you have class there.
  6. That students park only in student parking area.
  7. That all hats, caps, and sunglasses are removed when you enter a school building.
  8. That students not pet, hold hands, neck, etc. their favorite other student.
  9. That students are respectful of others.
  10. That students' behavior is at its best while representing Arnett.
11. That students do not leave anything of value in their locker.

## **MAKE - UP WORK**

Work missed should be made up as soon as possible so that the student's grade will not be lowered. A student who knows he/she will be absent for any reason should confer with his/her teachers, get assignments, and try to complete them before the absence occurs. Students will be given one day for each day missed to make up work missed.

## **ADMIT IS REQUIRED**

No student in grades seven through twelve will be admitted to class after an absence without an admit from the principal's office. This is the student's responsibility and needs to be done before first hour. Failure to get an admit will cause the absence to be counted as an unexcused absence and can't be changed after three days. Parents must send a note or call the office in order for any absence to be excused. If a student has been absent from classes due to an approved school activity, no admit is required.

## **DISCIPLINE**

Teachers have the right when necessary to discipline students. Oklahoma State Law protects this right. "The teacher of a child attending a public school shall have the same rights as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or at a school approved event."

Our approach to school discipline is primarily preventative: we believe in letting students know exactly what is expected of them. Then the entire staff enforces these rules firmly, fairly, and consistently. Each teacher will have a set of rules for their classroom and will handle discipline in the classroom. If the misbehavior continues the student will be sent to the principal for discipline.

## **TYPES OF DISCIPLINE**

### **DETENTION**

Will start. The student is to bring paper and pencil to detention. The student will be given an assignment by the detention teacher. The student will have two days to make the detention. If the student fails to make the detention up the student will be referred for another type of discipline. The school will not be responsible for the transportation of the student to home after the detention hour. Used for actions which are detrimental to the class or school. Noon Detention will start at 12:30 and end at 12:47.

### **SUSPENSION**

The principal for actions detrimental to the school may suspend a student. The principal has the authority to suspend any student in accordance with existing state laws, for misbehavior or for other sufficient reason. Suspension will be reported to the superintendent and parents will also be notified.

**IN SCHOOL SUSPENSION:** Will be held during regular school hours. The student will be placed in isolation all day and will work on assignments made by his/her teachers. The student will not be allowed contact from other students during the time in suspension, and may not attend or participate in any extra-curricular activities home or away.

**OUT OF SCHOOL SUSPENSION:** Will be during the regular school day. The student is to stay at home during the regular school day.

### **SOME EXAMPLES OF THE SUSPENSION OR EXPULSION OF STUDENT ARE AS FOLLOWS:**

Continued willful disobedience, Deliberate disruption in school, Damaging or defacing school property, Truancy, Profanity or vulgarity, Stealing, Immoral conduct, Gambling, Possessing alcoholic beverages, tobacco products, narcotic drugs, etc. on the school premises, or being under the influence of these products when attending school or school activity, Fighting, Driving or parking on campus other than in student parking, Driving before school is dismissed, Being untruthful, Being disrespectful (insubordination). These are not all the reasons they are just examples.

### **EXAMPLES OF SUSPENSION OF MORE THAN THREE DAYS**

Immorality, profanity, or obscenity as defined by the Statutes Of Oklahoma, Consistent violations of school rules, regulations, and policies, Possession, threat, or use of a dangerous weapon as defined by the State Statutes, Assault and battery, Possession of illegal substances, Conduct which jeopardizes the safety of others, Disruptive conduct, Habitual truancy, Membership in secret organizations, clubs, etc. These are not all the reasons they are just examples.

## **CORPORAL PUNISHMENT**

Corporal punishment is not prohibited by the Board of Education. It is recommended for use only in cases of unusual incorrigibility or by choice of the student in some cases and then as a final measure. When corporal punishment is administered, it

must be in the presence of the principal or another teacher and should not be administered in the presence of other pupils. Students will have a corporal punishment consent form on file.

## **GANGS**

Arnett Schools has a “NO TOLERANCE” policy when it comes to any gangs or secretive organizations. Students may not use any kind of gang lingo (hand gestures, written, or oral). Students may not dress in gang clothing or in a fashion which is associated with gang membership. Students who participate in this type of activity will be suspended from school.

## **DRUG FREE SCHOOL POLICY**

All students in the Arnett School System will receive age- appropriate, developmentally based drug and alcohol education (tobacco and tobacco products are by definition illicit drugs.) Sections 759, 759.1 and 797 of the School Laws of Oklahoma. This will include the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs.

Students of Arnett Schools are expected to exhibit the highest forms of conduct and this prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school grounds or as a part of any of its activities. Students found in violation of this policy will face disciplinary sanctions up to and including expulsion and referral for prosecution. Disciplinary sanctions could include loss of privileges, in-school suspension, out-of-school suspension, suspension from activity or activities, referral for prosecution, and expulsion, which may include the completion of an appropriate rehabilitation program before a student can be readmitted to school. The student will be informed about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.

## **STUDENT DRUG/NARCOTIC AND ALCOHOL POSSESSION**

Any student guilty of possession of drugs or alcohol on school premises can be suspended for the remainder of the current school term (school year). All students will be subject to the drug testing policy of Arnett high school. This policy can be found in the board policy handbook.

## **TOBACCO USE BY STUDENTS**

Smoking and the conspicuous possession (such as pocket) of tobacco products by the students while in or on school properties, or under school’s jurisdiction during school hours or while at or participating in a school sponsored event is prohibited. A student can be suspended until parents can re-admit the student.

## **24/7 TOBACCO FREE CAMPUS**

Arnett public school is a 24 hour 7 days a week tobacco free campus. Use of tobacco products on campus is prohibited.

## **EXTRA - CURRICULAR ACTIVITIES**

Each activity sponsor will establish their “Code of Conduct,” present these to the student and have both the student and parent sign a copy of the “Code” and such copy to be retained by the sponsor. The sponsor will also have discretion to whom may participate in these activities. All School rules apply to extra-curricular activities.

## **ELIGIBILITY**

Arnett High School is a member in the Oklahoma High School Athletic Association, and all members of teams or individuals representing this school must meet all rules of eligibility required by the state association.

To be eligible for participation, a student must have earned at least five credits the preceding semester. Eligibility may be regained at the end of six weeks by passing all classes on a week to week basis to be eligible. Participants must attend school at least 90% of the time to be eligible.

Any student who is under school discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. The student must be in attendance for the entire school day or have an excused absence in order to play. Eligibility will be used for all school activities (field trips, prom, organizational activities, etc.)

## **EXTRA - CURRICULAR TRIPS**

The driver of a bus on an extra-curricular trip will report all instances of pupil misconduct to the respective principal as soon as possible. The first offense will depend on the incident and be at the discretion of the principal. The second offense will result in loss of the privilege of riding the bus for the remainder of the current semester. No bus will be provided for an extra-curricular trip without

a competent adult chaperone selected by the director of the activity. All members of the team or individuals representing this school will not be allowed to drive their own vehicle to the event. They may ride with their parent if prearranged with the coach or sponsor by written notification.

## **STUDENT CHARGES**

According to federal "RED FLAG" regulations public schools can no longer allow students to charge for any purchases made at school or from school activity groups. Money must be given ahead of time for the purchase of an item. School Lunches are also affected by this federal ruling. Money must be paid for each month ahead of time. A balance sheet will be kept and the parents will be contacted when the balance on hand gets low. Once the student's lunch account is empty they will not be allowed to eat in the cafeteria until the meal is paid for.

## **SCHOOL LOCKERS**

It shall be the policy of the Arnett School Board to retain possession of all school lockers. The student will retain control of his/her locker only against fellow students, his/her possession is not exclusive against the school and its officials. A school does not supply its students with lockers for illicit use in harboring pilfered property or harmful substances... and it is proper function of the school authorities to inspect the lockers under their control and to prevent their use in illicit ways or illegal purposes.

Do not keep anything of value in your locker. Articles of value should be checked in at the principal's office. The school is not responsible for lost or stolen articles left in lockers. Your books and personal belongings should be kept in your assigned locker only. You are not to leave anything on the floor of the hall or on top of your locker.

Students have no reasonable expectations of privacy right towards school officials in school lockers, desk, or other school property. School lockers, desk, and other areas of the school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Oklahoma State Law (section 24-102 of Title 70)

Students are not allowed to use tape (tacky substance which will remove the paint from the locker) to hang personal items on the inside locker door. Students are not to put food, drinks or these empty containers in their lockers. Students may not keep any type of animal or insect in their locker.

## **SCHOOL PROPERTY DAMAGE**

Due to the frequent occurrences of damage to school property the following school regulation is being given extra emphasis. Any person found to have been involved in any such violation will be prosecuted to the fullest extent of the law. If the offender is an Arnett student, the school regulation will also be imposed. The following state statutes apply:  
Statutory

A) O.S. (23-10): Recovery of Damages by Political Subdivisions From Parents to Minors - The state or any county, city, town, municipal corporation or school district, or any persons, corporation or organization, shall be entitled to recover damages in any amount not to exceed One Thousand Five Hundred Dollars (\$1,500) in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or a county, city, town, municipal corporation, school district, person, corporation or organization.

B) O.S. (70-15-117): Powers and duties - Rules and Regulations - The Board of Education for each school district shall have power to - make rules and regulations - governing the system of the school district.

C) O.S. (70-6-114): Control and Discipline of Child - The local school Board of Education shall adopt a policy for the control and discipline of all children attending public school in that district. Such policy shall provide options for the methods of control and discipline of the students. The parents or guardian of every child residing within a school district shall be notified by the local board of education of its adoption of the policy and shall receive a copy upon request. Provided, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any function authorized by the school district or classroom presided over by the teacher.

D) O.S. (21-643): Force Against Another Not Unlawful When Self-defense of Property - To use or attempt to offer to use force or violence upon or toward the person of another is not unlawful in the following cases.

When committed by a parent or the authorized agent of any parent, or by any guardian, master or teacher, in the exercise of a lawful authority to restrain or correction has been rendered necessary by the misconduct of such child, ward, apprentice or scholar, or by their refusal to obey the lawful command of such parent or authorized agent or guardian, master or teacher, and the force of violence is reasonable in manner and moderate in degree.

E) O.S. (21-1272): Penalties - Any person who intentionally, knowingly, or recklessly carries on his person any weapon in violation of Section (B) above shall be guilty of a felony punishable by a fine not to exceed One Thousand Dollars (\$1,000.00) or imprisonment in the penitentiary for a period not to exceed Two (2) years or both such fine and Imprisonment.

### **CARE OF SCHOOL EQUIPMENT**

In order to maintain a clean and orderly school, each student should have an attitude of respect for all property. Students are requested to be diligent in their care of equipment in the school labs. Defective and worn equipment should be reported to the instructor. Unwarranted rough usage may be justification for dismissal of the pupil from class

### **PAYMENT FOR DAMAGE**

Each student shall pay for all damage he or she may do to the school property or property of other students within one week after demand unless arrangements are made with the principal to defer payment until a later date. Failure to make such a payment shall be cause of suspension.

### **USE OF THE GYM AFTER HOURS**

The gym is a classroom and is for the use of students enrolled in athletics. The coaches are the only personnel with the authority to let student in after hours. All rules that apply to use of the gym will be discussed with students enrolled in athletics at the first of each school year.

### **BUSES**

The bus driver will report any misconduct to the principal. The bus driver may assign seats to handle misconduct. Safety is our major concern while riding a bus. Students are to remain in their seats while the bus is moving. All rules that are in effect at school also apply to students while riding in a school bus. Students who choose not to follow these rules will not be allowed to ride the bus. Buses arrive at school at 7:50 a.m. and depart at 3:19 p.m.

### **CAFETERIA**

A modern cafeteria is owned and operated by the school for the purpose of providing palatable and healthful lunches and breakfast for students at lowest possible cost. All money received from students is spent for food and its preparation.

Studies have shown that students who eat an adequate lunch at noon tire less easily and have fewer low points during the day than those children who do not eat a well-balanced meal. Students may buy a weekly or monthly lunch tickets at the principal's office. Students who wish to have two milks or juices must pay extra for these. Students are not to take food or drinks from the cafeteria after eating.

### **TEACHER LOUNGE**

At no time is any student allowed in the Teacher Lounge.

### **OFFICES**

Students are not allowed in the principal's or superintendent's office when the principal, superintendent, or the secretary is not in the office, unless they have permission from these people.

### **OTHER CLASSROOMS**

Students are not allowed in classrooms while the teacher is not in the room unless they have permission from the teacher.

### **BULLETIN BOARD**

A bulletin board is maintained in the hall to inform students of coming events and other information of interest to the students. Check the bulletin board often. Students are not to deface any part of any display in the hallway.

## **USE OF COPY MACHINES**

The copier machines are not for personal use. They are for official school use only.

## **TELEPHONE**

The telephone is for school personnel only. With permission from the office students may use the phone. This is only for special circumstances. No student will be called out of class to receive a telephone call. We will deliver a message to you. You are to take care of this between classes.

## **LUNCH PERIOD**

Students in ninth through twelfth grades may leave campus at lunch. Students are not to get in any vehicle or use any type of transportation during the lunch period. Parent may pick up their own child to take to lunch. No student will be allowed to ride with anyone else but their parent or guardian.

## **ENTERING THE HIGH SCHOOL**

Students are not to be in the school halls before the first bell rings in the morning or after lunch. Student can enter the student lounge or must stay outside until the first bell rings.

## **LOST AND FOUND**

A lost and found box is maintained in the principal's office. Articles that are found should be taken there. If an article is in lost and found, it may be claimed by identifying it. Wearing apparel, books, and other articles should be marked for identification. Unclaimed articles will be disposed.

## **VENDING MACHINE USE**

Students need to remember to bring change for this purpose to school with them. Students also need to remember that the use of the pop machine is at their own risk. The office will not refund any money lost in these machines.

## **NOT ALLOWED AT SCHOOL**

- A. Knives of any type or style
- B. Guns of Any type and description
- C. Any article that could be classified as a weapon
- D. Tobacco, or alcoholic products.
- E. Lighters or matches.
- F. Throwing Snowballs
- G. Blankets or pillows are not to be brought to classes.

## **DRESS CODE**

- Students should present a neat, conservative, and age appropriate appearance during school hours. Student dress should be clean, neat and in good taste at all times. A student whose extreme appearance create a distraction or interferes with the normal orderly process of the instructional program or the management of any school program will be subject to discipline until corrections are made. Final judgment on the inappropriateness of student appearance will be made by the administration. The administration will determine proper dress using the following guidelines.

- A. Shoes will be worn at all times (no house shoes, or Flip Flops)
- B. Clothes will not be excessively tight, baggy, or have inappropriate holes in them. Holes may not be excessively large or be in inappropriate places.
- C. The waistband of all garments will be not be worn below the hipline (no sagging or dragging).
- D. Shorts, dresses, and skirts may be no shorter than mid-thigh length.

No short shorts or bicycle shorts may be worn. (Cutoff pants may be worn as long as they are hemmed and meet the requirements of mid-thigh length.)

- E. Hair must be clean and well groomed at all times. Boys' hair will be cut so that it will be out of the eyes and off the collar at the back. The hair on the sides can be grown to the bottom of the ear

lobe as long as the hair does not get too bushy on the sides or in the back. The sideburns will not be grown below the bottom of the ear lobe. Mohawks at any age are not permitted. Keep in mind that the principal will have to make judgment on whether a student has too much hair on top, on the sides, or in the back. Hair color other than natural color (as judged by the administration) will not be allowed. It is the prerogative of the individual sponsors to make additional requirements of the students involved in the activity or organization that they sponsor or direct.

- F. See through clothing, low cut blouses, bare midriffs, tank tops, crop tops. Bare backs are not permitted. All shirts must have sleeves. Shirts must be long enough to tuck into the waistband.
- G. No body piercing of any kind. Earrings are limited to the ears only and only for females.
- H. Tattoos are not allowed to be visible (and should be covered) during school or any school sponsored activity.
- I. Any clothing accessory that could be used as a weapon such as chains, handcuffs, studded gloves, studded bracelets ect. will not be permitted.

J. Pajamas, lounge pants or flannel pants are not allowed. Sweat pants with writing on the backside are not acceptable.

Clothing may not have any vulgar or profane expressions or advertisements for tobacco, drugs or alcohol. Body piercing and its associated jewelry for both male and female students is not considered appropriate and will not be allowed during school or school activities. Hats or bandanas shall not be worn inside any building unless they are part of a required uniform for a skit or play. The principal will have the right to declare a student's clothing unfit for the school atmosphere, and require the student to correct the type of clothing worn.

## **FUND RAISING**

All classes and organizations must have all fund raising projects approved by the school board at the first of the school year. No soliciting or selling may be done in the school without approval of the principal. All students in the classes or organizations must participate in the fund raiser if they are to benefit from the funds. All money collected must be turned in at the end of each day.

## **STUDENT LOUNGE**

The student lounge is a place for students to meet before school and during lunch period. Students are responsible for keeping the lounge clean. If the students do not keep their messes to a minimum the pop machines will be removed and the lounge closed. The student lounge will only be open to students before school and during lunch period.

## **AUTOMOBILES**

Students shall use the parking lot designated by the principal, which is the Parking Lot South and East of the swimming pool. Students will park so their car does not block the entrance of the lot or block another car. Students are to park only in this lot.

Students shall drive on school property only if they meet state requirements to operate a motor vehicle. When a student arrives on the school campus and parks they are not to drive again until the end of the school day with the exception of those students leaving school early with a permit. This includes vehicles parked off school grounds. The student parking lot is off limits during the lunch period. Students are not to ride ATVs or non-legal vehicles to school or extra-curricular activities.

**The speed limit in the parking lot is 5 M.P.H.**

**Students shall park only in the student parking lot.**

## **LIBRARY**

The library will be open at posted hours. Library books may be checked out for a two-week period with the privilege of rechecking if needed. Magazines and reference books are to be checked out for one hour except for research when they may be checked out for as long as necessary with permission from the librarian. Magazines and newspapers should be returned to their proper places before the end of the hour; do not leave them on the tables or write in or on them. The due dates of books are placed on the date due slip on the book; refer to it to prevent overdue books. Fines for overdue books are five cents per school day. Fines should be paid promptly as students may not check out other books if a fine has not been paid.

## **SNACKS AND DRINKS**

**Student may have and/or consume snacks and drinks from and in the student lounge only.** This is to be considered a privilege and will be taken away from all students if the trash and messes are left in the student lounge. Snacks and drinks are not allowed in any other part of the high school. **Sunflower seeds** are not allowed in any school building or vehicle at any time.

## **HAZING**

Hazing of any type is prohibited. (House Bill 1906) Arnett School will not allow any type of hazing to occur. Students who may participate in this type of activity may be suspended from school. Any school organizations that allow members to participate in hazing will be disbanded and will not be allowed to be a part of this school.

## **BULLYING PREVENTION**

Bullying will not be tolerated anywhere at Arnett Public Schools. This includes school facilities, premises, and non-school property if the student is at any school-approved or school-related activity, event or function. (i.e. Field trips or competitive athletic events) where students are under the supervision of staff. Reporting bullying to school staff is encouraged. Arnett School Staff will strive to maintain confidentiality of any student target or by-stander who reports bullying.

## **CLOSING OF SCHOOL**

In case school has to be dismissed due to bad weather, the announcement will be made on the Radio Station K101-FM, prior to 7:30 a.m. There will also be a School Messenger phone call to inform of any closures. The superintendent will call the principal who will then call other personnel. Students and parents will be notified by School Messenger Call System.

## **EMERGENCY WARNINGS**

In order for students to be prepared for an emergency, fire and tornado drills will be conducted each year. The signal for emergencies is as follows:

**FIRE – CONTINUOUS RING OF FIRE ALARM**

**TORNADO – LONG SIREN SOUND**

## **ACTIVITIES**

Administration and faculty shall have general supervision over the conduct of members of the teams, students, and supporters. All rules that apply during school also apply during these activities. Any rule violation shall result in the student being suspended from taking part in any further school activity.

## **SENIOR INFORMATION**

Seniors must have a senior check out form completed and turned in one week before graduation. All fees and charges and School property must be turned in before these forms will be approved. Students must turn these forms into the office to receive their diploma. Diplomas will not be given to students until three working days after graduation exercises. We also will send an official copy of your final transcript to your college after these three days so you may enroll. Students who need more than one unit may not participate in the graduation exercises.

## **OTHER CLASS INFORMATION**

All class officers will be elected the first day of school and the list of officers must be on file at the office. All class meetings must be scheduled through the office at least three days in advance for approval from the principal. Only class sponsors may do official business with companies the class orders products from. For no reason should a student act as a purchasing agent for their class or Arnett School to purchase products or services from a vendor.

## **PROGRAM OF STUDIES GUIDANCE AND COUNSELING**

A counselor is available for all students. You are encouraged to participate in this program.

## **ENGLISH**

Language Arts is made up of English, Spanish, Speech and Journalism. English courses have a double objective; namely, correct and effective communication, both oral and written, and the appreciation, interpretation and enjoyment of many kinds of literature.

English courses consist of English I for freshmen, English II for sophomores, English III (one semester of American Literature and one semester of grammar) for juniors and English IV (one semester of English Literature and one semester of grammar) for seniors.

## **HUMANITIES**

The study of literature, art, and music as it relates to humankind.

## **SPANISH**

Spanish is an introduction to the reading, writing and speaking of the Spanish language. Spanish is offered to students in grades 9 through 12.

## **MATHEMATICS**

The mathematics department offers courses in General Math, Algebra I and II, Business Math, Geometry and Advanced Math.

The study of mathematics is a necessary practice for every boy and girl regardless of his/her future goals in life. We live in a highly developed, technical nation where certain mathematical skills are of absolute necessity.

The goals of our mathematics courses are to prepare students to meet the demands of a rapidly changing world.

## **SCIENCE**

The following courses in the Science department are offered:

1. Chemistry deals with all the elements and compounds that make up the earth. Students who expect to enter the fields of medicine, nursing, technology, home economics or agriculture will find chemistry very helpful.
2. Physics is a science which deals with mechanics, heat, light, sound and electrical energy.
3. Biology is the study of plants and animals. It is useful to students in many scientific fields such as agriculture, medicine and wildlife.
4. Physical Science is a basic science. It deals with all the beginning sciences.

## **SOCIAL STUDIES**

The purpose of the History department is to give students an understanding and appreciation of their inheritance, to help them become adjusted to their social environment, and to prepare them for worthy citizenship. The courses offered by this department are American History, Oklahoma History, World History, Civics, World Geography, Economics and Psychology.

## **BUSINESS EDUCATION**

The courses in the business department are offered to teach fundamentals of general business to anyone. They should enable the student to decide whether or not they wish to take the business profession. Students should take accounting to learn the business concepts they will need in life. In accounting the student will learn how to perform the basic accounting functions and will have a basic understanding of the economic system.

Keyboarding is recommended for all students going to college because so much of college work must be done in electronically written form.

Business mathematics refines and develops mathematical skills for personal and vocational use.

Computer operations and programming teaches computer operation, programming skills, and operation of typical business programs.

## **AGRICULTURE EDUCATION**

The objective of the agriculture education program is to provide instruction in the basic science of agriculture to meet the needs of youth and adults who are gainfully employed in production agriculture and off-farm agriculture occupations. Students regularly enrolled in grades 9 through 12 are eligible for enrollment in all Agriculture Education classes.

## **TECHNOLOGY EDUCATION**

An instructional program that gives the student, hands on exploratory experiences and insights into technology and career opportunities so that students can make meaningful occupational and educational choices.

## **STUDENT ORGANIZATIONS**

We are very proud of the quality of students we have at Arnett. One way in which we hope to help them grow is by allowing them to belong to school organizations. These organizations are for students with common interest and have the desire to learn leadership skills. We have been very fortunate to have several students become leaders in their respective state organizations and have all represented Arnett School admirably. One thing that will help student to do well in school and in life is to become active in school organizations.

### **BETA CLUB**

Standard for membership in the Arnett High School chapter of the National Beta Club must conform to the general features as laid down in the national Constitution; and in all cases must be approved by the executive principal of the high school.

Classes which members may be drawn shall be 9-12 grade level. These members must meet the scholastic requirements for membership in this chapter of the National Beta Club, have a 3.5 cumulative grade point average with no grade lower than a "C". The courses taken by the student in the seventh and eighth grade level are included for ninth grade induction. After ninth grade only 9-12 subjects count in this average. The following courses: physics, chemistry, advanced math, geometry, and algebra II will be evaluated on a 5-point scale (A=5, B=4, C=2, D=1, F=0). This differential evaluation will be used exclusively for this purpose.

### **FFA**

The FFA is an integral part of the high school program of Agriculture Education. This organization provides training that develops leadership abilities, encourages scholastic achievement, patriotism and ethical behavior for students who are members.

## **TECHNOLOGY STUDENT ASSOCIATION**

The goal of the Technology Student Association is to promote leadership and personal growth for members in a technological society. Technology Student Association is training students to meet the challenges of the future. In addition, students are learning civic responsibility and exploring career opportunities. They are involved in activities that continuously motivate students to do their very best.

## **PROFICIENCY BASED PROMOTION**

### **I. Proficiency Based Promotion**

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

1. Proficiency will be demonstrated by assessment or evaluations

appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance.

Proficiency in all laboratory sciences will require that the students are able to perform relevant laboratory techniques.

2. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-11-103.6:

- a. Social Studies
- b. Language Arts
- c. The Arts
- d. Languages
- e. Mathematics
- f. Science

3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
  4. The opportunity for proficiency assessment will be provided at least twice each year.
  5. Qualifying students are those who are legally enrolled in the local school district.
  6. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
  7. Students will be allowed to take proficiency assessment in multiple subject areas.
  8. Students not demonstrating proficiency in a core curriculum area will be allowed to try again during the next assessment period.
  9. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.
- B. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
1. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
  2. If the parent or guardian requests promotion/acceleration contrary to the recommendations of the school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
  3. Failure to demonstrate proficiency will not be noted on the transcript.
  4. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
  5. If proficiency is demonstrated in a 9-12 curriculum appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
  6. Units earned through proficiency assessment will be transferable with student among school districts within the state of Oklahoma.
- C. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skill. In other words, assessment will be aligned with curriculum and instruction.
- D. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
1. Individualized instruction
  2. Correspondence courses
  3. Independent study
  4. Concurrent enrollment
  5. Cross-grade grouping
  6. cluster grouping
  7. Grade/course advancement
  8. Individualized education programs
- E. Each school district will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. *Priority Academic Student Skills* and type of assessment or evaluation for each core curriculum area completed.
- II. Appropriate notation for core curriculum is completed.
- Appropriate notation will be made for elementary, middle or high school curriculum area. Completion may be recorded with grade or pass. This unit will count toward meeting the requirements for the high school diploma.

## **PHILOSOPHY OF STUDY**

**STUDY IS ESSENTIAL:** Sell yourself on the idea that study is essential, and the battle is half won. Are you thinking of your high school diploma as a stepping stone leading to a college campus or as your number one recommendation for a job? Either way, it is of real worth to you only if, along with the diploma, you have acquired a background of information essential to further learning or certain skills, which you can use, on the job.

Being willing to study and having a desire to know the content of the assignment at hand clears the way for concentration, and learning should follow readily. This willingness to study and desire to learn are the first steps toward profitable study. Make them a part of your personal philosophy and thinking as you make your daily preparations. Don't let yourself harbor resentments and objections concerning assignments because this negative attitude will make your work more difficult. You will not learn as easily.

### **Other suggestions for effective study:**

1. Have the assignment clearly in mind.
2. Get together the necessary things for preparation.

3. Begin at once on the work to be done.
4. Concentrate on the job, without interrupting your own work unnecessarily.
5. Try to stay with it till you finish.

Thinking again about your high school diplomas, you may help yourself get into college or a job, but your own information and skill will determine how long you will stay there or how much progress you will make. Your own store of knowledge, know-how and personality are in the making as you study. This sounds important, doesn't it? It is.

## **OKLAHOMA COLLEGE ENTRANCE REQUIREMENTS**

### **15 REQUIRED UNITS**

ENGLISH - 4 UNITS

MATH - 3 UNITS (ALG. I AND HIGHER)

SCIENCE - 3 UNITS

HISTORY - 3 UNITS (1 AMERICAN HISTORY, NON WESTERN HISTORY,  
½ OK HISTORY, ½ CIVICS)

ARTS – 2 UNITS OR SETS OF COMPETENCIES

RECOMMENDED SUBJECTS: 4 UNITS

SPEECH, COMPUTER SCIENCE, FOREIGN LANGUAGE,  
ECONOMICS, GEOGRAPHY, GOVERNMENT, PSYCHOLOGY,  
SOCIOLOGY

OTHER ELECTIVES: 4 UNITS

**Total-23 units**

### **POLICY OF NOTIFICATION**

It is the policy of the Arnett Board of Education to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Mr. Tracy Kincannon, Coordinator of Title IX, and Section 504 responsibilities, Arnett Public Schools, 103 W. Haskell, Arnett, OK 73832, Phone (405) 885 - 7285.

**Adopted From Family Educational Rights & Privacy Act Of 1974**

**Adopted By The Board Of Education on December 1991**

### **STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the family Educational Rights and Privacy Act and this Policy.

1. The right to inspect and review the student's educational record.
2. The right to exercise a limited control over other people's access to the student's educational file.
3. The right to seek to correct the student's educational record; in a hearing if necessary.
4. The right to report violations of the FERPA to the U. S. Department of Education.
5. The right to be informed about FERPA rights, and obtain a copy

of the policy.

6. The right for the school to arrange for and provide translations necessary.

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

### **DIRECTORY INFORMATION**

The Arnett School District proposes to designate the following personally identifiable information contained in a student’s record as “directory information,” and it will disclose that information without prior written consent.

1. The student’s name
2. The names of the student’s parents
3. The student’s date of birth
4. The student’s extra curricular participation
5. The student’s class designation (i.e. first grade, tenth grade, etc.)
6. The student’s achievement awards or honors
7. The student’s weight and height if a member of an athletic team
8. The student’s photograph
9. The name(s) of other school districts the student has attended
10. The student’s social security number if enrolled in a class that requires tracking

### **NOTICE REGARDING ASBESTOS**

The Asbestos Hazard Emergency response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The Arnett School District has complied with the act. A management plan documenting these inspections is on file for public review. They may be examined, upon request, and are located in the Arnett Public School superintendent’s office.

The Arnett Public Schools annually notifies parents, teachers, and other employees by publication contained herein. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by handouts and/or using public notice statements when they arise.

The asbestos identified in our management plan is inspected regularly by licensed asbestos company and our staff, to scrutinize any changes in the material that could cause a health hazard. We will continue to monitor the asbestos as defined by the EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law. The superintendent of schools serves as the asbestos coordinator for Arnett Public Schools.

### **NOTICE OF NON-DISCRIMINATION**

The Arnett Public Schools does not discriminate on the basis of race, color, national origin, sex disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Tracy Kincannon , 301 W. Haskell, Arnett, OK 73832, Phone (580) 885-7811.

For further information on notice of non-discrimination, you may call 1-800-421-3481 or contact the OCR enforcement office that serves Oklahoma: Kansas City Office for Civil Rights U.S. Department of Education, 8930 Ward Parkway, Suite 2037 Kansas City, MO 64114-3302, Telephone: 1-816-268-0550; FAX: 1-816-823-1404; TDD: 1-877-521-2172; Email: OCC.KansasCity@ed.gov

### **MENINGOCOCCAL DISEASE**

#### **What is meningococcal disease?**

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis. There were an average of 18 cases of meningococcal disease each year in Oklahoma between 2003 and 2007.

#### **How is this disease spread?**

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

**Who is at risk of getting this disease?**

Anyone can get meningococcal disease. For some adolescents, such as first year college students living in dormitories, there is an increased risk of meningococcal disease. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. These persons should talk to their healthcare provider about the meningococcal vaccine.

**What are the symptoms?**

People can carry the bacteria in their nose and throat without becoming ill. People ill with septicemia may have fever, nausea, vomiting, and a rash. People that are ill with meningitis will have fever, intense headache, nausea, vomiting, and a stiff neck. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a high risk of death if it is not treated promptly.

**How soon do the symptoms appear?**

The symptoms may appear two to ten days after infection, but usually within three to four days.

**What is the treatment for meningococcal disease?**

Antibiotics, such as penicillin or ceftriaxone are used to treat meningococcal disease.

**Should people who have been around a person infected with meningococcal disease be treated?**

Only people who have been in close contact (household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc.) need to be considered for preventive treatment. Such people are usually advised to obtain a prescription for a special antibiotic (either rifampin, ciprofloxacin, or ceftriaxone) from their physician. A public health nurse will work with the family of the patient to identify all family, friends, and contacts that need antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease and do not need treatment with the antibiotic.

**Is there a vaccine to prevent meningococcal disease?**

Two types of meningococcal vaccine are available. Meningococcal conjugate vaccine (MCV4) is the preferred vaccine for people 2 through 55 years of age. Meningococcal polysaccharide vaccine (MPSV4) is the only meningococcal vaccine licensed for people older than 55, but may be given if MCV4 is not available. Both vaccines work well, and protect about 90% of people who get them before being exposed against four types: A, C, Y, W-135. These four types cause about 70 percent of the disease in the United States. Because the vaccines do not include type B, which accounts for about one-third of cases in adolescents, they do not prevent all cases of meningococcal disease.

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*Student Handbook*



*2018 – 2019 School Year*