

# **McALESTER PUBLIC SCHOOLS**



**STUDENT/PARENT  
POLICY GUIDE  
2021-2022**

## MISSION STATEMENT

*The mission of McAlester Public Schools is to strive to see every student achieve and succeed preparing them for the future.*

## OUR VISION

*"Engaging Minds, Inspiring Hearts, Pursuing Excellence"*

### McAlester Public Schools Webpage

[www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us)

### McAlester Public Schools District Calendar

[www.mcalester.k12.ok.us/240226\\_2](http://www.mcalester.k12.ok.us/240226_2)



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## STUDENT/PARENT POLICY GUIDE

The McAlester Public School District Student/Parent Policy Guide has been published to inform students and parents about policies and procedures of the District. The Student/Parent Policy Guide is revised and published each summer. The policy guide is available on the district's website: [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us). As state and federal statutes and regulations are changed, District policies will be changed to be in compliance. In addition, it is not possible for all policies and procedures to be included in this guide. All students are obligated to abide by all McAlester Public School District policies and regulations.

## NOTICE OF NON-DISCRIMINATION

It is the policy of McAlester Public School not to discriminate on the basis of race, color, national origin, sex, veteran status, disability, or age in its programs, services, and activities as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

### McALESTER PUBLIC SCHOOLS BOARD OF EDUCATION

Joy Tribbey, President  
Shelli Colbert, Vice-President  
Cameron Fields, Clerk  
Mike Sossamon, Member  
Rachel Gronwald, Member

### McALESTER PUBLIC SCHOOLS ADMINISTRATION

#### Old McAlester High School – Central Office, 200 E. Adams

Randy Hughes	Superintendent	918-423-4771
Don Wise	Assistant Superintendent of Personnel/Federal Programs	918-423-4771
Chad Gragg	Assistant Superintendent of Finance/Treasurer	918-423-4771
Tim Collier	Secondary Academic Design Coordinator	918-423-8181
Prentice Redman	Elementary Academic Design Coordinator	918-423-8181
Delilah Rodriguez	Instructional Technology and STEM Director	918-423-8181
Vanessa Cummings	Adult Education and Literacy Director	918-423-4008
Kim Baxter	Special Services Director	918-423-8480
Michelle Tindle	Technology Director	918-423-8893
John Homer	Athletic Director	918-423-8128

#### Maintenance/Transportation – 1724 S. Main Street

KC Buck	Maintenance Director	918-423-3676
Mashell Morton	Transportation Coordinator	918-423-3676

#### Child Nutrition/Alternative Education Center - 2801 N. A

Donna Green	Child Nutrition Director	918-423-7816
James Singleton	Alternative Education and Virtual Director	918-423-4790

## SCHOOL LOCATIONS AND ADMINISTRATION

### **Jefferson Early Childhood Center** ~ 501 South C Street ~ 918-423-5963

William Higgins, Principal

Jefferson ECC is an inclusive Pre-K building where we encourage kids to be kids while helping them learn essential preschool skills. We believe preschoolers learn best through hands-on play and creative exploration. We teach the whole child by emphasizing social skills, interactive technology and lots of singing and crafts!

### **William Gay Early Childhood Center** ~ 600 W. Madison Street ~ 918-423-6229

Kathy Hunt, Principal

Karisa Lester, Assistant Principal

William Gay Early Childhood Center is a great place for Kindergarteners to learn and grow! Our teachers and staff give 100% to ensure that each child is loved and encouraged to become their personal best! Learning is fun and engaging while your child grows socially, emotionally, and academically...it's definitely a happy place where children can bloom!

### **Edmond Doyle Elementary School** ~ 520 E. Smith Street ~ 918-423-0588

Kathy Hunt, Principal

In 2014, Edmond Doyle became a Blue Ribbon School. It is a place where your child can reach their full potential. The teachers are equipped with the knowledge and skills to provide the best educational experience for your child. Edmond Doyle is outfitted with the latest technology, including a device for every student. Edmond Doyle is a small school with a big heart, our staff is like family and we treat our students the same. Edmond Doyle is a great place to be!

### **Emerson Elementary School** ~ 301 E. Van Buren ~ 918-423-6465

Cindy Kemp, Principal

We work hard and play hard while striving for greatness in the 3 A's - Academics, Attitude and Attendance. Through addressing the 3 A's, we reach all students and encourage them to become the individual person they are meant to be. Great students and great teachers make our school a GREAT learning experience.

### **Will Rogers Elementary School** ~ 1200 E. South Street ~ 918-423-4542

Preston James, Principal

Stacy Stanfield, Assistant Principal

Will Rogers Elementary offers a unique learning experience through many important aspects of the learning environment. Our highly qualified, professional, kind, loving, and dedicated teachers/staff go to great lengths to ensure a positive experience for your child and emphasize foundational skills of learning, as well as respect, kindness, cooperation, diversity, and relationship. We look forward to partnering with you to brighten the path of each student that walks through our doorway. Welcome to Will Rogers Elementary!

### **Parker Intermediate Center** ~ 1310 N. 6<sup>th</sup> Street ~ 918-423-4647

Jamie Price, Principal

Austin Maddux, Assistant Principal

Parker Intermediate Center prides itself on fostering an environment centered around student creativity and leadership. We focus on creating a collaborative school experience with our class schedule that is individualized for each student to focus on project-based learning. Our Character and Academic Incentive program is well-known throughout the community and our students flourish in their leadership capabilities. We are excited to partner with our families to create a school experience that will be remembered for years to come!



**Puterbaugh Middle School** ~ 1100 E. South Street ~ 918-423-5445

Caroline Miller, Principal

Ashley Gragg, Assistant Principal

Puterbaugh Middle School has a great staff devoted to helping students achieve their full potential. Students are enrolled in 5 core classes - Reading, Writing, Math, Science and Social Studies with PreAP courses being offered in Reading, Writing and Math. In addition, all 7th grade students will have STEM as part of their science class. Students are also given the choice of 3 elective classes - Art, Tech Education, Health, Computer Science, Band, Athletics, Choir, PE and Yearbook. Puterbaugh offers many clubs and extracurricular activities for students including competitive athletics, band, Student Council, Native American Club, 4H, FCA, and TSA.

**McAlester High School** ~ 1 Buffalo Drive ~ 918-423-4776

Krista Curley, Principal

Dewayne Hampton, Assistant Principal

Theo Murray, Assistant Principal

Tracy Sontag, Indian Education Director

McAlester High School has also earned distinction as a leader in innovation. At MHS we constantly challenge ourselves as a learning community to think beyond what is possible. Our faculty members are purposeful in challenging our students to push beyond their comfort zones without fear of failure. This focus on continuous improvement provides incredible opportunities for our students and contributes to their lives and success beyond high school. By providing world class, one of a kind experiences for our students in high quality academic and extracurricular programs, we establish a precedent for readiness and preparation that enables our students to successfully transition to university life, technological and trade schools, the military, or jobs in business and industry. Our standards are exemplary, our expectations are high, and our pride is undeniable. At MHS we acknowledge and honor our alumni who have paved the way for us today. At the same time, we commit to growing excellence now as students today blaze a trail forward. Come see for yourself at McAlester High School where every day is a Buffalo Day! Welcome to the Buffalo Nation!

**McAlester Virtual School** ~ 2801 North A Street ~ 918-423-4790

James Singleton, Alternative Education and Virtual Director

McAlester Virtual School is an outcome based learning program. Students enrolled will receive login information to Edgenuity. Students will work at their own pace while being encouraged to maintain a pace that will allow them to get their yearly progress or credits for graduation. Students are encouraged to work ahead and may finish classes at an accelerated rate. Any student who wishes to graduate ahead of their class must get school board approval.

## MANDATED PPE

At any time throughout the school year, the district administration or the McAlester Board of Education may issue temporary mandates for the use of Personal Protective Equipment (PPE) to help ensure the individual and public safety of MPS students, faculty, staff and visitors. Non-adherence to approved mandates could be considered misconduct.

## ATTENDANCE

Regular attendance is a necessary part of the learning process and subsequent graduation. Irregular attendance inhibits the learning process and reduces the ability to acquire a good education and diploma. Students who are frequently absent are putting their graduation and future in jeopardy. The work offered in school is based on the assumption that the student will be present every day. No single factor will do more to add to a student's progress in school than regular attendance.

### Absences

**All verified and unverified absences count against the nine (9) day limit.**

**ALE** - Alternative Learning Environment. This is an alternative to a long term suspension.

**AV** - Absence Verified - Student is absent and will count against the 9 day policy. Guardian-to-School contact has been made, but no documentation has been provided.

**AU** - Absence Unverified - Student is truant and will count against the 9 day policy. Guardian-to-School contact has NOT been made.

**AA** - Activity Absence (Does not count against the 9 day policy)

The maximum number of activity absences, whether sponsored by the school or outside agency/organization, that removes a student from the classroom shall be ten (10) for any one class period of each school year.

**AD** - Absence Documented - Medical documentation has been provided to the school.

**COV** - Coronavirus Disease - Student is absent due to COVID-19.

**DVA/DVA5** - Distance/Virtual Absence - During a time of pandemic, school closure, quarantine or other circumstances in which a student cannot be at school and does not complete his/her school work. This absence will count against the 9 day policy.

**DVAP** - Distance/Virtual Present - During a time of pandemic, school closure, quarantine or other circumstances in which a student cannot be at school and completes his/her school work.

**EM** - Extended Emergency - Students who have chronic health issues.

**OSS** - Out of School Suspension - Student is absent due to suspension.

**PA** - Present Activity (Student is on activity that does not count as an activity absence.)

- State and National levels of school sponsored contests are those for which a student must qualify to compete. Activities to be *excluded* from the ten (10) period limitations are:
  - Music lessons by certified teachers (during a music or activity period);
  - Field trips related to classroom activities;
  - Science Fair trips;
  - Academic contests;
  - Career days;
  - College visitation days (2 days maximum); verification of college visit is required upon return
  - Serving as a page for the State Legislature;
  - Activities held on campus and sanctioned by the principal
- Any absence that does not meet the above criteria is considered truancy. If a student was absent at the time a test was announced, or if it was not a regularly scheduled exam, the test shall be administered on the day following the return to class.

### **Pre-Arranged Absences - Elementary**

A pre-arranged absence may be excused or unexcused depending upon the circumstances of the specific situation. A student may pre-arrange an absence by following these steps:

1. A notice of 3 – 5 school days should be provided in writing from the student's parent or guardian. Notice of less than three (3) days will be considered on an individual basis.
2. A pre-arranged information form is obtained from the school, and approved by the principal.
3. The student must take the principal approved form to each of his/her teachers. Each teacher will provide the student with his/her assignments and will give the student a due date for the assignments. At the teacher's discretion, a student may be required to turn in all work before the day(s) of his/her absence.
4. A student must be academically eligible in order to obtain a pre-arranged absence.

The student must return the completed pre-arranged absence form, including parent or guardian signature, to the school office prior to the day of absence. If the parent has not signed the form, the parent will be called by telephone to verify the request for the absence. Once absence is approved, the building principal/counselor will contact the guardian.

### **Pre-Arranged Absences - Secondary**

A student must be academically eligible in order to obtain a pre-arranged absence. Absences must be pre-arranged for the following reasons:

1. College visitation days: seniors 2 days and for juniors one day; verification of college visitation required upon return
2. Serving as a page for the State Legislature

The student must return the completed pre-arranged absence form, including parent or guardian signature, to the attendance office prior to the day of absence. If the parent has not signed the form, the parent will be called by telephone to verify the request for the absence. Once absence is approved, the building principal/counselor will contact the guardian.

### **Attendance Requirements for Elementary Students**

Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and regulations of the State Board of Education. If a child is absent without valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and may report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Parents will be notified by a school official upon their child's fifth (5<sup>th</sup>) absence, regardless of reason for absence. Parents are expected to contact the school prior to their child's absence from school. Written notes will not be accepted. The Board of Education designates all building principals and other specified employees as attendance officers for the McAlester Public Schools. It shall be the duty of each school and the District to maintain attendance records and provide attendance information to the District Court or designee. **In order to pass a class, a student must miss no more than nine (9) times in a semester. If a student misses more days due to serious illness or injury, the site administrator must concur that the illness or injury is serious enough to prevent the student from attending school.** The school may require a doctor's note to certify that any student is physically unable to attend classes. If a student transfers from another school, the absences at that school count toward the total of nine (9) at McAlester.

**If a student accrues 4 non-documented absences within a 4 week period, the school shall attempt to notify the parent/guardian of their violation (by phone, mail, email or in person). If the parent/guardian**

fails to immediately satisfy the school's administration as to the cause of absences (by turning in doctor's notes or by some other acceptable form), the school may request a citation be issued and report forwarded to the District Attorney's office.

Upon a student's 9<sup>th</sup> absence without documentation, an attempt will be made to contact the parent's/guardian's home or place of business (by phone, mail, email or in person) to inform the parent/guardian that upon the student's 10<sup>th</sup> absence a citation may be issued and charges filed through the Pittsburg County District Attorney's office for violation of the Compulsory Education Act. There may also be an additional charge for each undocumented absence thereafter. Please note that under law MPS staff is compelled to report cases of neglect/abuse to the Department of Human Services. Excessive truancy is a reported offense.

### **Attendance Requirements for Secondary Students**

Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and regulations of the State Board of Education. If a child is absent four (4) or more days or parts of days within a four (4) week period or is absent for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and may report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Parents are expected to contact the school prior to their child's absence from school. Written notes will not be accepted. The Board of Education designates all building principals and other specified employees as attendance officers for the McAlester Public Schools. It shall be the duty of each school and the District to maintain attendance records and provide attendance information to the District Court or designee. **In order to pass a class, a student must miss no more than nine (9) times in a semester. If a student misses more days due to serious illness or injury, the attendance committee must concur that the illness or injury is serious enough to prevent the student from attending school.** The school may require a doctor's certificate to certify that any student is physically unable to attend classes. If a student transfers from another school, his or her absences at that school count toward the total of nine (9) at McAlester. Any days missed by students (grades 9-12) that are removed from classes because of failure to attend discipline (i.e. detention or Saturday School) will be counted against the nine day rule.

### **Attendance Policy - Distance & Blended Learning**

For student to be counted present while participating in Distance Learning one of the items listed below must be completed:

1. Attend a live online session for the class;
2. Complete the daily assignment;
3. Respond to the daily question; or
4. Other requirements as needed for course completion.

### **Attendance Policy - Virtual School (Alternative Education ONLY)**

Students using Edgenuity may work ahead in course progress, which will enable them to complete the course(s) before the end of the semester. Credit will be awarded upon completion and passing of course(s). Students who work ahead will receive 100% attendance for the class.

Attendance may be measured by means appropriate for a Virtual Learning/Alternative Education Environment which may include but are not limited to:

1. On-site attendance;
2. Student participation in Virtual courseware;
3. Submissions or posts to Edgenuity;

4. Communication with a teacher; or
5. Other district-approved means and mediums.

### **McAlester Public Schools Attendance Committee**

If circumstances exist which the parent or guardian believes will warrant an exception to this rule, the facts may be considered by a committee consisting of the building principal, school counselor, and a teacher from the site. The parent/guardian must notify the Principal that they wish to appear before the committee. A date will be set and the parent/guardian AND student shall personally appear before the committee. An adverse decision of the committee may be appealed to the Superintendent. An adverse decision by the Superintendent may be appealed to the Board of Education.

### **College Days**

Seniors have an opportunity to visit a college campus once each semester during the school day. Juniors have an opportunity to visit a college campus once each year. Students wishing to use a college day **must** have an ACT score on file with the school. The student must be passing all classes and may not exceed nine (9) absences in any given class. The college day application must be signed by a parent/guardian and be turned in to the office prior to the planned visit. Upon return to school the senior is responsible for bringing back proof of the visit verified by the college. College day visits that follow these procedures will not count toward the nine (9) day absence policy. **No college day applications will be approved during the last two weeks of either semester.**

### **Enrollment**

When enrolling a new student, the following information is required at the time of enrollment:

1. **Proof of Residence** - Proof of Residence is required. Acceptable proof includes one of the following which must be in the parents' or legal guardian's name:
  - a. If you own your home- Current (within 30 days) water, gas or electric bill in your name.
  - b. If you are leasing a home- Current Lease and current (within 30 days) gas, water or electric bill in your name.
  - c. If you live in an apartment- Current lease with parent/guardian's name listed as lease holder or occupant.
  - d. If you just closed on a home- Settlement Statement
  - e. Address must match to the address of the parent on the current driver's license.
2. **Immunization Records** - Immunization records are required. If the student is coming from another school system to McAlester Public Schools, then we will need the following: a record provided by a licensed physician, public health authority, or a clinic that clearly indicates which immunizations have been received, the date they were administered, and the signature or stamp of the physician or clinic that administered the vaccines or recorded the child's immunization history. Immunizations printed from school records without the proper signatures WILL NOT be accepted. Parents/Guardians are required to provide the proper documentation, most school districts will not provide this information. For school enrollment, a parent or guardian shall provide one of the following: (1) Current, up-to-date immunization records; or (2) A completed and signed exemption form.
  - a. Pre-K: 4 DPT, 3 Polio, 1 MMR, 3 Hepatitis B, 2 Hepatitis A, 1 Varicella(Chickenpox)
  - b. K-6: 5 DPT\*, 4 Polio\*, 2 MMR, 3 Hepatitis B, 2 Hepatitis A, 1 Varicella (Chickenpox)
  - c. 7-12: 5 DPT\*, 4 Polio\*, 2 MMR, 3 Hepatitis B, 2 Hepatitis A, 1 Varicella, 1 Tdap\* Unless 4th DPT and 3rd Polio were given on or after the fourth birthday.
3. **Certified Birth Certificate** - parent/guardian must provide this document. (Hospital certificates cannot be accepted). You may obtain a birth certificate for the State of Oklahoma from:  
Pittsburg County Health Department

1400 East College Avenue McAlester, Ok, 74501

Phone: (918) 423-1267

Fax: (918) 423 - 2948

Like on Facebook: [Pittsburg County Health Department](#)

4. **Social Security Number** - Requested but not required
5. **Information from previous school**
  - a. Name and Address
  - b. Withdraw papers - required when school is in session
  - c. Transcript for 9<sup>th</sup>-12<sup>th</sup> grades and report card for all other grades
  - d. Special Education (IEP) Records - if applicable
6. **Parents/Guardians driver's license**
7. **Certificate of Degree of Indian Blood Card** - if applicable
8. **Custody/Guardianship and Divorce Decrees:** MPS only accepts court filed papers. We do not accept notarized documents nor do we accept Power of Attorney. (Board Policy 3.45 Okla Stat. tit. 70-1-113)

A new student who enrolls after the initial enrollment date will begin classes only when necessary records have been provided.

### **Make-up Work**

Any time a student is absent, the student is required to log on to the teacher's Schoology or Seesaw to get his/her assignments. Students shall be granted one (1) class day to make up each day of class work missed. No penalty shall be assessed against work made up for absences. In cases of extended absence, arrangements for make up work shall be made with the teacher. **Upon return to class, students are required to take any examination or test or return any assignment which was previously announced during the student's presence in class or which has been regularly scheduled. Tests missed by the student shall be made up on the day the student returns to class (exceptions to this will be for periods of extended illness or serious injury).**

**Suspended students:** It is the responsibility of the student, parent, or guardian to log on the teacher's Google Classroom to get all assignments during suspension. Students will not be allowed to attend school-sponsored events while under suspension. Students who are suspended will be allowed to make up homework and quizzes. Students with any missed assignments, quizzes, tests, etc. that are a result of truancy will be at the discretion of the teacher and/or administration to be given full/partial or no credit.

### **Tardies to School (Pre-K thru 6th Grades)**

A student is tardy if he/she is not in his assigned seat when the school day begins. If a student arrives late to school in the morning, he/she should report to the office before going to class. On the sixth tardy, one day of detention will be assigned per each additional tardy.

### **Tardies to Class (7th-12th Grades)**

Students are expected to be in the classroom when the tardy bell rings. Tardies exceeding 15 minutes will result in an absence for that period. On the fourth tardy, one day of detention will be assigned per each additional tardy.

### **Truancy and Attendance Non-compliance**

Truancy is defined as absence from school without a valid excuse when the parent/guardian and/or school does not know the child's whereabouts during the school day. Other examples of attendance non-compliance include not being where a student is supposed to be, leaving campus to eat lunch, skipping a class, obtaining a

pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the office, and/or teacher, leaving class without permission, erroneous phone calls to have a student dismissed from class, and other fraudulent absences or attempts to be absent from school not covered in this definition. If a student is absent without an excuse, he/she will be ineligible to participate in any school activity that day or night.

### **Permits to Leave School – High School**

Students will be dismissed from school only if authorized by their parent or guardian. Steps to follow:

1. Never leave school without first receiving permission from the principal's office;
2. Have a parent or guardian call the principal's office at least one (1) hour before the time you need to leave;
3. Give a specific reason why you need to be absent;
4. Stop by the principal's office and use the kiosk to sign out before you leave the school;
5. Sign in and use the kiosk at the principal's office if you return to school the same day;

### **District Start and End Times**

#### **Early Childhood Centers: Jefferson (Pre-K) and William Gay (Kindergarten)**

The school day for Pre-K and Kindergarten students is scheduled to begin at 7:50 a.m. and end at 3:05 p.m. The district offers a **prepaid** optional after school extended-day program, Beyond the Bell. This program begins at 3:15 p.m. and ends at 5:30 p.m. The cost is \$25.00 per week per student. There will be a late fee of \$1.00 per minute, due at the time of pick-up.

#### **Elementary Schools: Edmond Doyle, Emerson & Will Rogers (1st - 4th Grades)**

The school day is scheduled to begin at 7:55 a.m. and end at 3:10 p.m. The district offers a **prepaid** optional after school extended-day program, Beyond the Bell. This program begins at 3:10 p.m. and ends at 5:30 p.m. The cost is \$25.00 per week. There will be a late fee of \$1.00 per minute, due at the time of pick-up.

Each site will have forms and additional information. **The doors will open at 7:00. Students who arrive early will report to:**

- **Edmond Doyle** - Grades 1 & 2 - Cafeteria; Grades 3 & 4 - Gym
- **Emerson** - Grades 1 & 2 - Cafeteria; Grades 3 & 4 - Gym
- **Will Rogers** - Gym

#### **Intermediate Center: Parker (5th & 6th Grades)**

The School day begins at 7:45 and ends at 3:00. The cafeteria will be open at 7:00 a.m. All students who arrive early will need to report in the cafeteria.

#### **Middle School: Puterbaugh (7th & 8th Grades)**

The school day for Middle School students begins at 7:45 and ends at 3:00. The Middle School program includes an eight (8) period day. The doors will be open at 7:00 and students will go to the gym.

#### **High School: McAlester High School (9th-12th Grades)**

The school day for High School students begins at 7:45 and ends at 3:00. The High School program includes an eight (8) period day. The doors will be open at 7:00 a.m. **Students arriving early must remain downstairs in the main building until the first bell.**

## **School Cancellation**

School Cancellations will be posted on MPS Facebook, Twitter and website as well as broadcasted on radio and television stations.

### **Procedure for dismissing school due to bad weather:**

1. The condition of the roads and streets within the school district is the determining factor as to whether schools will be in session;
2. The bus routes throughout the school district are checked by the Superintendent or a designee by 6:00 a.m.;
3. News media will be notified only if the schools are to be dismissed.

### **Procedure for dismissing school for other reasons:**

1. Media will be notified.
2. Parents will be notified.

### **Procedure for dismissing if school is already in session:**

1. Media will be notified;
2. For grades Pre-K – 8, students will remain at the site until buses run or arrangements have been made with parents or guardians for dismissal;
3. For grades 9 – 12, students with their own transportation will be dismissed if parents contact the school office giving the child permission to leave. Students without their own transportation will remain at the site until buses run or arrangements have been made with parents or guardians for dismissal.

Buses will run as close to the normal times as possible.



## ACADEMICS

A primary purpose of the McAlester Public Schools is to develop the intellectual capacities of the students of this district. The time a student spends in school is very important in preparing that student to be a citizen in our society. Dependability, punctuality, and hard work are required for students to be successful.

### **1:1 School District**

A 1:1 learning environment means every student enrolled in McAlester Public Schools will be provided an iPad or Chromebook. Students and parents will fill out the required paperwork and have the option to purchase insurance for the device. There are many advantages to this type of environment:

1. All students are allowed to work online simultaneously in a class or to work collaboratively on a project that is hosted in the cloud.
2. It is easier for students to save their work on their device versus keeping their papers on their person.
3. Teachers can pose questions to a class, and all students can respond using an online survey system. Instead of asking a question and picking one student to give an answer, teachers can get answers from all students in real time to see who has understood the material, who hasn't, and who may need extra help.

### **MPS Learning Framework**

**Traditional Learning** is the delivery of instruction and education in which the student is physically present at school utilizing in person face to face instruction. Students may need to move from Traditional learning to Distance learning for reasons of scheduled Distance Learning days, illness, and school closures. All Traditional Learning will meet the requirements set forth in the state accreditation standards and align with Oklahoma Academic Standards.

**Distance Learning** is the delivery of instruction and education in which the student is not physically present at school. The reason for Distance Learning could be due to the health of the student (including quarantine), the environmental conditions of the community which creates school closure(snow/flooding), the health environment of the site, district or community creating a temporary closure. Distance Learning can include instruction delivered via the internet, or other forms of digital technologies without in person physical face to face interaction between the teacher and the student. Distance Learning is any instruction delivered outside of a traditional setting. Parents and students may opt for full-time Distance Learning. All Distance Learning will meet the requirements set forth in the state accreditation standards and align with Oklahoma Academic Standards.

**Virtual Learning** is the delivery of instruction and education through the Alternative Education Center in which the student is not physically present at school utilizing face-to-face instruction. Rather, it is an asynchronous instruction that is not dependent upon teacher and student interaction in real time. Instruction is through a computer based program. MPS uses Edgenuity as its virtual platform. Virtual Learning is provided via electronic means, utilizing the internet and devices as the primary tools to delivery of instruction, assessment and interaction. All Virtual Learning will meet the requirements set forth in the state accreditation standards and align with Oklahoma Academic Standards.

**Blended Learning** is the delivery of instruction and education in which the student blends the Traditional Learning model with the Distance Learning model. The student may be physically present during some courses (Traditional) and not be physically present in others (Distance). Not all classes are available for Blended Learning and approval is at the discretion of the Building Administration.

## **Online Learning Resources**

**EdPuzzle:** A platform that allows teachers to make any video into a lesson. Students can only watch the video lessons assigned by the teacher. Teachers embed their own questions in the video, and students receive immediate feedback so they can see if they've understood the content or not. For more information, please visit their website at <https://edpuzzle.com/> .

**EquatIO:** EquatIO software allows you to create mathematical equations, formulas and more directly on your computer. It allows students to simply type, handwrite or dictate any expression. EquatIO will then convert it to accurate digital math which can be added into a Microsoft Word doc or G Suite apps with a click. For more information, please visit their website at <https://www.texthelp.com/en-us/products/equatior/>.

**Google Drive:** Google Drive allows easy and secure access to all digital content. Teachers and students are able to store, share, and collaborate on files and folders from any mobile device, tablet, or computer. For more information about Google Drive, please visit their website at <https://www.google.com/drive/> .

**Google Meet:** Google Meet enables teaching, learning and working from anywhere with secure video capabilities that can support virtual classrooms and meetings. Here are the steps to using Meet:

1. Go to [meet.google.com](https://meet.google.com) (or, open the app on iOS or Android, or start a meeting from Google Calendar).
2. Click Start new meeting, or enter your meeting code.
3. Choose the Google account you want to use.
4. Click Join meeting.

**Google Voice:** Google Voice is a telephone service that provides standard phone services, as well as scheduling office hours for the user. On the guardian/student side, it works the same as any other phone number you are trying to reach via call or text.

**Kami App:** Kami is a leading digital classroom app built to transform any existing document into an interactive learning experience. Kami improves engagement and collaboration while students participate in the classroom, or online. For more information, please visit their website at <https://www.kamiapp.com/> .

**Schoology:** Schoology is an online course management system that allows teachers to create and manage academic courses for their students. It provides teachers with a method of managing lessons, engaging students and sharing content. Schoology provides a secure and safe, easy-to-use, way for teachers, students, parents, and administrators to seamlessly communicate and collaborate to enhance students' learning and success. For more information about Schoology, please visit their website at <https://www.schoology.com/> .

**Seesaw:** Seesaw is a simple way for teachers and students to record and share what's happening in the classroom. Seesaw gives students a place to document their learning, be creative and learn how to use technology. Each student gets their own journal and will add things to it, like photos, videos, drawings, or notes. For more information about Seesaw, please visit their website at <https://web.seesaw.me/parents> .

## **STEAM/STEM Learning**

STEM stands for Science, Technology, Engineering and Math. Alternatively, STEAM stands for Science, Technology, Engineering, the Arts and Math. The key component of STEM and STEAM is integration. Instead of teaching independent subjects, lessons are well rounded, project and inquiry based, with a focus on learning across the subjects. STEM and STEAM align with the way we work and problem solve in our daily lives. McAlester Public Schools believes this type of learning is valuable to our students, so we provide STEAM/STEM opportunities from Kindergarten through 12th Grade.

## **Academic Integrity Policy**

Absolute integrity is expected of every MPS student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all relationships and interactions connected to the educational process, including the use of school resources. While both students and faculty of MPS assume the responsibility of maintaining and furthering these values, this code is concerned specifically with the conduct of students. An MPS student's submission of work for academic credit indicates that the work is the student's own. All outside assistance should be acknowledged, and the student's academic position truthfully reported at all times. In addition, MPS students have a right to expect academic integrity from each of their peers. This policy reflects the district's expectation that students exhibit personal and academic integrity. Cheating, plagiarism, falsification, and attempting or assisting with the academic integrity violation is a violation of the Academic Integrity policy and the expectations set forth in the Parent/Student Handbook. Penalties for violating the Academic Integrity policy can include a grade penalty up to and including an F for the assignment and the course. (Cornell University, Code of Academic Integrity, <https://cuinfo.cornell.edu/aic.cfm>)

## **Parent/Teacher Conferences**

Special days are scheduled twice during the school year for parent-teacher conferences. -Conferences will begin at 3:30 and go until 9:00 P.M. Virtual meetings will be available for parents to meet with teachers and/or counselors if in-person meetings are not available. Parents may arrange additional conferences as necessary. Parents are encouraged to check daily on their child's grades. There will not be a formal report sent home. Printed grades will always be available upon request. Thursday Folders are used as a regular means of communication in PK – 6<sup>th</sup> grades.

## **Grade Checks = PowerSchool**

Passwords will be available at each school site. **Parents are encouraged to monitor student's grades online on a regular basis.** Parent access to PowerSchool will be provided for quick access to your students' grades and attendance. Please contact the office of your child's school to get the username and password to access PowerSchool. Grades and other information provided by this system are not the official records and may or may not be accurate. Neither the school nor Pearson Education accepts responsibility for any information provided by this system and/or for any damages resulting from information provided by this system. To obtain official grades and student records, or to request correction of information on the system, please contact the school.

## **Grade Reports**

Grade reports are issued to each student four times a year at the end of each quarter. This report is intended to inform the parents of the students' progress. End of the year grade reports for grades 1-12 are available through PowerSchool, or may be picked up at individual school sites.

## **GRADING SCALES**

A system-wide grading scale has been approved for McAlester Public Schools. Each teacher will post a copy of their class syllabus and how grades will be determined on their Google Classroom page.

### Elementary Grading Scale (1<sup>st</sup> - 4<sup>th</sup> Grades)

A	B	C	D	F	S	U
100 - 90	89 - 80	79 - 70	69 - 60	Below 60	Satisfactory	Unsatisfactory

#### **1<sup>st</sup> Grade and 2<sup>nd</sup> Grade:**

Letter grades for: Reading, English, Spelling, and Math

S or U for: Science, Social Studies, Penmanship, STEAM, PE, Music

#### **3<sup>rd</sup> Grade and 4<sup>th</sup> Grade:**

Letter grades for Reading, English, Spelling, Math, Science, Social Studies

S or U for: Penmanship, STEAM, PE, Music

### Intermediate, Middle School & High School (5<sup>th</sup> – 12<sup>th</sup> Grades)

A	B	C	D	F
100 - 90	89 - 80	79 - 70	69 - 60	Below 60

### Honors Grading Scale (7<sup>th</sup> - 12<sup>th</sup> Grades)

H	A	B	C	D	F
100 - 93	92 - 85	84 - 78	77 - 70	69 - 60	Below 60

**Fifth Grade and Sixth Grades** Letter grades are given in each subject listed below: (All are either 1 - below level, or 2 -on level) Reading, Math, Writing, Science, Social Studies, and Band (**6<sup>th</sup> Grade only**)

**Ninth - Twelfth Grades** The semester exam counts as 20% of the overall grade.

### **Grading/Graduation Credit - Virtual School**

Grades are earned based on all activities and assessments that have been completed in the course. Grades and credits are calculated differently than in the regular classroom. Students will need 100% completion of their class (classes) in order to receive credit. Upon completion of the course, the grade acquired will be reflected on the student's transcript. Students must complete every unit in the entire course and have a grade of 60% or above to receive credit for the course(s). Those classes in which the student does NOT have 100% completion of all coursework WILL receive an NG for that class.

### **Homework**

McAlester Public Schools believes homework is an important communication tool between school and the home. We believe that homework is an extension of the work in the classroom and provides students with an opportunity for independent practice. Homework should always reinforce materials presented in the classroom and should be completed by the assigned due date so class progress may occur. Each school will make homework guidelines available to parents.

### **Honor Roll**

#### ***Principal's Honor Roll (Grades 1-12)***

1. To qualify for the Principal's Honor Roll, students must meet the following criteria each semester: No grades lower than a "B";
2. Must be on grade level.

#### ***Superintendent's Honor Roll (Grades 1-12)***

1. Students who have a 4.0 grade average for any semester will be eligible for the Superintendent's Honor

- Roll. No grades lower than an “A”
2. Must be on grade level.

## **Honor Societies**

### ***National Honor Society***

Candidates eligible for election to the National Honor Society must be members of the junior or senior class. To be eligible for membership consideration, students must have a cumulative unweighted grade point average of 3.70, and meet established standards of leadership, service, and character.

Leadership is based on a student’s participation in school activities. To meet the service requirements the student must actively participate in school and/or community service. Four (4) hours of service to the community will be required for election to the National Honor Society. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Any student who has been convicted of a felony shall not be eligible for membership in this chapter.

### ***Oklahoma Honor Society***

The purpose of the Oklahoma Honor Society is to promote high standards of scholarship among the students in the high schools of Oklahoma. Ten percent (10%) of the student body making the highest scholastic marks in school may be nominated. This society is available to all students in grades 7 through 12.

## **Proficiency-Based Promotion**

In an effort to provide maximum opportunities for students’ individual learning needs to be met, the McAlester Public School System provides an option for students to be promoted in grades one through eight or earn high school credit in grades nine through twelve upon sufficient demonstrated proficiency. Please contact your building principal for additional information.

## **Promotion and Retention Policies**

Effective July 1, 1996, state statute provides that the decision for retaining students rests with the school they attend. Should the school committee choose retention in a grade for a student, the student and his/her parents have the right to appeal in writing the decision to the Board of Education. Final decision will rest with the Board of Education if there is an appeal. Additionally, the following will be implemented based on state law.

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

[O.S. §70-24-114.1](#) - Appeal of Decision of Board of Education

## **Elementary**

Students must satisfy the local school requirement and state law for promotion from one grade level to another. The promotion or retention of pupils shall be based upon the total growth of each individual child rather than the mental growth alone. Such factors as social, emotional, physical, and mental growth shall be taken into consideration. The pupil shall be expected to complete the basic subjects of the elementary school before he or she is promoted to the secondary school. Parents should familiarize themselves with future academic requirements, particularly graduation requirements. A committee consisting of the teacher, principal, school counselor, superintendent or superintendent designee will determine promotion based on acceptable attendance, benchmark assessments, state tests, grades, etc.

### **Third Grade Retention**

MPS will follow state guidelines on retention of third graders. **Only the scores from the reading comprehension and vocabulary portions of the third grade criterion-referenced test shall be used to determine the promotion and retention of third grade students pursuant to the Reading Sufficiency Act.** Oklahoma's current law requires that third grade students who **do not meet RSA criteria** on the reading portion of the third grade criterion-referenced test shall not be promoted to the fourth grade, unless they meet the exemptions set forth in this policy.

1. Beginning with the kindergarten class of 2013-14, the parent of any student who is found to have a reading deficiency and is not reading at the appropriate grade level and has been provided a program of reading instruction shall be notified in writing of the following:
  - a. That the student has been identified as having a substantial deficiency in reading;
  - b. A description of the current services that are provided to the student.
  - c. A description of the proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency.
  - d. That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is exempt for good cause as set forth in Section II of this policy.
  - e. Strategies for parents to use in helping their child succeed in reading proficiency.
  - f. While the results of the criterion-referenced test are the initial determinant, it is not the sole determiner of promotion and that portfolio reviews and assessments are available.
  - g. The specific criteria and policies of the school district for midyear promotion.
2. Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through a screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
3. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered that meet the acquisition of reading skills criteria, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.
4. A student not qualified for automatic promotion may be evaluated for "probationary promotion" by the Student Reading Proficiency Team "SRPT" composed of:
  - a. the parent(s) and/or guardian(s) of the student,
  - b. the teacher assigned to the student who has responsibility for the reading instruction in that academic year,
  - c. a teacher who teaches reading in the subsequent grade level, the school principal, and
  - d. a certified reading specialist if one is available

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school district superintendent and the superintendent approves the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to the

requirements set forth by the achieving Classroom Excellence Act.

5. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.

**Good Cause Exemptions** A third grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

- 1. ELL Students**

ELL Students are identified English Language Learners (ELL) on a screening tool approved by OSDE of Bilingual/Migrant Education and have a Language Instructional Educational Plan in place prior to administration of the OSTP and have less than two years of instruction in an ELL program.

- 2. OAAP Students**

(IEP Students assessed with OAAP) - Students with disabilities on an Individualized Education Plan (IEP) who are assessed with Oklahoma Alternate Assessment Program (OAAP).

- 3. Alternative Assessment**

Students who have demonstrated an acceptable level of performance (minimum of 45th percentile) on a state-approved alternative reading test.

- 4. Portfolio**

Students who have demonstrated mastery of at least 70% on all third grade reading objectives in their student portfolio.

- 5. Student with Disabilities**

Students with disabilities who take the OSTP and whose IEP states that they have received intensive remediation in reading for more than two years but still show a deficiency in reading.

- 6. Regular Education Student Who Has Been Retained Once**

Students who have received intensive remediation in reading for two or more years but still have a deficiency in reading and have already been retained in pre-kindergarten, kindergarten, first grade, second grade, or third grade (or in a transitional grade) for a total of one year.

- 7. Exceptional Emergency Circumstances**

Students who have faced exceptional emergency circumstances which prevented the student from being assessed during the testing window.

### **Middle School**

A middle school student who is in danger of failing one or more subjects in a semester will have his/her progress individually reviewed by a committee of at least two (2) or more teachers, counselor, parent(s), and an administrator of the school in order to develop an Academic Success Plan for that student. Determination regarding promotion at the end of the year will be made by the committee, based on a comprehensive evaluation of the student's overall status.

### **High School**

A student who earned six (6) credits by the end of the 9<sup>th</sup> grade is a sophomore. A student who earned eleven (11) credits in the 9<sup>th</sup> and 10<sup>th</sup> grades is a junior. A student who has earned eighteen (18) credits in the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades is a senior.

### **Credit Recovery and Summer School**

Credit recovery provides students an opportunity to recoup credit in required courses by retaking the portion of the course for which they failed to gain mastery. Credit recovery can occur in the summer time as well as during the school year, depending on the needs and specific circumstances of the individual student. Credit recovery will be delivered primarily through an online platform with a highly qualified teacher providing instruction. Enrollment for credit recovery is the students' responsibility.

## **Scholastic Eligibility**

Extra-curricular activities are designed to develop students' special interests or abilities. They include athletics, fine arts, student government, clubs, and all activities outside the regular classroom. Although we recognize the importance of these activities in the lives of the students, performance in the academic curriculum must be given top priority. Therefore, the following standards are required for students participating in extracurricular activities:

1. A student may not have received a failing grade in more than one (1) subject in which the student was enrolled during the last semester of attendance in order to be eligible.
2. If a student does not meet the minimum scholastic standard or is failing 2 or more classes, that student will not be eligible to participate during the first six (6) weeks of the next semester of attendance.
3. A student who does not meet the above minimum scholastic standard may regain eligibility by achieving passing grades in all subjects for which the student is enrolled at the end of a six-week period.
4. Scholastic eligibility for all students will be checked at the end of the third week of a semester and each succeeding week thereafter.
5. A student must be passing in all enrolled subjects during a semester. If a student is not passing all subjects enrolled in at the end of a week, that student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one-week period, that student will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday.
6. A student who has lost eligibility under this provision must obtain passing grades in all enrolled classes in order to regain eligibility.
7. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, a death in the family, and natural disaster).
8. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of semester eligibility for the end of the spring semester.
9. A 12<sup>th</sup> grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than six(6). A 12<sup>th</sup> grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of six(6) subjects needed to maintain eligibility. These may be a combination of high school and college subjects' equivalent to four (4) high school units which are accepted by the Oklahoma Department of Education.
10. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum of three(3) weeks.
11. Students who are enrolled in special education classes, have an Individual Education Plan, and have been certified by the principal as doing a quality of work may, with the approval of the Board of Education, be accepted as eligible under this rule.
12. Ineligible students will not be permitted to participate in any activity that would result in an absence from an academic class and/or participate in any out-of-town school trip.
13. All participants in an extracurricular competitive activity **MUST** meet daily attendance requirements. This pertains to everyone involved in the activity: from players, managers and student aides.
  - a. Virtual Students
    - i. Students in Grades 9-11 must be enrolled in at least 7 classes. Seniors must be enrolled in at least 6 classes.
    - ii. Students must be **on site everyday** for the extra curricular activity class period in which they are participating.



- iii. Eligibility will be determined every week:
  - 1. An attendance list will be created with students who have NOT recorded 3 hours per class per week.
  - 2. Students must be on target with their grades and maintain their pacing guide.

### **Textbooks**

A student's textbooks are furnished on a loan basis. Free textbooks are to be given the best possible care. Refrain from writing, marking or defacing books in any manner. Lost or damaged books must be paid for in the office. Students must have a receipt showing payment before being issued another book. Students will be required to pay the replacement cost for any lost textbook, library book, or article of equipment (including technology) that was provided by the District. Failure to pay may result in your child's ability to participate in extracurricular activities.

## ADDITIONAL HIGH SCHOOL STANDARDS

### **Class Rank**

Since colleges ask for the rank of students applying for admission, and employers want to know the scholastic record of those applying for jobs, each student is ranked at the time of graduation. The ranking is based on eight (8) semesters of work. The rank and grade average becomes a part of each graduate's permanent record. This information is treated as confidential; however, any student may find out his or her rank by asking at the principal's office.

### **Class Ranking of All Senior Students in McAlester High School will be calculated as follows:**

1. Count semester grades for the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and both semesters of the 12<sup>th</sup> grade;
2. Do not count grades made in any course unless graduation credit is given. (Graduation credit means that course is a part of twenty-five (25) or more units required for a diploma.);
3. Count only grades of H, A, B, C, D, and F;
4. Do not count grades of S (Satisfactory) or U (Unsatisfactory);
5. Count summer school as regular school work;
6. Count subjects taken in other accredited schools even though the subject is not offered at McAlester High School, if graduation credit is allowed;
7. Count all grades on the record in the order in which they have been earned except where noted in other items on this page;
8. A credit on record may not be dropped simply to raise the student's average.
9. Division for the average will be carried out in only two (2) decimal places and any remainder will be dropped.
10. Count Honors Class H's, five (5) points; A's, four (4) points; B's, three (3) points; C's, two (2) points; D's, one (1) point; and F's, zero (0) points.
11. Only the following classes offered at McAlester High School are designated as honors classes: English I Pre AP; English II Pre AP; English III AP; English IV AP; Geometry Pre AP; Algebra II Pre AP; Pre-Calculus Pre AP; Calculus AP; Oklahoma History; Pre AP; U. S. Government AP; U. S. History AP; World History AP; Physics AP; Chemistry I Pre AP; Chemistry II AP; Biology I Pre AP; Biology II AP; and Music Theory AP; World, and Environmental Science AP.
12. Count regular class grades on a four (4) point basis.

### **College Admission Requirements**

The following high school curriculum requirements must be met prior to enrollment in Oklahoma Colleges and Universities:

English – 4 Units

English I, II, III, IV

Math – 3 Units

Algebra I, Algebra II, Algebra III, Geometry, Trigonometry, Calculus

Laboratory Science – 2 Units

Physical Science-Lab, Biology I, Biology II, Chemistry I, Chemistry II, Physics,  
Physiology, Astronomy

History – 2 Units

U.S. History – 1 Unit

World History, Oklahoma History

Citizenship Skills – 1 Unit

Economics, Geography, Government, Non-Western Culture

Other – 3 Units

From any of the eleven (11) courses listed above, citizenship skills courses,

computer science courses, or foreign language courses.

### **Total – 15 Units**

#### **Concurrent Enrollment**

Please contact MPS for complete, up to date information on concurrent classes. Concurrent Enrollment is a partnership program with local colleges and universities where qualified junior and senior students can earn college credit. Tuition will be paid for both juniors and seniors, although students are personally responsible for payment of books and fees related to the course(s). College classes are taught at the EOSC McAlester campus. The concurrent enrollment program provides an opportunity for qualified junior and senior students to expand their course studies by replacing an MHS class period with a college class.

Seniors must have either a 3.0 GPA or a 19 on the ACT. A minimum ACT of 19 in the subject also applies. Juniors must have either a 3.5 GPA or a 21 on the ACT. A minimum ACT of 19 in the subject also applies.

Senior students are required to be in class the equivalent of six class periods. Junior students are required to be in class the equivalent of seven class periods. A student who drops a concurrently enrolled course will receive a failing grade on their transcript for the class. If a student fails to receive credit at EOSC a grade of F will be recorded on the high school transcript.

The concurrent enrollment program provides an opportunity for qualified junior and senior students to expand their course studies by replacing an MHS class period with a college class. To be admitted, the student must meet the admission requirements set by the college or university.

A student who drops a concurrent course MUST report this to their school counselor. A student who receives a W in a concurrent course will receive a failing grade on their transcript for the class. If a student fails to receive credit at the college or university a grade of F will be recorded on the high school transcript.

#### **Kiamichi Technology Career Center**

Please contact MPS for complete and current information on attending classes at KTC.

#### **Graduation Requirements**

The following requirements for graduation will be completed in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades:

- 4 units - English (English I, II, III, IV) or other approved course
- 3 units - History (1 US History, 1/2 Government, 1/2 Oklahoma History, 1 Other approved course)
- 3 units - Math (At or above the rigor of Algebra I)
- 3 units - Lab Science:
  - Biology I
  - Chemistry, Physics, or Physical Science
  - Other Physical Science, Other Life Science, Earth/Space Science or Astronomy
- 2 units - Computer Technology OR 2 Non-English Language (must be same language both years)
- 1 unit - Fine Art or Speech
- 1 Additional Unit of English, Math, Science, History, World Languages, Computer Technology
- OR Career Technology Education, Concurrent Enrollment, or Advanced Placement
- ½ unit - Personal Financial Literacy (PFL)
- 5 1/2 Additional Units - Electives

#### **Total = 23 Units**

Eighteen units must be earned in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades. The intent of a high school program is a full four-year curriculum, meaning a student could possibly earn 28 credits.

The State Board of Education has since adopted a statewide system of student assessments in compliance with the federal guidelines of ESSA (Every Student Succeeds Act). This reduces the testing to the subject areas of Math, English Language Arts (ELA), Science and U.S. History with tests aligned to the Oklahoma Academic Standards. 10<sup>th</sup> Grade students will be tested in Math, ELA, and Science. U.S. History will be tested once during high school. 11<sup>th</sup> Grade students are required to take the ACT Test in the spring.

**Oklahoma’s Promise (Formally OHLAP)**

For eligible families earning \$55,000 a year or less, Oklahoma’s Promise pays in-state tuition for colleges and select CareerTech courses. Students must enroll for Oklahoma’s Promise in the 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade. The program requires that students prepare for college while they are still in high school by taking certain high school courses and maintaining good grades. Any student who is suspended for a drug or alcohol violation will not qualify for Oklahoma’s Promise (OHLAP).

**Oklahoma’s Promise Requirements**

**English - 4 Units**

**Social Studies - 3 Units**

**Mathematics - 3 Units**

- Oklahoma History
- Government
- World History
- U.S. History
- U.S. History AP
- Geography
- Economics

- Algebra I (Required)
- Geometry
- Trig/Pre-Calc Honors
- Algebra II
- Algebra II Honors
- Algebra III
- Calculus AP

**Science (Labs) - 2 Units**

**Foreign Language-2 Units**

- Physical Science
- Biology I
- Biology II
- Biology II AP
- Chemistry I
- Chemistry II AP
- Physics
- Physiology
- Astronomy

- (2 units in same language)
- Choctaw
- Spanish
- OR
- Computer Technology
- (Not including
- Keyboarding or typing)
- Additional Requirements
- (1 unit of the subjects
- Listed above)

**Valedictorian and Salutatorian – Rules of Clarification**

1. A student must do the last four (4) semesters of work at McAlester High School to be eligible for the top honor. A student may transfer in the 9<sup>th</sup> and 10<sup>th</sup> years of work. Grades made by the student must be equal to the six (6) places and suitable to translate into the grades of H, A, B, C, D, and F for the student to be counted as a valedictorian or salutatorian candidate. If the grades are S or U or some other variation of the grading scale, the student will not be considered for valedictorian.
2. Students must meet all state and local requirements. They must have completed eighteen (18) units (or be scheduled for completion in the second semester of the 12<sup>th</sup> grade) in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades which make up the senior high school. A student will not be eligible for the top honors if they have any further work to do after the date of graduation for the class, either in summer school or by correspondence.

3. Only the top two (2) honors are selected.
4. In case of a tie for valedictorian or salutatorian, all students tying will be named co-valedictorian or co-salutatorian.
5. Any changes or additions to these rules are in force for the present school year.
6. Valedictorian and salutatorian will be determined on the basis of eight (8) semesters of work.
7. The valedictorian will be determined by the highest grade point average.
8. The salutatorian will be determined by the second highest grade point average.
9. Both regular class and honor class grades will be counted when determining the total grade points.
10. A minimum of fifty-four (54) semester grades will be considered in the computation for the top two (2) places. A maximum of thirteen (13) honors classes will be used to calculate the GPA.
11. Classes taken in Summer School will not be considered as long as the top grade was made in the class.
12. If college classes are taken concurrently for both high school and college credit, those grades earned will also be considered in the average.

## **SCHOOL SERVICES**

### **Beyond the Bell - After School Programs**

A **prepaid** fee-based child care program is offered for Pre-K – 4th grade students. Cost is \$25.00 per week regardless of how many days are utilized and must be paid in advance. Enrollment forms and additional program information/guidelines are available at the school site where a student attends the regular school day. Students may enroll in the after school program at any time of the year.

### **Gifted And Talented Programs**

The McAlester Public School System values the potential contribution all students can make to society. It also realizes that each student has a right to an education that leads to his or her fullest intellectual growth. The System commits itself to identify those who possess exceptional intellectual and/or academic ability, to stimulate their intellectual growth, to promote their academic progress, and to facilitate their social adjustment. Please contact your building administrator for identification and placement procedures.

### **Guidance And Counseling**

Guidance McAlester offers a comprehensive guidance and counseling program. The purpose of the guidance program is to assist the individual 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. A student desiring to see the counselor will need to sign up at the counseling office before school or between classes. The counselor will send a pass for the student, thereby avoiding wasting class time. We are requiring a face-to-face meeting with the student, parent and counselor to establish a learning plan for every student and a home visit. Please go to the website: [www.mcalester.k12.ok.us](http://www.mcalester.k12.ok.us) to locate your child's school counselor and schedule an appointment.

Counselors:

- Pre K and K
- 1st and 2nd grade
- 3rd and 4th grade
- 5th and 6th grade
- 7th grade
- 8th grade
- 9th grade
- 10th grade
- 11th grade
- 12th grade

### **School Pictures**

Each year school pictures are taken shortly after the opening of school. All students must have pictures taken even though they do not plan to purchase them. This allows the school yearbook to be complete. Virtual students will need to come to campus on the scheduled school site picture day if they wish to be included in the yearbook.

### **Senior Pictures**

Each year, our senior yearbook pictures are taken by Mark Emmons Photography. Formal business attire is required by the Board of Education. This may include but is not limited to a shirt

and tie for young men. If a student is in need of a tie, Mark Emmons Photography will provide one for the yearbook picture. Please contact Mark Emmons Photography at 918-423-7488 or visit him at 504 E. Wyandotte.

### **Special Services**

The McAlester Public School District is committed to locating and serving children, ages 3 to 21 with disabilities in the areas of sensory, perceptual, motor, intellectual, emotional, communication, or health. Services are provided in accordance with procedures established by the Oklahoma State Department of Education and in compliance with the Individuals with Disabilities Education Act (IDEA) and other related legislative mandates. To make a referral for services or for further information, call 918-423-8480 or request assistance from the building administrator or school counselor for your child.

### **Transportation**

Riding a bus is a privilege, not a right. All buses used by the McAlester Public Schools meet State Department of Education requirements and operate in cooperation with their regulations. Safety is of first importance. All students are urged to use care in loading and unloading by always using the handrail. Students are to always remain seated and out of the aisle as long as the bus is in motion. All students should regard the bus as a classroom as far as conduct is concerned. The bus driver is a school employee and has a similar authority over students as a teacher. While on a bus, students are subject to school regulations. Riding a bus is a privilege that a student can lose if proper conduct is not observed. Any student desiring to ride a school bus to and from school must first complete a bus application and be granted permission to ride the bus.

## GENERAL SCHOOL PROCEDURES

### **Change of Address**

Any student who changes address or phone number during the school year must report these changes to the office as soon as the information is available.

### **Change of Schedule (7th - 12th Grades)**

A student who requests a schedule change must do so within the first ten school days of the semester. After this time, a meeting must be held with the scheduling committee consisting of an administrator, counselor, and parent/guardian. The parent/guardian must be present or no schedule change will be allowed. Administrative changes can be made at the discretion of the principal. In such instances, the parent/guardian will be notified.

### **Change of Placement - Distance Learning**

Students will only be allowed to transition one time per semester within the first 10 school days of the semester. The grade earned will transition from one placement to another.

### **Change of Placement - Virtual School**

Students will only be allowed to transition one time per semester within the first 10 school days of the semester. The grade earned will transition from one placement to another. When transitioning from Virtual to Traditional the Actual Grade, which is a calculation of work completed and course pacing, will be utilized in the evaluation of semester grade.

### **Closed Campus**

McAlester Public Schools maintains a closed campus at each site. Once a student arrives at school they are not to leave campus without permission of the administration. Only students enrolled at that site are allowed on school grounds unless authorized by the building principal. During the lunch periods students will not be allowed in that part of the building where classes are located. To help ensure each student's safety and welfare, students are to remain at school during the lunch period. Due to concerns regarding school safety, students will no longer be allowed to have food delivered by any individual or retail business. **Students are not allowed to leave campus for lunch unless parents personally come into the office and sign out the student using the kiosk and upon return to campus sign in using the kiosk (no phone calls).**

### **Commencement Guidelines**

The commencement ceremony is a dignified occasion. In that spirit, we have established the following guidelines for student participation and for our audience.

1. Students should wear:
  - a. long pants, a shirt with a collar and tie, or
  - b. a dress, or
  - c. long pants and a blouse.
2. Jeans and shorts are never appropriate under the gown. The cap and gown are formal attire.
3. Regular street shoes must be worn. Tennis shoes and flip flops are not allowed.



4. Decoration of the hat (mortarboard) and gown will not be allowed.
5. Cap and gown are not to be worn to the venue. Bring them with you and they will be put on at the designated time and place. Do not wear caps and gowns on the street.
6. Students are not to carry anything during the ceremony (purses, sunglasses, cameras, hats, etc.).
7. Students disrupting the ceremonies in any fashion will be removed from the premises. Some examples of disruptive conduct include: leaving the graduate seating area or the use of beach balls, balloons, noisemakers, silly string, projectiles, water guns/propellants, etc.
8. Students and parents must be advised that inappropriate behavior during the last weeks of school may result in the loss of privilege of participation in the commencement ceremony.
9. Only the graduates, the faculty, and the official photographer will be given access to the stage and graduate seating area. Personal photos should be taken after the ceremony.
10. Students facing pending legal action may not be allowed to participate in commencement exercises.
11. Disciplinary actions may result in students not being allowed to participate in senior class activities including graduation ceremonies.

Commencement is the most prestigious occasion of high school and one of the greatest days in a senior's life. We must emphasize the importance of appropriate behavior at the public recognition of McAlester High School's graduating class. Each graduate and his or her family are entitled to a dignified and formal ceremony that honors the achievements of every senior. It would be unfortunate to have to remove a student from the commencement ceremony or to be forced to terminate the proceedings early. NOTE: Students who need more than one credit for graduation shall not be permitted to participate in commencement ceremonies.

### **Regalia Policy**

The only Academic Regalia allowed to be worn at graduation, other than as Federally/state protected rights, will be for Valedictorian, Salutatorian, Oklahoma Academic All-State, Oklahoma Academic Scholars, and other Honor Societies (meeting established criteria).

1. **APPROVED CORDS**
  - a. Valedictorian: Purple Cord
  - b. Salutatorian: Royal Blue Cord
  - c. Academic All-State: Green Cord
  - d. National Merit Scholar: Burgundy Cord
  - e. Oklahoma Academic Scholar: Orange Cord
  - f. Oklahoma FFA State Degree: Blue and Gold Cord
  - g. Oklahoma Indian Honor Society: Turquoise Cord
2. **APPROVED SASH**
  - a. Honor Society: Gold Sash
  - b. National Vocational Technical Society: Silver Sash
3. **APPROVED COLLAR**
  - a. International Thespian Society: White Collar

### **Native American Graduation Regalia**

It is the policy of MPS to permit American Indian students to wear modest, culturally appropriate adornment for graduation ceremonies.

1. Eagle feathers which are considered sacred and represent spirituality, honesty, truth, strength, courage, wisdom, power and freedom.
2. Graduation chords issued by tribes

## **Dances**

School dances are for currently enrolled students of MPS. Dances will be closed to students not enrolled in the district. **School dances may not be attended by any student who is ineligible (academically or attendance) or who has any debts or outstanding disciplinary obligations to the school.** Pre-approval must be given by site administrators prior to purchasing tickets.

## **Dress Code**

The student dress code is based on the premise of recognizing fashion without sacrificing decency, safety and appropriateness. It is the intent to restrict extremes and indecency that will distract from the main purpose of the educational program. Dress or grooming which causes, or is likely to cause, a disruption of the instructional program of the school is prohibited. Staff reserves the right to discuss a student's appearance with the student and his/her parents and to require modifications. If school administration deems that a student's dress is inappropriate the student may be sent to the office for a change of clothing. Standards of grooming and dress may be prescribed for participation in extracurricular activities including commencement exercises. The following guidelines are to be utilized in the student's selection of school attire and are SUBJECT TO THE PRINCIPAL'S DISCRETION.

**Skirts and Dresses:** Skirts or dresses must not contain slits, splits, or other openings in dress or skirt, or that do not meet principal's discretion.

**Pants and Shorts:** Opaque leggings, yoga pants, jeggings or other close fitting garments may be worn as long as they are worn with a top (over garment). Running shorts are allowed only if compression shorts or sliders are worn underneath that are visible and longer than the running shorts. Jeans with holes are allowed only if compression shorts or sliders are worn underneath. Pajama pants are not allowed.

**Coats:** Coats that are bulky will not be worn inside the building. They must be removed and stored in student lockers. If student lockers are not available, they must be removed in the classroom. Trench coats or dusters are not acceptable. Students who have a problem obtaining coats are to see the school counselor.

### **The following attire is prohibited:**

1. Headgear, including but not limited to, hats, caps, do-rags, hoods, bandanas, and stocking caps are not permitted in the building. Exceptions may be made by the Principal for spirit days or special activities.
2. Clothing, jewelry or piercing items that can be considered dangerous or promote vulgarity, violence, alcohol or drugs.
3. Halter tops, off-the-shoulder tops, tank tops, spaghetti strap tops, clothing that creates bare midribs, tube tops, tops or dresses that do not have straps over both shoulders, or revealing clothing, e.g., skirts, low-cut tops that expose cleavage.
4. Sagging pants and visible undergarments.
5. Apparel upon which offensive writing, suggestive slogans or logos that pertain to gangs (i.e. ICP, Bloods and Crips), beer, liquor, drugs, weapons, or tobacco appear.
6. Apparel identifying students as "security" or "police".
7. Bike or animal chains, collars or other paraphernalia containing spikes.
8. No garment that reveals underwear.

9. Bedroom slippers/house shoes.

**Additional guidelines include the following:**

1. Shoes must be worn at school. Clothing normally worn when participating in a school sponsored extracurricular activity or sports activity may be worn with approval by the administration.
2. Exceptions to these guidelines may be made by the principal for spirit days or special activities.
3. Additional modifications or exemptions to the dress code may be enacted as deemed necessary by the administration. Such modifications will be based on safety or related factors.

**Disciplinary Action for Dress Code Violation - Secondary Students**

Routine dress checks will occur each school day. If a student's appearance does not comply with the dress code, the student will be sent to the office for a conference. Appropriate discipline measures will be taken when students fail to follow the dress code. The normal disciplinary procedure for each infraction will be as follows:

1<sup>st</sup> Violation: The student will correct the violation and receive a warning and the student may not return to class until the violation is corrected. Parents will be contacted.

2<sup>nd</sup> Violation: The student will be assigned to one-three days detention or ATS (to be determined by the administrator). The student may not return to class until the violation is corrected. Parents will be contacted.

3<sup>rd</sup> Violation: The student will be assigned to one-five days ATS or Suspension (to be determined by the administrator). The student may not return to class until the violation is corrected. Parents will be contacted.

At the time the student is disciplined for violating the dress code, the student must correct the violation in order to attend class. The student may be allowed to change clothes at school, drive home for a change of clothes or have a change of clothes brought to the school. If a student misses more than 15 minutes of any class period, they will be charged with an absence.

**Dress Code - Prom, Snowball & Homecoming Royalty**

There is great concern on behalf of the McAlester Public Schools regarding appropriate dress for our formal dances and homecoming coronations. While the school appreciates the changing nature of fashion, there remains a standard of appropriateness for students in dressing for these functions. Students are expected to use modesty and decorum in selecting attire for these events. Attendance at formal dances is contingent upon proper attire. Only students and their dates wearing formal attire will be admitted. Sunglasses, hoodies, t-shirts, and ball caps are not allowed. Formal attire is defined as follows:

Students are expected to wear either a formal type dress, skirt or pants with a dress blouse, suit or pants with jacket, dress shirt, dress shoes and socks. Dress shirts with sweater or sweater vest are also acceptable as are denim jeans with a dress shirt and hat, if appropriate.

**Enforcement of Dress Code:** Provisions of the dress code are applicable to the school day and to school-related activities. Exception or modification of a provision of the dress code may be authorized by the building principal or designee for a specific school-related activity on a single event basis. The principal or designated school official has the authority to determine the proper action to be taken in issues related to the dress code.

**Religious and Health Accommodation:** If a legitimate religious belief or health need of a student conflicts with the dress code, reasonable accommodation shall be considered by the building administrator. Any parent or legal guardian of a student desiring accommodation on the basis of religious or health condition shall notify the school principal in writing of the requested accommodation and factual basis for the request before the student begins school.

Students should remember that the code promotes neatness, cleanliness, and general good grooming and discourages indecency, poor taste, and extremes in dress and grooming. Following these guidelines will eliminate the necessity of correcting students for improper dress. Provisions of the dress code are applicable to the school day and to school-related activities.

### **Drills**

The purpose of fire, lockdown, intruder, and tornado drills is to train students and staff in procedures to ensure their safety in potentially dangerous situations. During each school year students will be instructed in specific procedures to follow for each type of drill and will execute several of each type throughout the school year.

### **Driving: Student Parking Regulations and Driving Policy**

1. All students must have a VALID Driver's License in order to drive on campus.
2. All vehicles driven to school must be licensed and insured. Parking permits must be obtained from the high school office.
3. Parking is only permitted in the student parking lot. Parking in areas designated for visitors, staff, or in the lots adjacent to the Vo-Ag or Fine Arts building is prohibited.
4. Students may not play loud, inappropriate or offensive music on campus.
5. Students may not sit in any vehicle or go out to any vehicle during the day.
6. Motor vehicles may not be driven at any time during the school day except during times when students are reporting to and from activity classes or unless prior administrative permission is obtained to do so.
7. Students are to drive carefully at all times and to adhere to Oklahoma driving laws.
8. Students who violate the school driving or parking regulations will be disciplined according to page 43.
9. Continued violation of this policy will result in the vehicle being towed at the owner's expense.

McAlester Public Schools is not responsible for any traffic accident or violation that may occur while driving to and from activities. McAlester Public Schools provides transportation for eligible students. It is the parent's and student's choice to drive or ride and therefore assume all responsibility.

### **Food and Beverages**

Food, candy, and drinks are to be consumed in approved areas.

### **Hall Pass**

No student is permitted in the halls during classes without a hall pass issued by his/her teacher.

### **Lockers**

If a student is assigned a locker, the student should use only the locker assigned and should never share lockers with other students. These lockers are provided for the safe-keeping of lunches, school materials, outdoor clothing, and gym materials. The lockers are to be kept neat and clean and locked at

all times. The lockers remain, at all times, the property of the school. THEIR USE IS SUBJECT TO THE SCHOOL'S RIGHT TO ENTER AND INSPECT LOCKERS AT ANY TIME. Report any locker problems to the office. Lockers should not be used to store valuable personal items or money. The school assumes no responsibility for items missing from lockers. **Intermediate and Middle school students are required to keep their backpacks and purses in their lockers during the school day.**

### **Parties**

Parties are limited to two per school year; Christmas and Valentine's. Student birthdays are recognized at monthly assemblies and/or classroom recognition. Birthday parties are not held at school in grades Pre-K – 12. Personal party invitations will be allowed as long as every student in the class receives an invitation.

### **Prom**

The Prom is a traditional affair held each year to honor the junior and senior classes. Members of the junior and senior classes will be permitted to invite members of the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade and other students with permission from the Principal. Ninth grade students and anyone 21 years of age or older will not be allowed to attend. NOTE: No children or MHS students not attending the prom will be given entry. **School dances may not be attended by any student who has any outstanding disciplinary obligations to the school. Guests of students must be in good legal standing and must not have previous felony convictions or outstanding warrants. Students must arrive no later than 9:00p.m.**

### **Student Accidents**

Students involved in accidents or injured while at school are to inform the principal's office immediately.

### **Student Council**

The Student Council was formed to give the student body, through its representatives, a voice in school affairs. There are many areas in which the Council is very effective in making for a better school. The projects they sponsor are for helping the faculty and administration to promote social, leadership, and character development for the student body. Students must meet current eligibility requirements to be eligible for council membership.

### **Visitors**

All visitors, including parents, to any of the school buildings are required to report to the office and be issued a visitor's badge. For safety purposes, building access must be controlled. School age visitors are not permitted.

## **STUDENT CONDUCT/DISCIPLINE**

All members of the McAlester Public Schools can expect to be treated with respect and dignity. Students are expected to behave in a manner which fosters and deserves mutual respect and dignity. Behavior which may be detrimental or injurious to self or others cannot be tolerated. Although the State Law of Oklahoma places the school in “loco parentis” (in place of the parent), we believe that a well-disciplined school is the result of the cooperation between school and home. Parents, teachers, and principals must make a concerted effort to foster the development of manners, self-control, and respect for authority in the children entrusted to our care. We encourage parents to become actively involved in the discipline of their children. “Loco parentis” means that any student enrolled in the school comes under the protection and guidance of the school administration and teachers. Students, therefore, may look to the school personnel for help and protection. Students should be aware that supervision of conduct is a responsibility of the teaching staff. Failure on the part of the student to follow instructions of any member of the staff may result in disciplinary action. Teachers/staff have authority over McAlester students at all times during the school day and at all school sponsored activities.

### **Alternative to Suspension (ATS)**

For certain types of disciplinary infractions students will be referred to the Alternative to Suspension program. ATS provides students the opportunity to stay in school in a monitored classroom to complete academic assignments rather than be suspended from school. Students assigned to ATS will remain on campus for the entire school day. Students in ATS will not be allowed to attend any activities during the school day including assemblies, pep rallies, extra-curricular activities or classes at CareerTech and any college class or concurrent coursework. Any student who is removed from ATS will have to serve the mandated time before returning to class. A student who is removed from ATS for any reason, being disruptive, not working, sleeping, etc., will have to finish ATS time. Out of school suspension does not replace ATS.

### **Appeal Procedure for Long-Term Suspension**

In cases of long-term suspensions, the principal shall immediately notify the parents/guardians by phone and/or in writing that the student has been suspended, the reason(s) for the suspension, and advise them of their right to appeal the suspension. The principal should explain the rule or regulation which the student is charged with having violated and should briefly outline the conduct on the part of the student, being certain the parent/guardian understands the violation and the reason for suspension. The appeal procedure is as follows:

1. The appeal will be initiated by the parent/guardian by contacting the principal within five (5) days of the imposed suspension.
2. The principal will set a time and place for the hearing and notify the parents.
3. The hearing will be closed to the public, and parents/guardians must be in attendance.
4. The hearing committee will consist of:
  - a. The Superintendent of Schools, or his/her designated representative, who will chair the committee;
  - b. A building administrator from a different building;
  - c. Three (3) tenured classroom teachers (not involved in the incident) from the building.
5. Upon determining the guilt or innocence of the student the committee will sustain, rescind, or modify the action prescribed by the principal.
6. The parent/guardian has the right to appeal the decision of the hearing committee to the Board

- of Education. Such a request must be in writing to the Superintendent within five school days.
7. The Superintendent shall schedule a timely hearing before the Board of Education and shall notify the parent/guardian in writing as to the time and place for the hearing.
  8. The Board of Education, after providing the hearing, shall render a decision, and its decision shall be final.

### **Appeal Procedure for Short-Term Suspension**

In case of short-term suspension, if the parent/guardian feels the decision is not just, the parent/guardian has the right to appeal the decision by following the appeal procedure listed below. The student will attend ATS while the appeal is within the appeal process. The appeal procedure is as follows:

1. The appeal will be initiated by the parent/guardian by contacting the principal within three (3) days of the imposed suspension.
2. The principal will set a time and place for the hearing and notify the parents.
3. The hearing will be closed to the public, and parent/guardian must be in attendance.
4. The hearing committee will consist of:
  - a. The Superintendent, or his/her designated representative, who will chair the committee;
  - b. A building administrator from a different building;
  - c. Three (3) tenured classroom teachers (not involved in the incident) from the building.
5. Upon determining the guilt or innocence of the student the committee will sustain, rescind, or modify the action prescribed by the principal.
6. The decision of the hearing committee will be final.

### **Detention Procedures**

1. All detentions must be served within the time frame assigned by the administrator.
2. Any detention that has not been served within the time allowed by the administrator will result in a mandatory assignment to Saturday School or ATS.
3. Any high school student who fails to serve Saturday School will be assigned ATS for two days and must repeat the Saturday School assignment the following week. High school students will be subject to 5 days suspension for failure to attend two consecutive Saturday School assignments. A parent conference will be required.
4. **Detention Hours**
  - a. **High School** – Before School and After School Detention are available one hour before and after school.
  - b. **Middle School** – Before School and After School Detention are available from 7:30 - 8:00 a.m. and from 3:20 - 3:50 p.m.
  - c. **Elementary** After School Detention is available one hour following the school day.

### **Discipline Policy**

All students enrolled in the McAlester Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education while in attendance at school, school sponsored activities, or being transported to or from school or school sponsored activities. Any student who is found to be disobeying the rules, showing disrespect for any teacher or other school personnel, or damaging any school property will be subject to disciplinary action. The disciplinary action to be taken will depend upon the severity of the violation and/or the number of times the student has broken the regulations. Further, students may be subject to disciplinary action for

conduct occurring away from school which is determined to be detrimental to the welfare of the students or the good order and efficiency of such student's school. Any demonstrated continuing course of conduct or singular offense committed by a student, whether or not the same would constitute a crime if committed by an adult, may qualify for disciplinary action if determined to have the required detrimental effect. Students who are considered to be a danger to others will be removed from the school setting.

**Methods of Discipline**

Disciplinary methods may include, but not be limited to the following:

1. Detention – Before and After School
2. Conference with the parent
3. Conference with the principal
4. Contact with the parent
5. Alternatives to Suspension (ATS)
6. Alternative Learning Environment (ALE)
7. Out-of-school suspension
8. Removal from class
9. Temporary removal from class
10. Withholding of privileges, including withdrawal from athletic and non-athletic extracurricular activities
11. Exclusion from any after-school event
12. Removal or temporary suspension from the bus
13. Saturday School
14. Financial restitution
15. Citations and/or fines (issued by McAlester Police)
16. Restorative Discipline - Point

**Point System for Secondary Restorative Discipline**

In an effort to promote healthy disciplinary options for students, administration has developed a points based system whereby a student may accrue points that would be substituted for an amount of days in lieu of long term suspensions (any suspension 10 days or more). Students assigned points may earn them based on the following list. These points shall be verified with the assigning administrator or their designee every Monday morning by 10:00 AM. Once students have accrued the correct amount of points, they will face an intake committee of teachers, administrators, and their counselor. The student will present to the committee the reasons for their assignments of points, and why they desire readmission into the school.

*Ways to Earn Points:*

<b>Event:</b>	<b>Point Value Earned:</b>
1 Hour of Outside Community Service	5-10 Points
1 Assignment turned in	1 Point
1 Hour of Counseling	5-10 Points
1 Day of Saturday School (8 AM-12 PM)	10 Points



1 Hour of After School Tutoring	1 Point
Enrollment in District B.I.S.S. (Behavioral Intervention Support System) Program.	10 Points for enrollment, 1 Point for every completed activity after enrollment
Completion of IMPACTS counseling program	Cut points in half or 50 Points
1 Day of A.T.S.	5 Points
<b>Event:</b>	<b>Point Value Earned:</b>
Write letter of apology to victim (Subject to approval by administration)	5 Points
Completion of book study from approved list. This would include a presentation over the book in regards to their specific instance of disciplinary action.	5-10 Points

### **Searches**

School officials have the authority to detain and authorize a proper search of any pupil for reasonable suspicion. Student lockers are considered the property of the school and can be searched at any time with reasonable suspicion. School personnel shall have access to school lockers, desks, and other school property in order to supervise the welfare of the students. The lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for the search. Vehicles parked on school property are subject to search. In conducting searches, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student's vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student's parent or guardian refuses to unlock the vehicles, the District will contact appropriate law enforcement personnel to respond to the issue. At this point, the student has forfeited the privilege of driving/parking on any school property at any time for the remainder of the school year.

## STANDARDS OF CONDUCT

All students enrolled in the McAlester Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education, while in attendance at school, school sponsored activities, or being transported to or from school or school sponsored events. Parents and students are expected to familiarize themselves with discipline policies in the student handbook. It is recommended that students and parents go over the entire handbook together. In elementary school the discipline will occur after a parent-teacher conference has occurred either by phone or in person. Previous behavior, maturity level of the child, and the intent and severity of the incident will be considered in determining the disciplinary action taken which may range from removal from class as a minimum disciplinary action to out of school suspension as a maximum disciplinary action.

### **Bullying**

In an effort to establish a common understanding by all students of what is meant by the term “bullying,” and to promote greater respect for each individual student, a common definition has been established and will be emphasized in the school system: ***Bullying is defined as any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another’s property, place another in reasonable fear of harm to the person or property, insult or demean a person or group of people in such a way as to interfere with the school’s educational mission. This includes intentionally intimidating, teasing, or threatening another person.*** A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Other characteristics of bullying have been identified: it is aggressive or malicious, it is repeated and goes on for some time, and it occurs in an interpersonal relationship that is characterized by an imbalance in strength or power. Classroom and school-wide rules have been established to address the issue of bullying and students are expected to comply with these standards of behavior at all times. Reports may be made using the “See It, Say It” form located on the [campus website](#).

### **Cheating**

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. If a student is caught cheating on tests or other classroom work, “zeros” will be given to the student(s) involved. No provisions are made to make up or otherwise receive credit for work or tests in question. The teacher will notify the parent of the incident. Cheating is a violation of the Academic Integrity Clause.

### **Dangerous Weapons**

It shall be unlawful for any student to handle, to transmit, or to carry upon his/her person, or in his/her portfolio or purse, any pistol, revolver, dagger, bowie knife, spring-type knife, sword cane, knife with 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, hand chain, metal knuckles, glass container, or any other offensive weapon. Any instrument or object deliberately used to inflict harm on another person or used to intimidate any person. Included in this category are knives of any kind, chains (any not used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length), metal or otherwise, (not being used for the purpose for which it was intended), razor blades, or similar kinds of instruments, ice picks, dirks, or other pointed instruments (including pencils and pens), nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas guns, or electrical weapons or devices

(stun guns). **This definition includes toy guns, cap guns, BB guns, air-soft guns, and pellet guns.**

### **Destruction of School Property**

The cost of repairing or replacing school property damage as a result of neglect or misuse will be charged to the student and his parents. Vandalism or destruction of electronic equipment, including hardware, software, or data is a serious offense and will be dealt with accordingly. Willful damage or destruction of school property will bring disciplinary action from the administration. The student will also be charged for the damage.

### **Display of Affection**

No public display of affection, such as arms around each other and kissing, will be allowed at school. The school will insist that all couples conduct themselves at all times at school in such a manner that attention of others is not attracted to their behavior. Offending students will have their attention called to the matter, and appropriate disciplinary action will be taken.

### **Disrespect from Students**

Students must remember that all school personnel have authority over them at all times during the school day and at school activities. At no time are students allowed to be disrespectful to school personnel. Students must follow and abide by reasonable requests made by school personnel.

### **Drugs and Alcohol**

In recognition of the school's obligation to our students and community, we stand ready to assist in dealing with drug and alcohol related problems. The faculty is obligated to inform the principal when it is suspected that a student is either under the influence of drugs or alcohol, or in possession of drugs or alcohol. When this is reported to the principal, both the superintendent and the parents will be notified of this report. When this report is made, the principal will search the student, his locker, and personal property. Any student found possessing, using, or under the influence of drugs or alcohol, or possessing drug paraphernalia may be suspended for the current semester and possibly the next semester. The door of the principal and counselor is open to anyone wishing to seek help and every effort will be made to keep this information confidential.

### **Fighting**

Fighting is defined as mutual participation in an altercation. Fighting is an action that will not be tolerated in a school society. Both participants in a fight will be dealt with in a manner appropriate for the situation. Disagreements between students can never be solved by violence. Students who believe another student is angry with them in a way that could lead to violence should contact a counselor or school administrator. Citations and/or fines may be issued.

### **Firearms or Destructive Devices**

Under Federal law, any student who brings a firearm to school will be suspended for at least a calendar year. The superintendent and/or the school board may modify the length of the suspension on a case-by-case basis. A firearm is defined as follows:

1. Any weapon (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosion
2. The frame or receiver of any such weapon
3. Any firearm muffler or firearm silencer

4. Any such destructive device

### **Gang Activity**

Membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations is prohibited. Gangs that initiate, advocate, or promote activities which threaten the safety or well-being of persons, or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and education objectives of the community and are forbidden. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

### **Hazardous Items**

Hazardous items including, but not limited to, ammunition, matches, lighters, knives, laser pointers, or fireworks are not permitted. School officials shall have the authority to detain and authorize the search of any pupil on any school premises or activity or while in transit. Such items will be confiscated and disposed of appropriately. Disciplinary measures will be taken as necessary.

### **Lying**

Lying is defined as untruthful, dishonest, falsifying, misrepresenting, and fabricating. Lying is strongly discouraged and will result in disciplinary action.

## MISCONDUCT

### **Abusive or Vile Language**

The use of profane, abusive or vile language will not be permitted. Disrespect or insubordination toward teachers, staff, or administrators will not be tolerated. Principals shall determine punishment for violations. Such punishment will be in accordance with the established discipline policy.

### **Mandated PPE**

At any time throughout the school year, the district administration or the McAlester Board of Education may issue temporary mandates for the use of Personal Protective Equipment (PPE) to help ensure the individual and public safety of MPS students, faculty, staff and visitors. Non-adherence to approved mandates could be considered misconduct.

### **Plagiarism**

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism is a violation of the Academic Integrity policy.

### **Projectiles**

Throwing or shooting with rubber bands or other instruments, snowballs, rock, or other projectiles on school property is forbidden.

### **Safety and Welfare of Others**

Students have the responsibility to report the presence of weapons, threat of violence against the school or individuals, and threat of suicide. These reports must be made in a timely manner to any trusted school employee. Every effort will be made to respond to these threats while keeping the confidence of the reporting student. Students must recognize the importance of helping insure the safety and welfare of others. In order to maintain a safe environment, security cameras are in use in our school buildings.

### **Sexual Harassment**

Sexual harassment is a form of discrimination that violates the law. All students at McAlester Public Schools have the right to attend school in an environment that is free of intimidation based on gender and unwelcome sexual advances. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or verbal, physical or other sexually offensive conduct made by anyone on district property or at a district sponsored event.

**Examples of acts of sexual harassment which shall not be tolerated include, but are not limited to:**

1. Written: Sexually suggestive or obscene letters, notes, invitations, graffiti.
2. Verbal: Sexually derogatory comments, epithets, slurs, degrading jokes, "teasing", "kidding", double meanings, demeaning comments about a person of a particular sex, or solicitation of sexual favors or attention.
3. Physical: Unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against an individual's body, pulling at clothing, blocking one's passage.
4. Visual: Sexually oriented gestures, displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons or posters.

5. Electronic: Any social media, texts, photos, or videos of a sexual nature.

**Procedures:**

1. A student who feels comfortable doing so should directly inform the harasser that such conduct is unwelcome and must stop.
2. A student should make a report using the “See It, Say It” form. The form can be accessed using the student’s school building website.
3. A student or parent of the student being harassed shall bring a complaint to the principal, assistant principal or counselor.
4. The complaint will be investigated and, at the end of the investigation, disciplinary action will be taken against the harasser if the *complaint is substantiated*. *Both parties will be notified of the results of the investigation.*

**Student Initiation – Hazing**

All students have the right to attend McAlester Public Schools without the threat of personally degrading and/or potentially dangerous initiation “pranks” or hazing. Consequently, the “initiation” or hazing of one student by another student or group of students will in no way be tolerated.

**Threats/Threatening Remarks**

All students have the right to attend school without the fear and concern generated by threats or threatening remarks. Threats made against individuals or against the school in general will not be tolerated.

**Toys and Skateboards**

In order to maintain an educationally sound environment, students are not to bring any items that can cause a distraction from the learning environment. Skateboards, trading cards, and toys of any kind are not to be brought to school unless prior administrative authorization is given. Unauthorized items of this nature will be confiscated and kept in the office and might not be returned until the end of the school year, depending upon the situation.

**Use or Possession of Tobacco/Vape Products**

Use and/or possession of tobacco, including vape products, in any form, by students of McAlester Public Schools is prohibited when pupils are under the supervision of the school staff, while on a school campus during a school day, while participating in a school activity, while in transit by school transportation, or at any school function authorized by the school district. Tickets or citations may be issued by Campus Police.

## ELEMENTARY DISCIPLINARY GUIDELINES

**Detention** – After School

**Suspension** –Short Term Suspension (1 day to 10 days)

Long Term Suspension – (11 days to current semester plus the next semester)

**ATS** – Alternative to Suspension (Under certain circumstances may be substituted for suspension)

**These are guidelines only, and at the discretion of administration disciplinary action may be revised. Students engaging in offenses that are criminal in nature or that violate local, state, or federal laws may be subject to citations, fines, and or prosecution.**

RULE VIOLATION	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION
Abusive or Vile Language	1-5 days detention-3 days ATS	3-5 days ATS-3 days SUS	3-9 days suspension
Arson	1 day ATS - L.T. suspension		
Assault of Staff	Current Semester or Current Semester and next		
Assault and Battery of Staff	Current semester & next		
Assault and Battery of Students	3 days ATS-5 days suspension	5 days ATS-10 day suspension	L.T. suspension and/or citation
Bullying of Teacher/Staff with Physical Injury	3-5 days suspension	5 days suspension L.T. suspension	L.T. suspension
Bullying of Teacher/Staff without Physical Injury	3 days ATS and up to 5 days suspension	5 days suspension L.T. suspension	L.T. suspension
Bullying of Student with Physical Injury	3-5 days suspension	5 days suspension L.T. suspension	L.T. suspension
Bullying of Student without Physical Injury	3 days ATS and up to 5 days suspension	5 days suspension L.T. suspension	L.T. suspension
Disrespect for Authority	3-5 days ATS	10 days ATS	S.T. suspension
Disruptive Conduct	1-3 days detention	1-3 days ATS	1-3 days suspension
Dress Code Violation	Correct the Violation	1-3 days Detention	1-5 days ATS
Drug & Alcohol-Under the Influence	15 days ATS - 5 days suspension - L.T. Possible citation and referral to law enforcement	L.T. suspension Possible citation and referral to law enforcement	
Drug & Alcohol possession and/or distribution at School	15 days ATS - 5 days - L.T. suspension Possible citation and referral to law enforcement		
Drugs & Alcohol - Using at School	15 days ATS - 5 days - L.T. suspension Possible citation and referral to law enforcement	L.T. suspension Possible citation and referral to law enforcement	
Drugs & Alcohol and or paraphernalia possession	15 days ATS - 5 days - L.T. suspension Possible citation and referral to law enforcement	L.T. suspension Possible citation and referral to law enforcement	
Extortion, Blackmail, Coercion	10 days ATS - 3 days suspension	5 days suspension	L.T. suspension
Failure to Attend Saturday School	5 – 10 days ATS - 1-3 days suspension	1-3 days suspension	1-3 days suspension

<b>RULE VIOLATION</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>
Failure to Attend ASD	1-3 days ATS	5 days ATS	1-5 days suspension
Fighting	3 days ATS- 5 days suspension and possible referral to campus police	7 days ATS-10 days suspension and possible referral to campus police	5 days - L.T. suspension and possible referral to campus police
Firearm or destructive Device-Possession	1 Calendar Year suspension		
Gambling	1-3 days detention	1-3 Days ATS	1-3 days suspension
Harassment	3 days ATS – 5 days suspension	5 days suspension-L.T. suspension	L.T. suspension
Hazardous Items	3 days detention – 5 days suspension	5 days suspension – L.T. suspension	
Internet Misconduct	1-3 days detention and Up to 3 days suspension to loss of privileges	3-5 days detention and Up to 5 days suspension and loss of privileges	ATS to long term Suspension
Mandated PPE	Verbal correction	Parent phone call and pickup	Parent Conference
Internet Misconduct (pornography, threats, etc.)	1 day detention – 3 days suspension and/or loss of privileges	1-5 days suspension and loss of privileges	5 days to long term suspension and loss of privileges
Misconduct on Bus	1-3 days detention-or loss of bus privileges	Loss of bus privileges	Loss of Bus Privilege and/or suspension
Non Compliance	1-3 days detention	3-5 days ATS	1-3 days suspension
Profanity, Pornography, Vulgar Gestures	1 day detention-3 days suspension	5 days ATS - 5 days suspension	5 days-L.T. suspension
Distribution of Pornography	5 - 45 Days Suspension		
Profanity to Teacher or Staff	5 –10 days ATS - 5 days - L.T. suspension		
Stealing or Possession of Stolen Property	5 days ATS	5 days - L.T. suspension	
Tardy	After 5 tardies, 1 day detention for each tardy per class		
Threat to School-Verbal or Written	15 days ATS - 5 days – L.T. suspension	L.T. suspension	
Threat to Staff-Verbal or Written	15 days ATS - 5 days - L.T. suspension	L.T. suspension	
Threat to Student-Verbal or Written	15 days ATS - 3-5 days Suspension	6-10 days Suspension	L.T. Suspension
Tobacco /Vape	5 days ATS- 3 days suspension	3 days suspension - 5 days suspension	5 days suspension - L.T. suspension
Truancy	1-3 days ATS	3-5 days ATS	10 days ATS
Vandalism	1 day detention-5 days suspension + cost	3 days - L.T. suspension + cost	
Vandalism-Electronic	5 – 10 days ATS - 5 days-L.T. suspension + Cost	L. T. suspension + cost	
Verbal Abuse of Staff	5 – 10 days ATS - 5 days- L.T. suspension	L.T. suspension	
Weapons Possession	Current Semester or Current Semester and next		
Wireless/Cellular Devices - Misuse	Confiscation + 1 day detention	Confiscation + Up to 3 days detention	Additional detention days and/or up to 3 days ATS



## MIDDLE/HIGH SCHOOL DISCIPLINARY GUIDELINES

**Detention:** Before School 7:10 a.m. - 7:40 a.m.  
After School 3:05 p.m. - 3:35 p.m.

**Suspension:** Short Term Suspension (1 day to 10 days)  
Long Term Suspension - (11 days to current semester plus the next semester or the Points Based system)

**Saturday School:** 8:00 a.m. - 12:00 p.m.

**These are guidelines only, and at the discretion of administration disciplinary action may be revised. Students engaging in offenses that are criminal in nature or that violate local, state, or federal laws may be subject to disciplinary procedures, citations, fines, and or prosecution.**

RULE VIOLATION	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION
Abusive or Vile Language	1-3 days suspension	1-5 days suspension	5 – 45 days suspension or up to 200 points
Arson	5 – 180 days suspension or up to 800 points		
Assault of Staff	Current semester or current semester and next and referral to law enforcement or up to 800 points		
Assault and Battery of Staff	Current semester & next and referral to law enforcement or up to 800 points		
Assault & Battery of student	5 days suspension (min) and referral to law enforcement or up to 200 points (HS Only)	45 – 90 days suspension or up to 200 to 400 points	
Assault of Student	5 days suspension and referral to law enforcement	10 days suspension and referral to law enforcement or up to 100 to 200 points	45 – 90 days suspension and referral to law enforcement or up to 200 to 400 points
Bullying with Physical Injury	5 days – L.T. suspension or up to 200 points	45 – 90 days suspension or up to 200 to 400 points	
Bullying without Physical Injury	Detention – 5 days suspension	45 – 90 days suspension or up to 200 to 400 points	
Disrespect for Authority	3 days ATS - 5 days suspension	3-10 day suspension or up to 200 points	45 – 90 days suspension or up to 400 points
Disruptive Conduct	1-3 days detention	3 days ATS - Saturday School	1-3 days suspension
Dress Code Violation	Correction of Violation	3 Days ATS	5 Days ATS - suspension

<b>RULE VIOLATION</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>
Driving Violation	Documented Parent Warning	Loss of Privileges for 45 days or up to 100 points	Loss of Privileges for 90 days or up to 200 points
Drug & Alcohol - Under the Influence	45 – 90 days suspension, citation and referral to law enforcement or up to 200 to 400 points	180 days suspension, citation and referral to law enforcement or up to 800 points	
Drugs & Alcohol - Distribution at School	180 days suspension, citation, referral to law enforcement or up to 800 points		
Drugs & Alcohol - Using at School	180 days suspension, citation and referral to law enforcement or up to 800 points		
Drugs & Alcohol and or paraphernalia possession	5 days – L.T. suspension Possible citation and referral to law enforcement (Gr. 7-8) or up to 200 to 800 points		
Drugs & Alcohol-Possession at School	45 – 180 days suspension, citation, and referral to law enforcement or up to 200 to 800 points		
Extortion, Blackmail, coercion	3 days suspension	5 day suspension	45 – 90 days suspension or up to 200 to 400 points
Failure to Show for Detention	1 Day ATS/Saturday School	2 Days Saturday School / 3 days ATS	3 Days Saturday School / 5 days ATS
Failure to Show for Saturday School	5 days suspension	10 days suspension or up to 200 points	10 days suspension or up to 400 points
Fighting	5 days suspension, citation, and referral to law enforcement	6 - 10 days suspension citation, and referral to law enforcement or up to 200 points	45 days suspension citation, and referral to law enforcement or up to 400 points
Firearm or Destructive Device – Possession	1 Calendar Year suspension		
Gambling/Cards and Dice	3 days detention – 5 day suspension	6 – 10 days or up to 200 points	45 – 90 days suspension
Harassment	3 days ATS – 5 days suspension	5 – 45 days suspension	45 – 90 days suspension or up to 400 points

<b>RULE VIOLATION</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>
Hazardous Items	3 days ATS – 5 days suspension	5 - 45 days suspension or up to 200 points	
Hazing	3-5 days suspension	45 days suspension or up to 200 points	
Internet Misconduct	1-3 days detention and Up to 3 days suspension to loss of privileges	3-5 days detention and Up to 5 days suspension and loss of privileges	ATS to long term Suspension
Mandated PPE	Verbal correction	Parent phone call and pickup	Parent Conference
Misconduct on Bus	Saturday School/ATS and/or loss of bus privileges	Saturday School / ATS and/or loss of bus privileges	Loss of Bus Privilege and/or suspension
Non Compliance	1-3 days detention	3-5 days ATS	1-3 days suspension
Pornography (possession)	5 - 45 days suspension and Possible referral to Law Enforcement or up to 200 points	90 days suspension or up to 400 points	
Pornography (distribution)	45 – 90 days suspension and Possible referral to Law Enforcement or up to 400 points	90 days suspension or up to 800 points	
Profanity, Vulgar Gestures (Verbal or Digital)	Saturday School - 3 days suspension	1 – 5 days suspension	45 - 90 days suspension or up to 200 to 400 points
Profanity to Teacher or Staff (Verbal or Digital)	5 – 45 days suspension or up to 200 points	45 – 90 days suspension or up to 400 to 800 points	
Public Display of Affection	3 days ATS –Saturday School	5 days ATS – Saturday School	3 – 5 days suspension
Sexual Harassment	3 – 45 days suspension or up to 400 points	90 days suspension or up to 800 points	
Sexual Misconduct	10 – 45 days suspension or up to 400 points	180 days suspension or up to 800 points	
Stealing or Possession of Stolen Property	Saturday School to 5 days suspension	45 – 90 days suspension or up to 200 to 400 points	
Student ID Badges - Loss or Failure to Wear	Verbal Warning & Purchase of New Badge	1-3 Days Detention	1-3 Days ATS

<b>RULE VIOLATION</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>
Threats to School-Verbal or Written	5 - 45 days suspension or up to 400 points	45 – 90 days suspension or up to 400 to 800 points	
Threat to Staff - Verbal or Written	5 – 45 days suspension or up to 400 points	45 – 90 days suspension or up to 400 to 800 points	
Threats to Students – Verbal or Written	3-5 days suspension	6-10 days suspension or up to 200 points	45- 90 days suspension or up to 200 to 400 points
Tobacco/Vape- Possession	3 days ATS and citation	Saturday School/ATS and citation	3 days suspension and citation
Tobacco/Vape- Using at school	5 days ATS and citation	3 days suspension and citation	5 days suspension and citation
Trespass	5 day suspension	45 – 90 days suspension or up to 400 points & a referral to law enforcement	
Truancy	3 days ATS and/or Saturday School	5 days ATS and/or Saturday School	5 – 45 days suspension or up to 200 to 400 points
Vandalism	1 day detention - 5 days suspension + cost	45 – 90 days suspension + cost or up to 200 to 400 points	
Vandalism – Electronic	5 – 45 days suspension + cost or up to 200 to 400 points	45 – 90 days suspension + cost or up to 200 to 400 points	
Verbal Abuse of Staff	5 – 45 days suspension or up to 200 points	45 – 90 days suspension or up to 200 to 400 points	
Video (Classroom, Fight, etc.)	3 days ATS	5 days ATS	10 days ATS
Violation of Academic Integrity Policy	Parent Notification, “Zero” on the assignment, 3 days ATS or Saturday School	Parent Notification, “Zero” on the assignment, 3 days suspension	Failure of the academic course
Violation of Expected Personal Privacy (restrooms, locker rooms, etc.)	5 – 45 days suspension or up to 200 points	45 – 90 days suspension or up to 200 to 400 points	
Weapons	Current Semester or Current Semester and next		
Wireless/Cellular Devices - General Misuse	Confiscation + 1 day detention	Confiscation and up to 3 days detention, and parent retrieval	Confiscation and additional detention days, Saturday School and/or ATS, and parent retrieval

## **STUDENT RIGHTS AND RESPONSIBILITIES**

These are summary statements of these policies. Full text of these policies with any accompanying grievance procedures is available in the Superintendent's office.

### **Disability Accommodations**

McAlester Public Schools will accommodate patrons and students with disabilities, in compliance with the Americans with Disabilities Act. Inquiries or grievances may be referred to the Director of Special Services at 918-423-8480.

### **Drug Free Schools and Communities Act**

The staff of the McAlester Public School System is concerned about a student's total development and the availability of illicit drugs and alcohol in American society today. It is the responsibility of the McAlester Public School System to inform students and parents that the possession or use of illicit drugs and/or alcohol, including tobacco, is wrong and harmful. The possession or use of illicit drugs and/or alcohol on school premises or as a part of any school activity is prohibited and will result in disciplinary action being taken. Please see the Discipline Section of the Student Handbook for information regarding student discipline. Should information over drug and alcohol counseling, or rehabilitation and re-entry programs be needed, please contact the school counselor or principal. Compliance with this requirement is mandatory under federal and local regulation.

### **Dispensing of Medication**

The Board of Education adopts this policy pursuant to the provisions of 70 O.S. 1984, Sec. 1-116.2. Under this statute a school nurse, county nurse, administrator, or designated school employees are not liable to the student or his parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator, or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

If a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medications must be in **the original container with the pharmacy label on the front** that indicates the following:
  - a. Student's name
  - b. Name and strength of medication
  - c. Dosage and directions for administration
  - d. Name of physician or dentist
  - e. Date and name of pharmacy, and
  - f. Whether the child has asthma or other disability which may require immediate dispensation of medication
2. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, insulin, and enzymes to treat Cystic Fibrosis are permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma, anaphylaxis, diabetes, or cystic fibrosis and is capable of, and has been instructed in

the proper method of, self-administration of medication. Additionally:

- a. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - b. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - c. Permission for the self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - d. A student who is permitted to self-administer medication shall be permitted to possess and use a prescribed medication at all times.
  - e. Definitions:
    - i. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. Insulin and/or Glucagon to treat Type 1 Diabetes prescribed by a physician and having an individual label. Pancreatic Enzymes to treat Cystic Fibrosis, prescribed by a physician and having an individual label.
    - ii. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician. It is the parent or guardians responsibility to provide the over-the-counter medication to the school if the child is taking it on a regular basis
  4. Prescription and over the counter medications that will be given daily for more than two weeks will require a physician's note.
  5. A parent/guardian needs to deliver the medication to the school. Medication sent with the student will not be administered.
  6. The school will comply with the Oklahoma Department of Health guidelines "Too Sick for School" regarding when sick students should be sent home.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescriptions to the parent or guardian only.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. *The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.* Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. *The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.* Parents should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate and misleading.
3. *The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. According to the *No Child Left Behind Act of 2001*, and the *National Defense Authorization Act for Fiscal Year 2002*, requests for secondary students’ names, addresses, and telephone numbers will be provided to military recruiters unless a parent or eligible student opts out of providing such information. Enrollment packets include written documentation of the choice made by parents or eligible students regarding release of personally identifiable information.
4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.* The name and address of the Office that administers FERPA is: Family Policy Compliance Officer, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4065.

The District will effectively notify parents who have a primary or home language other than English of the rights stated above.

## **Directory Information**

In compliance with 10 U.S.C. Section 503 as amended by The National Defense Authorization Act (P.L. 107-107), McAlester Public Schools will maintain and release “directory information” without the parent’s or guardian’s prior written consent, unless the parent or guardian informs the district that any or all of the following information should not be released without prior consent.

“Directory information” is defined as:

- a. Student’s name
- b. Student’s address, email address, and telephone listing
- c. The names of the student’s parents
- d. The student’s place and date of birth
- e. The student’s class designation (i.e., first grade, tenth grade, etc.)
- f. The student’s extracurricular participation
- g. The student’s achievement awards or honors
- h. The student’s weight and height if a member of an athletic team
- i. The student’s photograph
- j. The school or school district the student attended before he or she enrolled in the McAlester School District
- k. The dates of student attendance in the McAlester School District

### **Non-Discrimination and Sexual Harassment**

Any person feeling that they have been or are being discriminated against or sexually harassed in an unlawful manner is urged to present such complaints in written form to the district’s principal. All complaints will be thoroughly investigated and a prompt and equitable resolution will be sought through the procedures governed by administrative regulations.

### **Oklahoma Open Records Act**

It shall be the policy of the McAlester Board of Education to comply fully with the provisions of the Oklahoma Open Records Act to protect the rights of privacy of students and their families and to protect the rights and privacy of individual employees while ensuring and facilitating the public’s right of access to and review of those school records authorized thereby.

### **Out of School Suspension of Students with Disabilities**

This policy applies to the suspension or other disciplinary removal of a student with a disability from a current educational program. Disciplinary removal refers to reassignment of a student with a disability to an interim alternative education setting not specified in the student’s IEP. A student with a disability is defined as any student who has been determined disabled under IDEA or Section 504 Rehabilitation Act and has a current Individual Education Plan (IEP) or 504 Plan.

#### ***Disciplinary Removal for Less Than Ten (10) Days:***

School personnel may unilaterally remove a student with a disability from the current educational placement for not more than ten school days within a school year without providing educational services for any conduct that would warrant disciplinary removal of a student without disabilities. The principal may remove a student for up to ten consecutive school days per offense, as long as the additional removals do not constitute a change in placement. The district will follow its policy and procedures for the suspension/disciplinary removal of students without disabilities.

Change in placement occurs if a series of removals constitute a pattern. A pattern is determined by the length of each removal, the total amount of time the student is removed, the proximity of the removals to one another, and the nature of the offense.



***Disciplinary Removal for More Than 10 Days:*** Prior to any change in placement resulting in a school removal of more than ten consecutive days per offense or ten cumulative days that constitute a change in placement, the student's IEP team, including the parents, must meet to determine if the misbehavior is a manifestation of the disability. Procedural safeguards prescribed in state and federal regulations shall be implemented not later than the tenth day after taking disciplinary action involving suspension or placement in an interim alternative education setting.

## PARENT PARTICIPATION IN THE SCHOOL DISTRICT

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11- 105.1 of Title 70 of the Oklahoma Statutes;
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
  - a. The right to opt out of a sex education curriculum if one is provided by the school district.
  - b. Open enrollment rights.
  - c. The right to opt out of assignments.
  - d. The right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
  - e. The promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
  - f. The minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
  - g. The right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,
  - h. The right to review test results,
  - i. The right to participate in gifted programs pursuant to Sections 1210.301 through

1210.308 of Title 70 of the Oklahoma Statutes,

- j. The right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
- k. The right to receive a school report card,
- l. The attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
- m. The right to public review of courses of study and textbooks,
- n. The right to be excused from school attendance for religious purposes,
- o. Policies related to parental involvement pursuant to this section,
- p. The right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- q. The right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

## TESTING PROGRAM STUDENT SURVEYS

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GVA-P.) Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to “opt the student out of participation,” in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
  - a. College or other postsecondary education recruitment, or military recruitment;
  - b. Book clubs, magazines, and programs providing access to low-cost literary products;
  - c. Curriculum and instructional materials used in schools;
  - d. Tests and assessments;
  - e. Student recognition programs; and
  - f. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

## **Definitions**

The term “survey” includes an evaluation.

The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The term “personal information” means individually identifiable information, including a student’s or parent’s name, address, telephone number, or social security number.

The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

**Adopted: June 10, 2013**

***THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.***

## **STUDENT ACCEPTABLE USE POLICY INFORMATION TECHNOLOGY & CELLULAR COMMUNICATIONS**

McAlester Public Schools provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

### **Opportunities and Risks of Technology Use**

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or completely dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties
- Non-deliveries, delayed deliveries or interruption of service
- The accuracy or suitability of any information that is retrieved through technology
- Breaches of confidentiality
- Defamatory material
- Financial obligations arising through the use of MPS computers, networks or Internet
- Consequences that may come from failure to follow District policy and procedures governing the use of technology.

### **Privileges and Responsibilities**

The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the District reflect on the District; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any

accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the Districts computers and networks.

**Access is a privilege, not a right.** District administration and principals will deem what is appropriate use and their decision is final. MPS district has the right to monitor all use of their network including email, Internet access, information stored on district computers, network and other electronic media used on school property. The administration reserves the right to deny, revoke or suspend user access at any time.

**Access to any of these resources will not be granted until an acceptable use policy agreement is signed and submitted by the student if over 18, or the student and their parent/guardian if under 18.** By signing the Acceptable Use Policy Agreement, the student, and his/her parent/guardian if under 18, agrees not only to follow the rules in the policy, but also to report any misuse of the network by others to their teacher or building administrator. Misuse means any violations of this policy or any other use that is not authorized under this policy, or having the effect of harming another or his or her property. The student or, if a minor, the student's parent(s) / guardian(s) agree to cooperate with the district in the event of the district's initiating an investigation of a student's inappropriate use of his or her access to MPS computer network, web page or Internet, whether that use is on a school computer or on another computer outside of the district's network.

**Email:** Students of MPS may have access to Internet based email provided to them by the district if deemed academically advantageous and parent permission is received. This email account will not be open for emails to or from the general public. It will be monitored and restricted to email the staff of McAlester Public Schools and other agencies deemed educationally appropriate. Student access to any other email account on school networks is strictly prohibited.

**Student users of technology shall:**

1. Use or access District technology only for educational purposes;
2. Comply with copyright laws and software licensing agreements;
3. Understand that email and network files are not private (Network administrators may review files and communications to maintain system integrity and monitor responsible student use.);
4. Respect the privacy rights of others;
5. Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords;
6. Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses; and
7. Abide by all policies and procedures listed in this Acceptable Use Policy on all networks or devices used at school whether device is provided by the District or personally owned.

**Students may not use technology for improper uses. These uses include, but are not limited to:**

1. **Uses that violate the law or encourage others to violate the law including but not limited to:**
  - a. Offering for sale or use any substance the possession or use of which is prohibited by MPS policy or state or local law;
  - b. Viewing, transmitting or downloading sexually explicit / pornographic materials, criminal

gang activity, promotion of racist or hate crimes or anything that otherwise threatens the safety of others;

- c. "Cyber threats" (threats made using technology) of death, bodily harm, damage to property or other students or staff;
- d. Any activity that violates the Family Educational Rights and Privacy Act (FERPA), federal law protecting student privacy including but not limited to taking unauthorized and/or inappropriate pictures or videos of other students;
- e. Participating in "hacking" activities of any form or unauthorized access or damage to computers, networks, or information systems;
- f. Downloading or transmitting confidential, trade secret information, or copyrighted materials;
- g. Plagiarism of other's works from the Internet, network or other media;
- h. Obtaining financial gain or transacting any business or commercial activities;
- i. Destruction, alteration, disfigurement or unauthorized access of hardware, software, or firmware;
- j. Political advocacy;
- k. Intentionally uploading or creating a virus or other harmful form of programming vandalism; or
- l. Failing to report or assist in hiding others' illegal or unethical activity on the computers, networks or Internet provided by MPS or used on MPS property.

**2. Uses that could jeopardize the security of, or cause harm or damage to users, property or networks include:**

- a. "Cyberbullying" – Utilizing technology to "bully" or intimidate others including but not limited to:
  - i. Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or to harass another individual;
  - ii. Accessing or transmitting material that is disparaging of others such that it may create a hostile environment based on race, sex, national origin, sexual orientation, age, disability, religion or political belief.
- b. Sharing your password or the passwords of others with anyone other than your teacher, building administrator or the MPS technology department;
- c. Attempts to login as another user, use another user's account, change passwords or impersonate another user;
- d. Reposting or forwarding personal communications without the author's prior consent;
- e. Any attempt to defeat or bypass the district's Internet filter or conceal Internet activity (e.g., proxies, http, special ports, modifications to district browser and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- f. Demonstrating or discussing policy violations or security breaches with someone other than a teacher, network or school administrator.;
- g. Downloading and/or installing any software, shareware, freeware, updates or drivers to district computers or networks;
- h. **Attempts to access a wireless network other than the one designated for the device in use; District owned student devices shall remain on the "Student" wifi network. All personally owned devices shall remain on the "Guest" network;** and
- i. Attaching personal computers, wireless access points or other peripherals to MPS wired



networks.

### 3. Other uses that violate school policy:

- a. Any use of profanity, obscenity, or language that is offensive or threatening;
- b. Monopolizing network resources; i.e., non-educational games, non-educational streaming media, saving personal files or media on network shares, etc.;
- c. Reposting or forwarding of junk mail, chain letters, or inappropriate or offensive jokes;
- d. Attempting to “cheat” or otherwise share information regarding coursework or testing;
- e. Attempt to access personal email, social networking websites and unauthorized chat rooms and blogs (You will be given access to school email and blogs as deemed educationally necessary.);
- f. Using the district computers or network in a fashion inconsistent with directions from teachers or other staff;
- g. Any attempt to delete, erase or otherwise conceal any information stored on a computer that violates this policy; or
- h. Allowing others to use property issued without authorization, including students whose access privileges have been suspended or revoked.

### General Online Safety Tips

1. Do not post private information about yourself or another person including home or work address, phone number, last name, school name, family information, etc. on social networks, blogs, online discussions, podcasts, chats, email or other web tools. If a person asks for such personal information, students should have approval of their parent or guardian before providing the information.
2. Do not agree to meet with someone you have met online without your parent/guardian’s approval. If a meeting is agreed upon, your parent/guardian should accompany you and the meeting should occur in a public place.
3. Do not fill out forms on the Internet without parent/teacher permission and guidance.
4. Do not post your location on public social networking sites. Criminals may use this information to learn when you are not home.
5. Do not send or post pictures of others without their permission.
6. Do not send or post inappropriate, suggestive or misleading pictures of yourself or others through email, picture texts, social networking sites, etc... **Remember, anything you send or post through the web becomes public information and cannot be removed or taken back.**
- G. Do not respond to messages that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable. If you receive such a message, immediately notify your teacher and/or principal if at school or your parent/guardian if at home. If the message requires school action (e.g., bullying) provide a copy to the school principal as soon as possible.

The District recommends that parents/guardians read and follow the U.S Department of Justice Guidelines for Parents/Guardians on Internet Safety located at:  
<https://www.justice.gov/criminal-ceos/children-internet-safety>

### Cellular Communication Devices – All Students

The use of any cellular communication device is expressly prohibited while on school premises, in transit under the authority of the school, or while attending any function sponsored by or authorized by the school except as provided below. This includes, but is not limited to, the following devices:

- Cell phones
- Smart Watches
- Tablets with activated cellular plans

### **Cellular Communication Devices**

1. A student may possess a cellular communication device while on school premises under the following conditions:
  - a. The device must NOT be used during the school day.
  - b. The device must remain turned off at all times and unable to receive or send any communications during the school day. This includes and specifically prohibits text messaging, any type of "instant messaging" or posting to social media.
  - c. The device must remain out of sight.
2. A student may possess a cellular communication device at a function sponsored by the school that occurs outside the hours of the normal school day. Use of the device for incoming/outgoing communications is not permitted in the presence of the performing individual group during the school-sponsored function. The device may be used only away from the performance, in the outer lobby before or after the school function.
3. A student must follow all guidelines in the Student Acceptable Use Policy.
4. Violation of this policy will result in confiscation of the cellular device. Upon confiscation, the device will be turned in to the school office and may be picked back up as follows:
  - 1<sup>st</sup> Offense – Detention issued and the student may pick up the device at the end of the school day from the office.
  - 2<sup>nd</sup> Offense – Up to 3 days of Detention issued and parent/guardian will be contacted to pick up the device from the office. (The student will not be allowed to pick up the device.)
  - 3<sup>rd</sup> Offense and any subsequent Offenses - Additional days of Detention, Saturday School and/or ATS and parent/guardian will be contacted to pick up the device from the office. (The student will not be allowed to pick up the device.)

### **Cellular Communication Devices – McAlester High School Students**

McAlester Public School is committed to providing an atmosphere that is conducive to student needs and student achievement. **Cell phones will ONLY be allowed at MHS during the following timeframes: before school, after school and during lunchtime.**

Non-compliance with the acceptable use policy will follow our district's discipline plan, which could include confiscation, search, loss of privileges, detention, ATS, suspension, etc.

### **Electronic Device Search Policy**

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, or any other type of electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Additionally, police will be contacted if an administrator has reason to believe that a photo or video might be a violation of law.

Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the direction of the school, may be revoked should circumstances warrant.

### **Personal Electronic Communication Device - All Students**

1. **Students must sign the student Acceptable Use Policy and agree to abide by all terms of the policy before bringing a device to school.**
2. **The school district and its employees are not responsible for lost, stolen, and/or damaged communication devices or other personal property of a student.** Neither McAlester Public Schools nor its employees will be liable financially for damages or lost/stolen items. It is the student's responsibility to care for his/her device.
3. **Students must be connected to McAlester Public School's Guest network for Internet access.** Students may not attempt to connect to any other district network without prior written permission from the appropriate administration and notification of the district technology department.
4. Devices must remain silent.
5. Students may not photograph or video other students or teachers.
6. Misuse of the device may result in appropriate administrative disciplinary measures including confiscation and possible search of the device and/or suspension from school.
7. School personnel shall have the authority to detain and search any student on school premises, or while in transit to or from school on a school vehicle, or while attending any function sponsored or authorized by the school, upon reasonable suspicion that the student is misusing a cellular device, according to established policy concerning student searches.
8. In the event of misuse, a school official may confiscate the device and return it to a parent or guardian.
9. The principal shall have the authority to revoke the privilege of having a cellular device on campus for violations of this policy.
10. During emergency situations, students are asked to follow emergency procedures. Communication through phone calls or texts during this time are discouraged allowing airwave frequencies open for emergency responders.
11. Students who refuse to give their cell phones to staff members when directed to do so or who remove the sim card will be suspended.

### **Unacceptable use of Personal Electronic Devices**

1. Use of a cellular or other personal device in a manner that inhibits, disrupts or interferes in a classroom, school activity or event.
2. Attempt to gain access to a wireless network other than "Guest" while on school property.
3. Attempt to "cheat" or otherwise share information regarding coursework or testing.
4. Use of a cellular or other personal device in violation of any of the guidelines of the district Student Acceptable Use Policy.

### **Privacy**

Network and Internet access is provided as a tool for the students' education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network, email and Internet and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials. All Internet sites visited will be logged and reviewed for suitability of Internet use to assure compliance with the Acceptable Use Policy and state law.

Under the Family Educational Rights and Privacy Act (FERPA), federal law protects student privacy. Confiscated cell phones or devices that have the capacity to take photographs or videos may have photos reviewed in the presence of the student and/or parent/guardian to ensure that no photos or videos were taken during the school day that violate FERPA laws or school rules. Students will be required to delete school-related photos or videos that were not taken at an event open to the public.

### **Failure to Follow Policy**

Use of McAlester Public School computers, networks and the Internet are a privilege, not a right. Individuals who refuse to sign and submit the required acceptable use agreement or who violate the district policy shall be subject to loss or restriction of privilege of using equipment, software, the Internet or other technological resources. Loss of privileges may continue for the remainder of the school year and/or other disciplinary actions may be enforced as per the discipline policy. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

### **Responsibility for Damages**

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care due to gross negligence or intentional misuse. Student device insurance is available for a minimal cost per year.